

The Title Should be Set in 14 pt Frutiger LT 57 Cn (or Times New Roman if easier), Bold and Centred

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Abstract

This example paper contains instructions for the preparation of keynote papers and extended abstracts for the Biennial New to OR Conference. Please follow these guidelines as closely as possible. Information about the conference can be found via the conference website www.theorsociety.com/NEW2OR2019. The abstract text for the paper should be typed using Times New Roman 10-point, justified to margins left/right 1.5 inches. Please note the setting of the word “Abstract” placed below author affiliations with centred bold title. The title, author names, and affiliations are to be positioned centrally as shown above. Further details of the paper format are contained in this sample paper.

Keywords: Sample Document; Guidelines

1. Introduction

Main section titles should be set in Times New Roman 12-point bold. Please use Capital letters only for the beginning of first word. Do not leave a blank line before or after the section heading. Use style Heading1 for main section titles. Body paragraphs (like this one) should be set in Times New Roman 11-point, and fully justified (or use style Paragraph).

2. Layout of the Paper

The paper size is standard A4. You should use this document as a template. As for this example paper, top and bottom margins are 1.5 inches (equals to 3.81cm), left and right margins are 1.25 inches (equals to 3.175cm). The paper should be single spaced.

Line spacing between main sections and subsections should be as shown in this paper. Please use a one-column format.

2.1. Basic layout details

Papers must be written using Word editor (not latex).

Papers must be written in black or grey-scale and all graphs/diagrams checked to make sure they work without colour, before submitting.

Subsection titles should be set in Times New Roman 12-point bold, and italic with no gap (or use style Heading2). Please use Capital letters only for the beginning of first word. Do not insert lines before or after the subsection heading.

Equations should be set in 11-point, and horizontally centred. A slightly smaller font may be used for subscripts, and superscripts.

$$E = mc^2 \quad (1)$$

Preferably, figures should be inserted in the text, soon after they are referred to. The same applies to tables. Figures, tables and equations should be numbered e.g. Table 1. Place figure captions below the figure and table captions above the table, as per examples below.

Table 1 Result of experiments

Experiment	Result
1	21.4
2	16.8
3	37.5

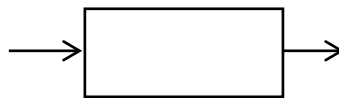


Figure 1 Input/output diagram

References should be cited in the text with author names and date in brackets. Surname_Author (2000) could also be cited parenthetically (Surname_Author, 2000). For a paper with exactly two authors use (Surname_Author1 and Surname_Author2, 2000) and for papers with more than two authors use Surname_Author1 (2000). For multiple citations separate citations with a semi-colon, i.e. (Surname_Author, 2000; Surname_Author1 et al 2000).

Please do not number your pages. Page numbers will be added by the keynote editor when the papers are combined for inclusion in the final publication.

After the paper title Authors' names should be set in Times New Roman, 12 pt and centred, and Authors' affiliations should be set in Times New Roman, 10 pt and centred as in the above example.

After the Abstract you should include a number of keywords. These should be Times New Roman, 10 point. A maximum of 5 'words' or 'phrases' semi colon separated is advised.

2.2. Length of the abstract and paper

The abstract for the paper should be 150 words max. The overall length of the paper should be between 3000 to 5000 words.

References

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