

[The following guidelines were adapted by METU Northern Cyprus Campus in line with the Decision 2013/3-3 of the University Senate dated 9 April 2013 on the “Guidelines for Referring to the University in Scholarly Publications”]

METU NORTHERN CYPRUS CAMPUS GUIDELINES FOR REFERRING TO THE NAME OF THE CAMPUS IN SCHOLARLY PUBLICATIONS

1. The Campus should be referred to as “Orta Doğu Teknik Üniversitesi Kuzey Kıbrıs Kampusu”, “ODTÜ Kuzey Kıbrıs Kampusu”, “Middle East Technical University Northern Cyprus Campus” or “METU Northern Cyprus Campus” in all scholarly publications. Any other acronym should never be used to make reference to the Campus.
2. The names of the relevant program and of the research center to which the research staff belong should appear together with the name of the Campus in any published work arising from research conducted within METU Northern Cyprus Campus undergraduate and graduate programs and research centers.
3. In any published work arising from research conducted by the students and academic advisors of interdisciplinary graduate programs, the address should contain the interdisciplinary graduate program's name for both the students and their academic advisors as well as the name of the program to which the academic advisors belong.
4. In any published work arising from a research project carried out at METU Northern Cyprus Campus involving guest faculty, guest research staff and/or METU Northern Cyprus Campus students employed by other institutions;
 - a. The address of METU Northern Cyprus Campus should appear, and the address of the university/institution to which the guest research staff or students belong should be referred to when the entire research has been conducted at METU Northern Cyprus Campus.
 - b. The address of METU Northern Cyprus Campus should appear alongside the address of the institution to which the relevant researcher or student belongs, when a portion of the research has been conducted at the researcher's/student's university/institution.
5. In any published work arising from a research project carried out at other institutions where METU Northern Cyprus Campus staff have taken up employment in the course of leave of absence;
 - a. When the entire research has been conducted at the institutions where the relevant members of METU Northern Cyprus Campus staff are temporarily employed, the address of that institution should appear, and it should be mentioned that they have taken leave of absence from METU Northern Cyprus Campus .
 - b. When a portion of the research has been conducted at METU Northern Cyprus Campus and the rest at the institutions where members of METU Northern Cyprus Campus staff are temporarily employed, the addresses of the two institutions should appear together.

6. In any published work arising from research conducted by former METU Northern Cyprus Campus students in the course of their study at METU Northern Cyprus Campus;
 - a. When the entire research has been conducted at METU Northern Cyprus Campus, the address of METU Northern Cyprus Campus should appear, and the address of the university/institution to which the student belongs should be referred to.
 - b. When a portion of the research has been conducted at the researcher's/student's current institution, the METU Northern Cyprus Campus address should appear alongside the address of the institution to which the relevant researcher/student belongs.
7. In any published work arising from research activities conducted by METU Northern Cyprus Campus staff in the course of their study or employment at other institutions before they are employed by METU Northern Cyprus Campus;
 - a. When the entire research has been conducted at the previous institution, the address of that institution should appear, and METU Northern Cyprus Campus should be referred to as their current institution.
 - b. When a portion of the research has been conducted at METU Northern Cyprus Campus and the rest at the previous institution, the addresses of the two institutions should appear together.
8. In any published work arising from research conducted by staff who retired from METU Northern Cyprus Campus;
 - a. The address of METU Northern Cyprus Campus should appear. The address of the institution to which the relevant researcher currently belongs should also be referred to, if any, or otherwise it should be acknowledged that s/he is a retired member of staff.
 - b. When a portion of the research has been conducted at the institution to which the researcher currently belongs and the rest at METU Northern Cyprus Campus, the addresses of the two institutions should appear together.
 - c. The address of METU Northern Cyprus Campus may appear as long as the term "retired" is included in the publication, when the entire research or a portion of the research has been conducted after the retirement, and the relevant researcher is not currently employed by another institution.
9. In any published work arising from research conducted by resigned METU Northern Cyprus Campus staff;
 - a. The address of METU Northern Cyprus Campus should appear, and the address of the institution to which the relevant researcher currently belongs should be referred to.
 - b. The addresses of the two institutions should appear together, when a portion of the research has been conducted at the institution to which the relevant researcher currently belongs and the rest at METU Northern Cyprus Campus.
 - c. An acknowledgement of METU Northern Cyprus Campus should be included, if the relevant researcher is currently not employed by another institution and a portion of the research has been conducted at METU Northern Cyprus Campus.