CLTT Symposium Paper Formatting Guidelines

Author 1, 2 or 3
Author 1, 2 or 3 Organizations
Author 1, 2 or 3 Location
Primary author’s contact information

Abstract

All papers must include an Abstract. Begin with the word Abstract immediately following the title block with one blank line in between. Use centered, 12 point, Times New Roman Bold text for this heading. Use 10 pt. Times New Roman font for the text of the abstract. There should be a single blank line between the heading and this text. The abstract should be fully justified and consist of a single paragraph not exceeding 100 words.

Keywords
Three to five keywords related to the main topic must be specified for all submissions. For example, Industrial engineering, operations research, stochastic processes

1. Paper Size
Your paper should be formatted for 8 1/2" by 11" US standard paper format.

2. Page Layout
All papers must follow the following layout:
   - 8 1/2" X 11" paper
   - Top and bottom margins: 1.00"
   - Left and right margins: 1.00"
   - The first page header containing IIE Lean Six Sigma Conference 2012 information (The one in this template can be used for all papers)
   - Single-spacing in a single column
   - Full text justification
   - No footers or page numbers
   - No indentation - use a single blank line to separate paragraphs
   - Maximum of 10 total pages (including any figures and tables).

3. Paper Title and Author Data
The following Information should be placed at the top of the first page:
   - Paper title: 16 point Times New Roman bold, centered
   - Author listing: 12 pt. Times New Roman, bold, centered Author names; department or college; university or company; city, state and zip, country. Authors with the same affiliation must be grouped together on the same line with affiliation information following in a single block. An example is shown above.

4. Text Sections and Headings

4.1 Text Sections and Headings
Text should be organized into sections and subsections, with an Introduction and a Conclusions section being advisable. A single line should separate paragraphs; no indentation should be used. Font guidelines are as follows:
   - Section Headings: Numbered, 12 point, bold, Upper and Lower Case, left-justified; leave one blank line above only.
   - Section Sub-headings: Numbered, 10 point, bold, Upper and Lower Case, left-justified; leave one blank line above only.
Regular text: 10 pt. Times New Roman, full justified, with a single line between paragraphs.

4.2 Bullets
Bullet guidelines are as follows:
- First level bullet.
  - Second level bullet.
  - Third level bullet.

5. Figures, Tables, and Their Captions
Tables and figures should be included in the main text (see Figure 1 and Table 1), as close to the point of their introduction as possible. It is noted that figure and table numbering should be independent. Captions guidelines are as follows:
- Figure captions: 10 point Times New Roman, centered; place below the figure, leave one blank line above and below. For example, see Figure 1 below.
- Table caption: 10 pt. Times New Roman, centered; place above the table, leave one blank line above only. For example, see Table 1 below.

![Figure 1: Example figure for demonstration](image)

This is an example paragraph to demonstrate the guidelines for the figure and table captions.

<table>
<thead>
<tr>
<th>Table 1: Example table for demonstration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federation run time</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Six epochs</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Federation run time</td>
</tr>
<tr>
<td>Number of time advance messages exchanged</td>
</tr>
<tr>
<td>Number of checking messages exchanged</td>
</tr>
</tbody>
</table>

6. Equations
Equations should be centered and numbered, with the number in parentheses, positioned flush to the right margin. Preferably, they should be prepared with an Equation Writer. See Equation (1) below for the demonstration.

$$FD_t = FD_{t-1} + \rho \cdot \delta \cdot (DIS_t - FD_{t-1})$$  (1)

7. Page Numbers
No page numbers should appear on the paper.

Acknowledgements
Acknowledgement of funding support and/or any other kind of assistance should be contained in an "Acknowledgements" section (this section should have no section number), located immediately before the "References" section.
References and Citations from Texts

References should be numbered and listed in a separate section labeled References (this section should have no section number) at the end of the document. Within the text, they should be cited by the corresponding list number, which should be enclosed in brackets [1]. If you refer to two documents, use the following format [6, 7]. If you refer to more than three documents listed consecutively, use the format [5-8]. The following provides example formats for different types of reference documents.

References


If you have comments or questions about this formatting guidelines or CLTT Symposium, please contact MD Sarder at md.sarder@usm.edu.

Thank you!