



North American Research Symposium Specifications and Instructions for the Call for Papers and Proceedings

This document provides details on how to format your manuscript for the North American Research Symposium (NARS) Call for Papers and Proceedings. Refer to the Call for Papers brochure for details on the submission process.

By submitting an abstract/paper/proposal/case, the author certifies his/her intention to register for and attend the Symposium to present the paper/proposal/case, if accepted, and agrees to have his/her paper/proposal/case included in the web-based *Proceedings*.

The NARTS *Proceedings* will be posted to the Institute for Supply Management (ISM) Web site. To ensure that your manuscript meets the specifications, please follow the "Formatting Guidelines" on the next page.

Deadlines for Submissions

October 22, 2010: Papers, Proposals and Cases must be received for review and they will proceed through a blind review process. Email them to:

Valerie Gryniewicz
Institute for Supply Management
NARTS@ism.ws

December 20, 2010: Authors of accepted papers will be notified.

February 1, 2011: Deadline to submit final paper for inclusion in the Proceedings, which are published only on the Web. Email the electronic file of your Proceedings to:

Valerie Gryniewicz
Institute for Supply Management
NARTS@ism.ws

How to submit your *Proceedings* paper:

E-mail the manuscript as an attachment to NARTS@ism.ws. Microsoft Word for Windows is the required format. To save file space, you may also use WinZip (see www.winzip.com for details).

A signed Author Agreement is required for all authors listed on the paper. The form can be found on the website at <http://www.ism.ws/files/Education/NARTSAuthorAgreement.pdf>

You may wish to review current NARS Proceedings online to see formatting. They are available at <http://www.ism.ws/education/content.cfm?ItemNumber=20085&navItemNumber=5580>

Formatting Guidelines

These guidelines are intended to maintain consistency among the many papers that will be reviewed and the Proceedings that will be included in the NARS Proceedings collection. Please read and carefully follow these guidelines.

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| General | <ul style="list-style-type: none"> ✓ Write your paper as you would a reference article; it should NOT simply be a collection of overheads or bulleted lists. ✓ The first paragraph of your paper should be a short abstract or summary of the paper's contents. ✓ The paper should not have been published previously in any publication. ✓ By signing the Author Agreement, you have granted ISM permission to publish your paper in electronic and/or printed form. ✓ The paper length should be a minimum of 5 and a maximum of 30 one-sided, single spaced pages, including graphs, reference and other material. Papers that do not meet this minimum specification will be returned. ✓ Refer to the following page for an example of the Proceedings format. |
| Page Set-Up | <ul style="list-style-type: none"> ✓ Margins: Top, left, and right: .75 inch; Bottom margin: 1 inch ✓ Font: Arial or Univers (or a similar sans serif font) ✓ Point size: 12 point only; <u>do not</u> change point size within the text ✓ Color: Use black print; avoid using shading |
| Heading | <ul style="list-style-type: none"> ✓ Center and bold the title. <ul style="list-style-type: none"> • The title of your paper should match the title of your presentation. • Use a second line if needed for longer presentation titles. • Use "title case" -- capitalize first letter of each major word. • Double space after the title. ✓ Center and bold the author name and job title. ✓ Center and bold the author's employer. ✓ Author contact information: phone number (xxx/xxx-xxxx) and e-mail address. <ul style="list-style-type: none"> • For multiple authors, insert a blank line, and then repeat the above information for each additional author name. |
| Proceedings Text & Graphics | <ul style="list-style-type: none"> ✓ Paragraph or section titles – capitalize the first letter of each word. Bold the entire title and place a period after it. Begin the paragraph body on the same line. ✓ Single space within each paragraph; double space between paragraphs. ✓ Do not indent paragraphs. ✓ Insert graphics where appropriate. |
| Bibliography and/or References | <ul style="list-style-type: none"> ✓ Capitalize and bold the word "bibliography" or "references" as appropriate at the end of the document. ✓ Single space. ✓ Reference format should conform to the ISM style. Examples are shown on the following page. |

Writing a NARTS Proceedings Manuscript

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Abstract. Whatever your presentation topic, writing a factual and clear Proceedings paper is a key to ensuring that your presentation will be understood by your audience and useful to them in their own organizations. Each of the issues addressed in this presentation will focus on the importance of communication in the workplace.

Although most Fortune 500 corporations have implemented some form of...

The Opportunity. Four key performance elements of are:

- customer service
- quality assurance
- corporate citizenship
- profitability

Objectives. Our objective is to present practical information for supply managers regarding...

REFERENCES

Book references:

Mark, Jane S., Ida J. Fogg, and C.Q. Snowe. *Meteorologists Handbook*, Alwether and Clere Publishing, Chicago, IL, 2007.

Smith, John Q., *Presentations*. In D. Anthony Jones (Ed.), *Review of Conference Documents*, The Press, Minneapolis, MN, 2006.

Journal or magazine article references:

Duffy, Roberta A., "Creating a Diverse Environment," *Inside Supply Management*®, August 2007, pp. 18-21.

Web site reference:

H.R. Frost, Java Agent Template, <http://cdr.stanford.edu/ABE/JavaAgent>, August 20, 2007.