



## SUBMISSION FORMAT FOR THE FULL PAPERS Conference ADERSE – ISEOR 2016

**40,000 characters maximum, including spaces**

**MS Word**

**Times New Roman 10 point font**

**Single spaced**

**Margins: 0.90" left, 1.73" right, 0.98" top and 1.18" bottom**

**Ident 1<sup>st</sup> line of each paragraph**

**Paper format: B5: 7.16" breadth x 10.12" height**

**Orientation of sheets: portrait and pages facing one another for all the document**

**Sub-headings should be bold**, on a separate line, left-justified, and all caps.

TITLE PAGE FOR ALL SUBMISSIONS should appear as follows: on a SEPARATE page from the body of the paper:

TITLE of paper,

TYPE: Paper, Panel, or Workshop,

CONTACT PERSON: Choose 1 person to be the contact person,

LIST of authors' names, in desired sequence.

CONTACT INFORMATION for **each author**, including the following:

Name

Organization or University affiliation

Occupation / Job

Address

Phone

Fax

e-mail

**2<sup>nd</sup> PAGE OF EACH SUBMISSION should appear as follows:**

**TITLE of the paper** (all CAP, Times New Roman 12 Bold, Centered)

Centered

**First Name and LAST NAME of the author** (Times New Roman 10 Bold)

Institution (Times New Roman 10)

University or company (Times New Roman 10)

(Country) (between brackets, Times New Roman 10)

Authors will be presented in the same way

**The article must be preceded by a ABSTRACT of maximum about ten lines and 5 keywords**

**Text of the paper starts right below on page 2.**

**PAPERS:** they will be presented in 90 min. blocks, with each paper to have 12 minutes. Presentation time plus 8 minutes discussion time.

### **SUBMISSION PROCEDURES**

1. Complete papers will be due **March 31<sup>st</sup>, 2016**

2. No participant is allowed to be included as an author (or co-author) or presenter in more than **3 submissions**.

3. Each submitted paper will receive prompt electronic acknowledgement of its receipt, including a reminder as regards the format (e.g. **40,000** characters maximum, **including spaces**).

4. The title page must include the name(s), affiliation(s), title/academic rank(s), postal address(es), phone number(s) with area codes and country codes, fax number (if available), and the email address(es) of the each authors.

5. At least one of the authors must **certify his/her commitment to participate at the conference**. In case of **lack of registration or payment, their paper will be withdrawn from the final version of the program and proceedings**.

6. References must be included at the end of the paper.

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Review process: Papers are blind reviewed by two reviewers. Comments are meant to be helpful and are sent to submitters.

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