

## INSTRUCTIONS FOR 2018 SE INFORMS CD-ROM SUBMISSIONS

Michelle Liu, 2018 Program Chair  
Michelle.liu@marymount.edu

### ABSTRACT

This document explains how papers submitted to the conference management system, Ex Ordo, should be formatted. Follow these instructions carefully because your paper will be reproduced directly from the file you submit. At least one author per paper is expected to register for the conference **and** pay their registration fee by October 4<sup>th</sup>, 2018 for the paper to be included in the *Proceedings*.

Files must be uploaded **no later than Wednesday, October 3<sup>rd</sup>, 2018** using the “paper submission web site” link on [southeastinforms.org](http://southeastinforms.org). You will log-in as usual, then proceed.

### FORMAT INSTRUCTIONS

Your submission **must be in PDF file format**. You can easily convert to PDF format by going to [www.pdfonline.com](http://www.pdfonline.com), then following the directions to convert a file. Use eleven point Times New Roman (or similar) font, single column. Use 1” margins; top, bottom, and sides. All paragraphs should begin flush left (no paragraph indent). Single-space the body of the paper and “justify” the paper. Skip one line between paragraphs and before and after headings. There is no length limitation on submissions.

#### Title

The title of your paper should be printed in bold type using all capital letters. *Use the style “**Heading 1**” that you can select from the style box found on the left corner of your Word screen just under the standard (icon) toolbar.* Center the title across the top of the first page. If more than one line is required, single space. Skip one line after the title.

#### Authors

The author(s), affiliation(s), address (es) and telephone number(s) should be single-spaced and centered. Do not use titles such as Dr., Professor, etc. All Information for one author should fit on one line if at all possible. Skip three lines after the last author. Since this version of your paper will be put on the Web, you have of the option of leaving your phone number out. *Use the style “**Heading 2**” that you can select from the style box just for your name(s). **Heading 1 and Heading 2 styles should not be used anywhere else in the document.** This will facilitate the indexing and searching feature for the CD-ROM.*

#### Headings

All headings should be bold type. First-level headings should be centered and printed in all capital letters. *For first level headings use the style “**Heading 3**” from the style box.* Second-level headings should be set flush left in mixed case. One line should separate each heading from the text preceding and following it. Second level headings should be with the normal style format.

## Abstract

Introduce the paper with an abstract of approximately 100 words. Begin with the **ABSTRACT**. Use eleven point, single-spaced, regular type. Justify the text.

## Body

Follow the abstract with a first-level heading that introduces the body of the paper. Use eleven point, single-spaced, regular type. Justify the text.

## Figures and Tables

Figures and tables should be placed as close as possible to where they are cited. Use first-level headings to provide the figure or table number. All figures and tables must be computer-generated

## Citing References

Bracketed numbers, i.e., [1] or [2, p. 188], are the preferred way to cite references in the text. If more than one reference is to be cited at once, each reference number should be enclosed in brackets. For example, [4] [6] [11, pp. 214-219].

It is also acceptable to use author-year citations.

## Equations

Each equation should be centered on a separate line. Skip one line before and after an equation. The equations in the body of the paper should be numbered consecutively with the equation numbers placed in parentheses and aligned against the right margin. (See **Appendices** below.) The following example shows a correctly formatted and identified equation.

$$R_1 = f(X_1) \quad (1)$$

Equations may use slightly different type than is used throughout the body of the paper.

## Appendices

If the paper includes an appendix, it should immediately follow the body of the paper of the footnotes and be identified using the first-level heading **APPENDIX**. If there is more than one appendix, designate them as **APPENDIX A**, **APPENDIX B**, etc. (The references should follow the appendix.)

Equations in an appendix should be identified as (A.1), (A.2), etc. If there is more than one appendix, designate equations using the appendix letter and a number. For example (B.1), (C.5).

## REFERENCES

References should be listed at the end of the paper. Include only references cited in the text of the paper and identify them using the first-level heading **REFERENCES**. Entries should be listed in alphabetical order and should be identified with 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. and Whitaker, W. M. III. "The Impact of Tax Policy on Investment Behavior in the Chemical Industry." *Decision Sciences*, 1971, 2(1), 53-65.

## **PAPER LENGTH**

There is no limit to the maximum length of the paper for the **SE INFORMS proceedings**. However, a general guideline about the minimum length for respective submission type is provided as below:

- For (extended) abstract, no fewer than 300 words;
- For research-in-progress, no fewer than 800 words;
- For graduate student paper, no fewer than 1,500 words;
- For a regular paper, no fewer than 2,000 words.

**Your submission must be received no later than October 4<sup>th</sup>, 2018.**