



## 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*.

#### **Submission Deadlines**

**October 19, 2012:** Papers, Proposals and Cases will proceed through a blind review process. Email the manuscript as an attachment to: [NARS@ism.ws](mailto:NARS@ism.ws)

**December 19, 2012:** notification date for papers that have been accepted.

**February 1, 2013:** Deadline to submit final paper for inclusion in the *Proceedings*, which are published only on the Web. Email the file as an attachment to: [NARS@ism.ws](mailto:NARS@ism.ws)

#### **Large File Sizes**

If the file is larger than 5 MB, please compress it.

- On a PC, right-click the file, select "Send to..." and then "Compressed (zipped) folder." It should save the zipped file to the same location where the original file resides.
- On a Mac, right-click (or Control-click) on the file and choose "Create Archive".

If zipping it doesn't reduce the file size to 5 MB or smaller, upload the compressed file via ISM's secure File Upload Service: <https://secure.ism.ws/ismupload/fileuploadform.cfm>. The File Upload Service only accepts compressed files (zipped or stuffed). It will process file sizes well above 5 MB. Please be sure ALL fields are filled-in (Name, Company, your email address and phone number, the e-mail address **NARS@ism.ws**, and File Description). This is a secure site. You will receive an email notification that the file has been sent, and a notice will also be sent to the ISM staff person who is compiling the papers.

#### **Author Agreement**

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

#### **Formatting**

The *Proceedings* for the symposium 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.

You may wish to review the most recent NARS Proceedings online to see formatting. They are available at <http://www.ism.ws/3143>.

## Formatting Guidelines

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

<b>General</b>	<ul style="list-style-type: none"> <li>✓ All submissions must be in Microsoft Word.</li> <li>✓ Write your paper as you would a <b>reference article</b>; it should NOT simply be a collection of overheads or bulleted lists.</li> <li>✓ The first paragraph of your paper should be a <b>short abstract or summary</b> of the paper's contents.</li> <li>✓ The paper <b>should not have been published previously</b> in any publication.</li> <li>✓ By signing the <b>Author Agreement</b>, you have granted ISM permission to publish your paper in electronic and/or printed form in the collective Proceedings; you still own the rights to your individual paper.</li> <li>✓ Refer to the <b>submission process in the Call for Papers</b> for information on number of pages required (which varies, depending on the type of paper submitted).</li> <li>✓ Submissions should not exceed 30 pages.</li> <li>✓ Refer to the following page for an <b>example</b> of the <i>Proceedings</i> format.</li> </ul>
<b>Cover Page</b>	<p><b>It is important to include:</b></p> <ul style="list-style-type: none"> <li>✓ author name(s) and contact information for each author</li> <li>✓ Keywords that best describe the paper's subject area</li> <li>✓ Type of submission (competitive, working, practitioner, teaching case, session proposal)</li> </ul>
<b>Page Set-Up</b>	<ul style="list-style-type: none"> <li>✓ <b>Margins:</b> Top, left, and right: .75 inch; Bottom margin: 1 inch</li> <li>✓ <b>Font:</b> Arial or Univers (or a similar sans serif font)</li> <li>✓ <b>Point size:</b> 12 point only; <u>do not</u> change point size within the text</li> <li>✓ <b>Color:</b> Use <b>black</b> print; <b>avoid using shading</b></li> </ul>
<b>Heading</b>	<ul style="list-style-type: none"> <li>✓ <b>Center and bold</b> the title. <ul style="list-style-type: none"> <li>• The title of your paper should match the title of your presentation.</li> <li>• Use "title case" -- capitalize first letter of each major word.</li> <li>• Double space after the title.</li> </ul> </li> <li>✓ <b>Center and bold</b> the author <b>name and job title</b>.</li> <li>✓ <b>Center and bold</b> the author's <b>employer</b>.</li> <li>✓ Author <b>contact information</b>: phone number (xxx/xxx-xxxx) and e-mail address.</li> </ul>
<b>Proceedings Text &amp; Graphics</b>	<ul style="list-style-type: none"> <li>✓ <b>Paragraph or section titles</b> – capitalize the first letter of each word. <b>Bold</b> the entire title and place a period after it. Begin the paragraph body on the same line.</li> <li>✓ Single space <b>within each paragraph</b>; double space <b>between paragraphs</b>.</li> <li>✓ Do not indent paragraphs.</li> <li>✓ Insert <b>graphics</b> where appropriate.</li> </ul>
<b>Bibliography and/or References</b>	<ul style="list-style-type: none"> <li>✓ Capitalize and <b>bold</b> the word "bibliography" or "references" as appropriate at the end of the document.</li> <li>✓ <b>Single space</b>.</li> <li>✓ <b>Reference format</b> should conform to the ISM style. Examples are shown on the following page.</li> </ul>

## Writing a NARS Paper

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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...

**Body of Paper.** Four key performance elements of ..... are:

- customer service
- quality assurance
- corporate citizenship
- profitability

## 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.