

SOUTHEAST DECISION SCIENCES INSTITUTE INSTRUCTIONS FOR PREPARING FINAL SUBMISSIONS

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ABSTRACT

This document explains how papers submitted for the *Southeast Decision Sciences Institute* conference should be formatted. 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 Papers that deviate from these instructions may not be published at the discretion of the Program Chair.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 Cambria or Times Roman type. Use a maximum of three lines, single-spaced, followed by a blank line.

Authors

For Competitive Paper submissions, PLEASE INCLUDE AUTHOR INFORMATION after the paper has been accepted. For **Abstracts-only submissions**, Symposia, Tutorials, and Workshops, **include author information at the time of the original submission**. The author(s), affiliation(s), complete address(es), 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 the abstract 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. Symposia, Tutorials, and Workshops should include brief abstracts, too. Abstract-only submissions will have longer abstracts of 100-200 words, BUT ABSTRACTS SHOULD NOT EXCEED ONE PAGE IN LENGTH. Symposia, Tutorials, and Workshops should include brief abstracts, too.

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 formatting instructions below for more information. Full papers should be between 4 and 30 pages long, excluding references.

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.

In-text Citations

APA style should be used for in-text citation. The format of the author of the in-text citation varies depending on the number of authors. For example, Salas and D'Agostino (2020) as a narrative citation or (Salas & D'Agostino, 2020) as a parenthetical citation are acceptable. If more than one reference is to be called at once, APA style prescribes the following format: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017).

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.

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

APPENDIX

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**”. SEDSI uses APA style for references. Some examples are provided below.

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.
<https://doi.org/10.1037/ppm0000185>
- Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>
- Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.
- Toner, K. (2020, September 24). When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens. CNN.
<https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

USE OF ARTIFICIAL INTELLIGENCE

SEDSI follows the shared editorial policies on AI of DSI publications ([available here](#)). In short, when using generative AI or AI-assisted tools during the writing process, authors should limit their use to enhancing clarity and language. Any use of these technologies must be supervised and managed by humans, with authors taking full responsibility for reviewing and refining the output, as AI-generated content may appear credible but still contain errors, omissions, or bias. Authors should specifically disclose in their submission the use of AI and AI-assisted technologies beyond enhancing clarity and language.

ABSTRACT-ONLY SUBMISSIONS

Abstracts follow the exact formatting instructions as regular papers, except that the document contains only the abstract, not a full paper. Include title, author name(s), affiliation(s), full mailing address(es), e-mail address(es), and a 250-450 word abstract. Copy and paste in the Abstract box, as well as upload a PDF attachment of the Abstract.

SYMPOSIA, TUTORIALS, AND WORKSHOPS

Symposia, tutorials, and workshops are limited to three pages and should include title, authors name(s), affiliation(s), full mailing address(es), e-mail address(es), a brief abstract, and a summary of what you intend to do and why it would be of interest to SE DSI participants.

FORMATTING INSTRUCTIONS

Use 1" margins on all sides. Do NOT include page numbers.

All paragraphs should be aligned with the left margin (no paragraph indent). Single-space within paragraphs. Double-space between paragraphs, and before and after headings.

Papers should be prepared in 12-point Cambria or 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 all headings.

CHECK LIST FOR ALL FINAL DOCUMENTS

- Title of paper: All caps, bold type, single-spaced, centered
- Authors: Include affiliations, full addresses, telephone numbers, and e-mail addresses
 - **Full papers** include headings: 1st level: All caps, bold, centered; 2nd level: Initial caps, bold, flushed left
 - **Abstract only:** 250-450 words
 - **Symposia, Tutorials, and Workshops:** 2-3 pages, single-spaced, double-spaced between paragraphs
- All submissions must be in **PDF format** to be included in the proceedings and must follow the formatting guidelines provided in this instruction manual
- Accepted full papers and abstracts will be due in the final *Proceedings* format no later than **January 31, 2026**
- For an accepted paper **to be published** in the SEDSI 2026 proceedings, at least one author must register for the meeting and present the paper during the meeting
- For any questions related to the proceedings, please contact Dr. Elham Torabi, SEDSI 2026 Conference Proceedings Editor, at torabiex@jmu.edu