

# **FORMAT INSTRUCTIONS FOR SUBMISSION OF REGULAR PAPERS, ABSTRACTS, CASES, WORKSHOPS, PANELS, AND SPECIAL SESSIONS**

*Please remove all names and affiliations*

## **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 caps and centered above the single-spaced abstract text, as shown above. Your paper **must be submitted as a PDF file** through the online submission system provided for the conference. The recommended paper size is ‘letter’ size 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).

**Keywords:** You may include up to five keywords below your abstract.

## **INTRODUCTION**

### **Paper 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**

Please remove all names and affiliations from the submission. These will be added later for your proceedings submission if your paper is accepted and you choose to include it in the proceedings.

### **Headings**

All headings should be in bold type.

All first-level headings should be in bold type using 12-point Times New Roman font, and should be centered and set in caps, as illustrated above in “INTRODUCTION”.

Second-level headings should be in bold type, flush left with initial caps, as illustrated herein. Do not use headings other than these two types.

One line space should separate headings from the preceding and following text, as shown here.

## **Body**

Follow the abstract with a first-level heading that introduces the body of the paper.

All paragraphs should begin flush left (no paragraph indent) and also be right (fully) justified. Single-space the body of the paper. Use 12-point Times New Roman font throughout. Paragraphs within a section should be separated by one line space.

Page numbers should be centered at the bottom of each page.

## **Figures and Tables**

Figures and tables should be placed as close as possible to where they are cited. First-level headings should 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.

## **Calling References**

In calling references in the body of the text, use author name(s), year, and, for direct quotes, a page number. For items without specific authors, use a standard method of listing your references.

## **Footnotes**

The use of footnotes is discouraged.

## **Page Limits and File Size**

The full paper submission should be no more than 15 pages including everything. The pdf file submission should be no larger than 5 MB.

## **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 (using the first-level heading "**APPENDIX**") and precede the references. If there is more than one appendix, number each one consecutively.

## **REFERENCES**

References should be listed at the end of the paper alphabetically and single-spaced within each reference but with a space in between references, as illustrated.

Dhir, K.S. Enhancing management's understanding of operational research models. *Journal of the Operational Research Society*, 2001, 52 (8), 873-887.

Nicholls, M.G., Clarke, S. & Lehaney, B. (eds). *Mixed-Mode Modelling: Mixing Methodologies for Organisational Intervention*. Dordrecht, The Netherlands: Kluwer Academic Publishers, 2001.