

FORMAT INSTRUCTIONS FOR REGULAR PAPERS, ABSTRACTS, CASES, WORKSHOPS, PANELS, AND SPECIAL SESSIONS

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ABSTRACT

Your paper for the Proceedings **must be submitted as a MS-Word file** through the online submission system (<http://wdsinet.org/papers>). For authors using ‘letter’ paper (i.e., 8.5 inches [21.59 centimeters] by 11 inches [27.94 centimeters]), the recommended setting for the top, left, and right margins is 0.75 inches (1.9 centimeters). The bottom margin should be set at 1.0 inch (2.54 centimeters). For authors using A4 paper (i.e. 8.27 inches [21.0 centimeters] by 11.69 inches [29.69 centimeters]), the margins should be: top 1.22 inches (3.1 centimeters), right and left 0.63 inches (1.6 centimeters), and bottom 1.22 inches (3.1 centimeters). Following these instructions will ensure that papers are based on an image of 7 inches (17.78 centimeters) by 9.25 inches (23.5 centimeters) **Papers that deviate from these instructions will not be published.**

INTRODUCTION

Title

The title should be typed using 14 point **Times New Roman** font, bold type, all caps, single-spaced, and centered across the top of the first page, as illustrated above.

Authors

The author(s), affiliation(s), mailing address(es), phone number(s), and e-mail address(es) should be typed using 12 point italicized Times New Roman font, single spaced and centered on the second line below the title, as illustrated above. Do not use titles such as Dr., Professor, etc.

Headings

Headings should be in bold type using 12 point Times New Roman font. First-level headings should be centered and set in caps, as illustrated above. Second-level headings should be flush left with initial caps, as illustrated herein. Do not use headings other than these two types. At least one line space should separate headings from the preceding and following text, as shown here. Two line spaces should separate the author names from the “ABSTRACT”.

Abstract

Introduce the paper with an abstract of **approximately 100 words**, using 12 point Times New Roman font. Begin with the heading “**ABSTRACT**” in bold and centered above the single-spaced abstract text, as shown above.

Body

All paragraphs should begin flush left (no paragraph indent) and right justified. **Single-space** the body of the paper. Use 12 point **Times New Roman** font throughout. **Remember, omit page numbers!**

Figures and Tables

Figures and tables should be placed as close as possible to where they are cited. First-level headings state the table or figure number and may be followed by second-level subheadings. Avoid heavy solids or graphics with dark backgrounds. Simple line drawings or graphics are encouraged. All tables and images should be imbedded into the file and sized appropriately.

If you submit photographs, they need to be sampled at 300 dpi (dots per inch). Keep in mind that web graphics are typically sampled at 72 dpi and cannot be up-sampled to 300 dpi. Any file at a higher dpi (600 to 1200) will be down-sampled to 300 dpi to preserve file space. Photographs must be properly sized and positioned in the body of the paper.

Calling References

Bracketed numbers, i.e. [1] or [2, p. 10] should be used in the body of the text to call references. If more than one reference is called at once, the following format should be used: [4] [6] [11, p. 5]. The use of footnotes is discouraged.

Equations

All equations should be placed on separate lines and be numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$R_i = f(X_i) \quad (1)$$

APPENDIX

Any appendices should immediately follow the body of the paper and precede the references.

REFERENCES

Type references at the end of the paper, alphabetically, single-spaced, with numbers placed in brackets.

- [1] Dhir, K.S. Enhancing management's understanding of operational research models. *Journal of the Operational Research Society*, 2001, 52 (8), 873-887.
- [2] Nicholls, M.G., Clarke, S. & Lehaney, B. (eds). *Mixed-Mode Modelling: Mixing Methodologies for Organisational Intervention*. Dordrecht, The Netherlands: Kluwer Academic Publishers, 2001.

PAGE ENTITLEMENTS

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