

# NORTHEAST DECISION SCIENCES INSTITUTE

## Preparing and Submitting Proceeding Documents

Submitting to the Proceedings is optional, but most authors of accepted papers and organizers of accepted panels, tutorials and workshops do. The Proceedings is distributed on a CD\_ROM at the conference. This provides a hard record of scholarly activity. Submissions are also available through EBSCO after a delay. Please follow these formatting instructions carefully to keep the quality of the publication high.

Original paper and proposal submissions are NEVER used in assembling the Proceedings. The original submissions do not have author information, due to the blind review process. Proceedings submissions are required to have author information immediately following the title. **Also, at least one author of a paper has to have paid the registration fee before upload is allowed.** Registration can be paid on line by credit card or by PayPal. PayPal accepts foreign currency.

Proceeding documents must be uploaded in PDF format to the online Conference Submission Website. The link to it can be activated in several places on this website, including the left-hand navigation panel choice for “Paper & Proposal Submission” and on the page that appears when clicking on “Proceedings” or “Proceedings Submission.” The first step is to login.

After the beginning date for Proceedings uploads, which is found in your acceptance letter, a red rectangle will appear in the Desired Actions menu entitled “Submit or Replace *Proceedings* Document and Title/Author Information.” The red rectangle will disappear again after the submission deadline passes. Click on the appropriate button to initiate processing.

**IMPORTANT:** The author information and paper title in the conference database is used in preparation of the Program, the Proceedings and their respective indices. The information on your uploaded Proceedings submission is NOT used. The first screen that appears reports the paper title and author information. Make sure this information is correct. Then, click on “Next Step.” If any changes have been made, the page will reappear to confirm those changes.

The next screen to appear provides the opportunity to upload your PDF formatted submission. If you are uploading for the second time, the new upload will replace the previous one.

Currently, there is no page limit on Proceedings submissions, although it is typical to have five or six pages for a paper and one page for a panel, tutorial or workshop.

Proceeding submissions must comply with the formatting guidelines below. Please proof your paper carefully. Make sure you have the correct margin settings, no headers or footers, no page numbers and the document is not locked. Proceeding submissions which do not comply with these instructions may not be published at the discretion of the Proceedings Editor.

# **Formatting Instructions**

## **Regular Paper Instructions**

### **Length**

There is no specific length limitation at this time.

### **Language**

Your PDF file may contain traditional English or Greek characters. It should NOT contain any other language characters, such as Korean or Chinese (we mention these two languages because they have caused problems in the past for DSI Proceedings).

### **Copyright**

Material printed in its entirety in the Northeast Decision Sciences Institute's Proceedings is considered published. The copyrights for submissions and all forms of presentation at the Annual Meeting remain with the authors. It is the author's or authors' full responsibility to assure that anything submitted to the Proceedings has not already been published.

### **Font and Margins**

We strongly recommend that you use Times New Roman, 12pt font for your manuscript titles and text. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Use boldface type for the title of your paper and all first and second level headings.

Set the following margins for all sides (top, bottom, left and right) at 1inch. All paragraphs should begin flush left (no paragraph indent). If possible, justify the margins. Single-space the body of the paper. Double-space between paragraphs, and before and after headings. Triple-space after the last author's name below the title before beginning the abstract.

### **Paper Title**

The title of your paper should be in bold type, all caps, single-spaced, and centered across the top of the first page.

### **Authors**

The author(s), affiliation(s), complete address(es), email address(es), and telephone number(s) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc.

### **Headings**

All headings should be in bold type. First-level headings should be centered and set in all caps. Second-level subheadings should be set flush left with initial caps. Please do not use headings

other than these two types. At least one line space should separate headings from the preceding text.

### **Abstract**

Introduce the paper with an abstract of approximately 100 words. Use a first-level heading titled "ABSTRACT" set above the single-spaced abstract text.

### **Keywords**

You may optionally include up to five keywords in boldface below your abstract. For a list of keyword ideas, refer to [www.decisionsciences.org/dsj/areas.htm](http://www.decisionsciences.org/dsj/areas.htm) to view a journal list. However, keywords are not limited to the phrases found in that list.

### **Body**

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

### **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. All figures and tables are to be done in a professional manner. If you are using symbols, please make sure that they are still in correct forms after you convert your file to Acrobat PDF. Please feel free to include figures, graphs and pictures as long as the total size of your file does not become excessive.

### **Calling References**

Bracketed numbers, i.e., [1] or [2, p.188], should be used in the body of the text to call reference. If more than one reference is to be cited at the same time, the following format should be used: [4] [6] [11,pp.214-219].

### **Footnotes**

The use of footnotes is discouraged.

### **Equations**

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

### **Appendices**

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 (Bibliography)

Since the bibliography should include only those references cited in the text of the paper, it should be referred to as "references." References should be listed at the end of the paper. Entries should appear in alphabetical order and should be numbered with the numbers placed in brackets (see examples below).

- [1] Childress, R. L. *Mathematics for managerial decisions*. Englewood Cliffs, NJ: Prentice-Hall, 1974.
- [2] Pitts, J. E. Whitaker, W. M. III. "The impact of tax policy on investment behavior in the chemical industry 1951-65." *Decision Sciences*, 1971, 2(1), 53-65.

**Note:** All regular session papers should list references. However, if the paper is too long, numbered references may be replaced by author-year citations in the text ("Baker, 1974"). If this format is used, the author is responsible for sending out reference lists and this should be noted at the end of the paper. "References available upon request from [Name of Author]."

## Proceedings Template

See <http://www.ConferenceMgt.com/conf/NedsiProceedingsTemplate-Regular.pdf>.

## Questions?

If you are unfamiliar with converting files to PDF format, or if you have questions about these proceedings guidelines, send an email to the Program Chair.

### CHECKLIST

- ✓ **Title of paper:** All caps, bold type, single-spaced, and centered.
- ✓ **Authors:** Include affiliations, full addresses, phone and email addresses.
- ✓ **Headings:**
  - 1st level: All caps, bold, centered.
  - 2nd level: Initial caps, bold, flushed left.
- ✓ **Abstract:** 100 words or less.
- ✓ **Keywords:** no more than five keywords at the end of the abstract, boldface.
- ✓ **Body:** See type set and margin instructions.
- ✓ **Margins:** 1" for top, bottom, left and right.
- ✓ **Headers & Footers:** None
- ✓ **Page numbering:** None
- ✓ **Security:** Unlocked
- ✓ After proofreading convert your file into Acrobat PDF format.
- ✓ Remember to copy and paste your abstract into the abstract area during Proceedings upload. The abstract will appear as part of the Conference Website which reports the conference schedule.

## **PANEL, TUTORIAL, WORKSHOP and INVITED SESSION WRITE-UP INSTRUCTIONS**

Write-ups are typically one page long, but there is no specified page limit. In all respects, the guidelines for regular papers are appropriate for panel, tutorial or workshop (PTW) sessions. The first line should be the session title, in bold, all caps, and centered across the page.

The involved people follow, with the exception of titling. Panels have a Moderator and Panelists. Tutorials have a Presenter(s) and Participants. Workshops have a Coordinator and Leaders. Attendees are not named. Do not include biographical sketches.

The second major heading should be PANEL FORMAT, TUTORIAL FORMAT, WORKSHOP FORMAT or SESSION FORMAT, as appropriate. This section should describe how participants will contribute to the PTW or special session and/or describe how the session will be conducted, and provide background information, a summary, or references. The content of this section will depend on the nature of the session.

Presuming the write-up is not too long, it can be copy and pasted into the spot provided for PTW write-up when uploading the Proceedings submission. It will then appear on the Conference Website.

Up to five boldface keywords may optionally follow your write-up.

### **Workshop Template**

See <http://www.ConferenceMgt.com/conf/NedsiProceedingsTemplate-Workshop.pdf>.

**Please direct any Proceedings questions to the NEDSI Program Chair.**