



**institute for
supply management**

2007 Annual Conference *Proceedings* Specifications and Instructions

Congratulations on being selected as a workshop presenter for the **2007 Annual International Supply Management Conference**. The 2007 *Proceedings* will be published as a reference and a record of the information presented at the conference. This document provides details on how to submit your manuscript for the *Proceedings*.

The 2007 Conference *Proceedings* will be posted to the ISM Web site and distributed on a CD-ROM to conference attendees. The conference registration fee will be waived for the main presenter, as identified in the *Call for Presentations* form, if he/she **submits a *Proceedings* paper that meets ISM's Conference *Proceedings* specifications**, the paper is accepted by ISM, and it is published on the CD-ROM and ISM website. No more than one complimentary registration will be awarded per workshop or per person. To ensure that your manuscript meets the specifications to earn the complimentary registration, **please follow the "*Proceedings* Formatting Guidelines" on the next page.**

Deadline: The electronic file of your *Proceedings* paper must be received in our offices by Friday, January 12, 2007.

How to submit your *Proceedings* paper:

1. **E-mail the manuscript** as an attachment to vgryniewicz@ism.ws. Microsoft Word for Windows is the preferred format. If you do not use MS Word, you may send your file in Rich Text Format (RTF). To save file space, you may also use WinZip (see www.winzip.com for details). Please include a separate electronic file of any graphics (diagrams, etc.) used in your document.
2. A signed speaker release form is required for all authors listed on the paper. The form was submitted with your workshop proposal or can be found on the website at <http://www.ism.ws/education/content.cfm?ItemNumber=7780&navItemNumber=5588>

**Questions on the *Proceedings* format should be directed to Valerie Gryniewicz at 800/888-6276 or 480/752-7890, extension 3090; e-mail: [vgryniewicz @ism.ws](mailto:vgryniewicz@ism.ws).
Thank you!**

You may wish to review the 2006 ISM Conference *Proceedings* online to see how they are formatted. The *Proceedings* are available at <http://www.ism.ws/pubs/proceedings/YearProceedingsIndex.cfm?LISTITEMID=513&View=1>

***Proceedings* Formatting Guidelines**

These guidelines are intended to maintain consistency among the nearly 100 *Proceedings* papers that will be included in the 2007 *Proceedings* collection. Please read and carefully follow these guidelines.

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, unless you have express permission to reprint the material. ✓ By signing the Speaker Release Form, you have granted ISM permission to publish your paper in electronic and/or printed form. ✓ The paper length should be a minimum of 2 and a maximum of 6 one-sided, single spaced pages, <u>including</u> graphs, reference and other material. Papers that do not meet this minimum specification will be rejected. ✓ Refer to the following page for an example of the <i>Proceedings</i> 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. ✓ Other: DO NOT use page numbers, headers/footers, or title pages.
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 workshop. • Use a second line if needed for a longer workshop title. • Use "title case" -- capitalize first letter of each major word. • Double space after the title. ✓ Center and bold the author/presenter name and job title. ✓ Center and bold the author's employer. ✓ Author/presenter contact information: phone number (xxx/xxx-xxxx) and e-mail address. <ul style="list-style-type: none"> • For multiple presenters, insert a blank line, and then repeat the above information for each additional author/presenter name. ✓ Before the body of your paper, type the heading "92nd Annual International Supply Management Conference, May 2007"
<i>Proceedings</i> 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 *Proceedings* Manuscript

John Q. Presenter, President
Proceedings Plus
555/555-6666; xxx@xxxx.xxx

Mary Writer, Senior Consultant
Presentations Inc.
555/555-6666; xxx@xxxx.xxx

92nd Annual International Supply Management Conference, May 2007

Abstract. Whatever your workshop 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, 2005.

Smith, John Q., *Presentations*. In D. Anthony Jones (Ed.), *Review of Conference Documents*, The Press, Minneapolis, MN, 2004.

Journal or magazine article references:

Duffy, Roberta A., "Creating a Diverse Environment," *Inside Supply Management*®, August 2006, pp. 18-21.

Web site reference:

H.R. Frost, Java Agent Template, <http://cdr.stanford.edu/ABE/JavaAgent>, August 20, 2005.