

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

*Please remove all names and affiliations*

## **ABSTRACT**

Your paper **must be submitted as a PDF file** through the online submission system (<https://wdsi2022.exordo.com/login>). 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.

### **Headings**

All headings should be in bold type.

All first-level headings should be in bold type using 12 point Times New Roman (TNR) 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.

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 caps and centered above the single-spaced abstract text, as shown above.

## **Body**

Follow the abstract with a first-level heading that introduces the body of the paper. See typing instructions below for more information.

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.

## **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.

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] or [4] [6] [11, pp. 214-219].

## **Footnotes**

The use of footnotes is discouraged.

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## **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.

$$R_i = f(X_i) \tag{1}$$

## **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, 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.

### **Note:**

It is highly desirable that all refereed papers contain a list of references.

If this is not possible (e.g. due to the page limitation), the phrase "References available upon request from ... (list an author's name and contact information)" should be used.