

# DECISION SCIENCES INSTITUTE INSTRUCTIONS FOR PREPARING PROCEEDINGS

## ABSTRACT

This document explains how papers submitted for the *Southeast Decision Sciences Institute Proceedings* should be formatted. You will upload this completed paper through the SE DSI web site in a similar fashion for your original paper. **REMEMBER TO SUBMIT THIS PAPER IN PDF FORMAT.** This document represents an example of the correct format. Please follow these format instructions carefully. Papers that deviate from these instructions may not be published at the discretion of the Program Chair. We recommend that you print samples of your paper to verify the correct margin settings.

## FORMAT INSTRUCTIONS

### Title

The title of your paper should be printed, in capital letters, on the first page, centered across the top of the column, using 12 point, bold, Times Roman type. Use a maximum of three lines, single spaced, followed by a blank line.

### Authors

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

### Abstract

Introduce the paper with an abstract of approximately 100 words. The abstract should be in a single column format. Begin with the first-level heading "**ABSTRACT**" centered above the single-spaced abstract text.

### Body

The body should be in a single column format also. Follow the abstract with a first-level heading that introduces the body of the paper. See typing instructions below for more information.

## Headings

All headings should be in bold type. First-level headings should be in bold capital letters and centered across the column. Second-level subheadings should be in bold and aligned left. Only the initial letter of each word should be in capital letters. Please do not use headings other than these two types. One line space 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 presented in a professional manner.

## Calling References

Bracketed numbers, i.e., [1] or [2, p. 188], should be used in the body of the text to call references. If more than one reference is to be called at once, the following format should be used: [4] [11, pp. 21-26].

## Footnotes

The use of footnotes is discouraged.

## Equations

All equations should be placed on separate lines and numbered consecutively, with equation numbers placed within parentheses and aligned with the right margin. The following example shows a correctly formatted and identified equation.

$$R_I = f(X_I) \tag{1}$$

## Appendices

If the paper includes an appendix, it 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, they should be numbered consecutively.

## 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 appear in alphabetical order with reference numbers placed in brackets (see examples below).

- [1] Childress, R.L. *Mathematics for managerial decision*. 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:** It is highly desirable that all regular session papers contain a list of references. Whenever possible, authors are advised to edit their submissions to ensure there is sufficient space for a reference list. However, should the paper become too long, the following changes could be made. First, the use of numbered references (e.g., see [1]) could be replaced by author-year citations in the text (e.g., Baker, 1974). Second, at the end of the paper, the author(s) could include the following note: "References available upon request from [Name of Author]." This line should explicitly identify the author responsible for sending out reference lists.

## **DISCUSSION SESSION PAPERS, WORKSHOPS, PANEL DISCUSSIONS**

Discussion session papers, workshops, and panel discussions are limited to three pages. The same formatting instructions should be used as for regular papers.

### **TYPING INSTRUCTIONS**

Set the following margins in your word processing program:

1. Top margin (from top edge of paper to top of the first line of type): 1.0".
2. Bottom margin (from bottom of last line of type to bottom edge of the paper): 1.0".
3. Right and left margins: 1.0".

All paragraphs should be aligned with the left margin (no paragraph indent). Double-space between paragraphs, and before and after headings. Triple-space after the last author's name in the title before beginning the Abstract.

Papers should be prepared in twelve point Times New Roman type and submitted in PDF format. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Boldface type should be used for the title of the paper and for all headings.

**Do not type in page numbers.**

### **CHECK LIST FOR PAPERS**

- Title of paper: All caps, bold type, single-spaced, centered
- Authors: Include affiliations, full addresses, telephone numbers, and e-mail addresses
- Headings:
  - 1st level: All caps, bold, centered
  - 2nd level: Initial caps, bold, flushed left
- Abstract: 100 words or less
- Body: See typing instructions
- Page numbers: Do not type in

For Registration, Hotel, and other program information, please visit the SE DSI website:  
[www.sedsi.org](http://www.sedsi.org)