

INSTRUCTIONS FOR PREPARING PROCEEDINGS

Northeast Decision Sciences Institute

Please follow these format instructions carefully. All articles for the proceedings must be submitted electronically. Your accepted submission must be uploaded in PDF format in order for it to be published in the NEDSI *Conference Proceedings*. The proceedings are only distributed in electronic form, on CD-ROM, yet submissions should nevertheless comply with the formatting guidelines below. Only after you have carefully proofed your paper should you put it in the PDF format. We recommend that you print samples of your paper to verify the correct margin settings. Papers that deviate from these instructions may be omitted at the discretion of the Proceedings Coordinator.

FORMAT AND SUBMISSION INSTRUCTIONS

Deadline

Proceedings PDF files must be submitted via the website by the end of the day on **January 26, 2011**. Please see instructions below:

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At least one author of the paper or proposal must pay his or her registration fee in order to submit to the Proceeding. All authors of a paper attending the conference must be registered. Please check our web site at nedsi11.org and click on **Registration** for information regarding the fee payment. Payment is accepted in US Dollars. If the submitter intends to pay by check, it may take as long as one week after receipt of the check by the Program Chair before the conference database is updated to show that payment has been made, thereby allowing the Proceedings submission upload.

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There have been recent problems with the inclusion of bitmap graphic figures in a Proceedings document. When combined into the final Proceedings document, a bitmap graphic may come through as a black rectangle. You are encouraged to use other formats, such as graphics with a .jpg extension. Doing a copy and paste of a graphic image from Excel or PowerPoint into a Word document will not cause a problem.

Length and Content

There are no formal limitations on file size or page count on accepted submissions, although we encourage submissions to be smaller than 1 Meg in size.

Submitters of panel, tutorial and workshop sessions may also submit to the Proceedings with no page limit. The system software places the word "Panel: ", "Tutorial: " or "Workshop: " at the beginning of these session titles, so the session title as submitted should not include these words.

Language

Your PDF file may contain traditional English, French or Greek characters. It should NOT contain any other language characters, such as Korean or Chinese, which have caused problems in the past.

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Material printed in its entirety in the Institute's Proceedings is considered published. The copyrights for all forms of presentation at the Institute's Annual Meeting remain with the authors.

Do NOT submit anything to the proceedings which is already copyrighted because this would be a violation of copyright restrictions. Authors assume full responsibility for what is submitted.

Paper Title and First Page

There is no title page per se. The first page of the paper begins with the title, followed by author information, and optionally followed by an abstract and keywords. Then, triple-space before beginning the body of the paper. The title of your paper should be in bold type, all caps, single-spaced, and centered across the top of the first page.

Authors Information

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. Triple-space after the last author's name before beginning the abstract.

Abstract

Introduce the paper with an abstract of approximately 100 words. Begin with the first-level centered heading "**ABSTRACT**" set above the single-spaced abstract text. Optionally, include keywords on the second line below the abstract. Then triple-space to the first-level heading that introduces the body of the paper.

When uploading your proceedings submission, there will also be an opportunity to copy and paste your abstract into a text field on the title and author page of the submission site. This abstract will be made available to people who are viewing the conference schedule on the web. The abstract will be presented upon clicking your paper title.

Make sure the title and authors on the submission site match those on your Proceedings submission because the conference database is used to create the Proceedings indices. Information on the submission itself is not used for this purpose.

Keywords

You may include up to five keywords below your abstract.

Font, Margins and Paragraph Style

Set the following margins for all side (top, bottom, left and right) at 1".

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.

We strongly recommend that you use Times New Roman, with 12 point font for your manuscript. 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.

Page Numbers

Your submission should **NOT** contain page numbers.

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 blank line should separate headings from the preceding text.

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 form after you convert your file to Acrobat PDF. Please feel free to include figures, graphs, pictures as long as the total size of your file does not go beyond 1 Meg.

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.

$$R_1 = f(X_1) \tag{1}$$

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, using a first-level heading. Entries should appear in alphabetical order and should be numbered with the numbers placed in brackets (see examples below).

[1] Deming, W.E. *Sample Design in Business Research*. New York, NY: John Wiley & Sons, 1990.

[2] Barboza, M. & Maciaveli, P.T. *Vendor Evaluation Criteria and Perceived Organizational Performance: A Comparison of American and Mexican Firms*. *International Journal of Quality & Reliability Management*, 1990, 2(6), 12-28.

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Uploading Your PDF file

When you are ready to upload your PDF proceedings file, go to the conference submission site.

- Make sure that at least one author has paid the registration fee, so that file upload will be permitted.
- On the Desired Actions Menu, scroll down to the red rectangle entitled "Submit or Replace Proceedings Document and Title/Author Information."
- Use the menu choice button to select your paper or select your panel/tutorial/workshop proposal.
- On the editing screen, make sure that the paper title agrees with your proceedings submission and that the author list is correct. These values are used for proceedings indices.
- Copy and paste a copy of your 100 work abstract into the provided text editing area.
- Click "Next" to bring you to the screen for uploading your proceeding submission and follow the same procedure used to upload your original paper or proposal.

To avoid potential problems and crises, we suggest that you submit your proceedings file well before the submission cutoff deadline.

Questions?

If you have questions about these proceedings guidelines, send email to the Proceedings Editor, Albert E. Avery, at avery@towson.edu.

CHECKLIST

- **Type and margins:** Times New Roman, 12 pt, with 1" margins all around.
- **Do not include page numbers**
- **Title of paper:** All caps, bold type, single-spaced, and centered.
- **Authors:** Include affiliations, full addresses, office phones and email addresses.
- **Abstract:** 100 words or less.
- **Keywords:** no more than five keywords at the end of the abstract, boldface.
- **Body:** Begin with a 1st level heading.
- **Headings:**
 - 1st level: All caps, bold, centered .
 - 2nd level: Initial caps, bold, flushed left.
- After proofreading, convert your file into Adobe Acrobat PDF format.
- Print samples of your paper to verify the correct margin settings.
- Make sure a registration fee has been paid.
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