



ISCTSC

International Steering
Committee for Travel Survey
Conferences

**INTERNATIONAL CONFERENCE ON SURVEY
METHODS IN TRANSPORT: HARMONISATION AND
DATA COMPARABILITY
FRANCE, MAY 25-31, 2008**

Poster Guidelines

There will be a formal poster session on Wednesday afternoon that Kara Kockelman (University of Texas at Austin) will chair, and you are asked to be present at your poster for the duration of the session. The session will be introduced by Kara with a brief overview of all the proposed posters.

Poster will be posted on the conference web site. It will also be inserted in the conference CD. Your poster file is requested by April 15. You have also the possibility to write a paper. If you want to produce the paper, you should send it by April 15 either in pdf or in MSWord format. The paper will be inserted in the conference CD. In addition, please tell us whether you consent to our posting your paper on the conference web site with free access. If you make no comment about web-posting, your paper will appear only on the CDROM. For those who will write a paper we give below formatting guidelines that we ask you to follow as they will be the standard for all papers on the CDROM. We use Elsevier guidelines.

In order to efficiently communicate the results of your research to the viewers, you are kindly requested to devote significant effort in the design of your poster. Please pay attention to details by carefully following the guidelines hereby outlined.

1. The dimensions of your poster should not exceed 80cm across x 140cm in length.
2. Avoid putting too much material and text on the poster.
3. The heading should have letters at least 35mm (1 inch) high listing the title of the paper, authors, institution and its location. If necessary, please shorten the heading. The board of your poster will be numbered and viewers will find your poster according to the title of your submitted abstract and number as stated in the final program (see <http://www.isctsc.let.fr/2008Conf/programme.html>).
4. Lettering for text and illustrations should be at least 10mm (.4 inches) high.
5. Divide your poster into Introduction, Objectives, Methods, Results, Discussion and Conclusions. Each of these sections should be numbered in sequence with numbers 35mm (1 inch) high to guide the reader through the poster.
6. The introduction should contain 3 to 5 telegraphic sentences outlining essential information necessary to understand the study and why it was done.
7. The objectives of the study, the questions to be asked or the hypothesis to be tested should be clearly stated in as few words as possible.
8. Outline your methods briefly, provide reference to previous methods and details only for new methods or important modifications of older ones.
9. Results should be presented as graphs or tables when possible. They should be self-explanatory and therefore please provide a clear legend including symbols. You may also want to provide an interpretation of the results below each panel.
10. The discussion (if necessary) and conclusions should be succinctly stated on large type. Many viewers read this first, hence it should be easy to understand

Your poster will be displayed for the entire duration of the conference. The poster should be put up no later than 11 a.m. on the first day of the conference. As soon as possible, we will give you information about material that will be at your disposal to mount the poster.

Paper formatting guidelines

STYLE NOTES FOR AUTHORS FOR THE PREPARATION OF CAMERA-READY COPY (adapted by ISCTSC from 2003 Elsevier guidelines)

First name Last name, Affiliation, City, Country, e-mail

TYPING

Please prepare your paper in Times New Roman typeface. The body of the text should be prepared as this example in 12 point with 1.25 line spacing and set to a type area of 162mm wide by 247mm deep* for camera reduction to 75%. Text should be justified (across whole page width).

(* Please note this includes running headlines and any footnotes)

FIRST PAGE

The paper title should be set in bold type in 18 point capitals, using 24 point capitals for initial letters, and ranged left. The author(s)'s name(s) and affiliation in 12 point italic upper and lower case should follow the title, as shown above. The first page should specify that the paper is being presented at the 8th International Conference on Survey Methods in Transport, France, May 25-31, 2008. The text should then commence 20-25 lines from the foot of the type space.

HEADINGS

Main headings should be typed in bold in 15 and 12 point capitals, ranged left. Leave two lines above and one line below main headings.

Subheadings

Subheadings should be typed in bold 12 point upper and lower case, ranged left. Leave two lines above and one line below subheadings.

Sub subheadings. Sub subheadings should be typed in italicised 12 point upper and lower case. The following text should run on after a full stop. Leave one line before sub subheadings.

ILLUSTRATIONS

Please include illustrations of usable quality for reproduction in the appropriate place in your camera-ready copy. Any photographs should be in black and white and be stuck directly onto the manuscript in the appropriate place.

If you do not possess hard copy originals of images, please:

- Scan the image and insert a low-resolution image in the appropriate place in the manuscript

REFERENCES

References should follow the Harvard system. In the text the surname of the author and the year of publication of the reference are given. Two or more references by the same author published in the same year are differentiated by the letters a, b, c etc. For references with more than two authors, text citations should be shortened to the first author followed by *et al.*

Jones (1965, 1968a, b, 1971b) discovered that . . .

Recent results (Brown and Carter, 1985; Green *et al.*, 1986) indicate that . . .

References should be listed in alphabetical order at the end of the article. References by the same author(s) should be in chronological order. Journal references should include: author's surname and initials; initials and surnames of remaining authors; year of publication in brackets; article title (where provided); abbreviated journal title, volume number and page numbers.

References to books should include: author's surname and initials; initials and surnames of remaining authors; year of publication in brackets; the book title; the name of the publisher and the place of publication. References to multi-author works should include after the date of publication: the chapter title (where provided); 'In:' followed by book title; initials and name(s) of editor(s) in brackets; volume number and pages; the name of the publisher and place of publication.

The references should appear in the following form:

Abell, B. C. (1945). The examination of cell nuclei. *Biochem. J.*, **35**, 123-126.

Abell, B. C. (1956). Nucleic acid content of microsomes. *Nature*, **135**, 7-9.

Abell, B. C., R. C. Tagg and M. Push (1954). Enzyme catalyzed cellular transaminations. In: *Advances in Enzymology* (A. F. Round, ed.), Vol. 2, pp. 125-247. Academic Press, New York.

Baker, R. C. (1963a). *Microscopic Staining Techniques*. Butterworths, London.

Baker, R. C. (1963b). Methods of preparing thin-section slides. *J. Br. Med. Assoc.*, **34**, 184-186.

Charlie, F. H. and M. B. Routh (1966). The chemical determination of toxins. *J. Am. Chem. Soc.*, **66**, 267-269.

Dog, P. R. (1958). In: *Chemical Carcinogenesis* (R. W. Brown, ed.), Vol. I, Chap. 7, pp. 56-98. Chapman & Hall, London.

