**IISE Annual Conference & Expo 2020**

**Full** **Paper Formatting Guidelines**

Congratulations on having an accepted abstract for the 2020 IISE Annual Conference & Expo! Thank you for your interest in submitting a full-length conference paper. In preparing your paper, please follow the following guidelines.

Please note that all full-length manuscripts will be reviewed using a double-blind process, and accepted papers will by copyrighted and indexed. Please use only the Abstract Scorecard conference management system-assigned abstract ID as the manuscript identifier, as shown below. *Do not* include any author data on the manuscript submitted for review, but *do* allocate sufficient space for author data in the submitted manuscript to meet the 6-page limit. The abstract ID should *not* appear in a final, accepted manuscript.

We appreciate your contributions to the 2020 conference. If you have comments or questions about the following formatting guidelines, please contact the Program Chairs:

Lauralee Cromarty, HID Global, retd – lcromarty125@comcast.net

Rohan Shirwaiker, North Carolina State University – rashirwaiker@ncsu.edu

Pingfeng Wang, University of Illinois at Urbana-Champaign – pingfeng@illinois.edu

***All this text in red should be deleted prior to submission.***

**Full Paper Title**

**Abstract ID: XXX**

**No Author 1 or 2 Yet**

**No Organization Yet**

**No Location Yet**

**No Author 3 Yet**

**No Organization Yet**

**No Location Yet**

**Abstract**

All papers must include an Abstract (100-200 words). Use 12-point, Times New Roman, bold, centered font for the section heading and 10-point, Times New Roman, full-justified font for the text of the abstract. There should be a single blank line before and after the section heading.

**Keywords**

Three to five keywords related to the main topic, e.g., Industrial engineering, operations research, manufacturing processes, discrete-event simulation. These should match the keywords entered in the Abstract Scorecard system during submission.

## Page Layout

All papers must be a maximum of **6 pages (*including title and author data, references, and figures and tables*)** and should follow the following format and layout:

* Page Size: 8.5" x 11" (Letter)
* Top and bottom margins: 1.00", left and right margins: 1.00"
* First page header: IISE 2020 conference proceedings editors’ information (follow this template)
* Header (from pages two to six): Last names of all authors. **Do this step only for accepted manuscripts during final submission.**
* Spacing and Justification: Single line-spacing with full-justified text
* No indentation – use a single blank line to separate paragraphs

## Paper Title and Author Data (add author data only to an accepted manuscript)

The following information should be included at the top of the first page:

* Paper title: 16-point Times New Roman, Bold, Centered, Upper and Lower Case
* Abstract ID (initial submission) and Author listing (after manuscript is accepted): 12-point Times New Roman, bold, centered, in the following order: Author Names; Department or College; University or Company; City, State and Zip, Country. Authors with the same affiliation must be grouped together on the same line with affiliation information following in a single block.

## Text Sections and Headings

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Text should be organized into sections and subsections, with an Introduction and a Conclusions section being advisable. A single line should separate paragraphs; no indentation should be used. Font guidelines are as follows:

* Section Headings: Numbered, 12-point, Bold, Times New Roman, Upper and Lower Case, Left-justified. Leave one blank line above only.
* Section Sub-headings: Numbered, 10-point, Bold, Times New Roman, Upper and Lower Case, Left-justified. Leave one blank line above only.
* Regular text: 10-point Times New Roman, Full-justified, with a single line between paragraphs.

## 3.2 Bullets

Bullet guidelines are as follows:

* First level bullet
* Second level bullet
	+ Third level bullet

## 4. Figures, Tables, and Their Captions

Tables and figures should be included in the main text (see **Figure 1** and **Table 1**), as close to the point of their introduction as possible. Figure and table numbering should be independent. Captions guidelines are as follows:

* Table caption: 10-point Times New Roman, centered (if a single line) or full-justified (if multiple lines). Place above the table, leave one blank line above and below. For example, see **Table 1** below.
* Figure captions: 10-point Times New Roman, centered (if a single line) or full-justified (if multiple lines). Place below the figure, leave one blank line above and below. For example, see **Figure 1** below.

**Table 1:** Example table listing preventive maintenance parameters for an electric distribution case study

|  |  |  |  |
| --- | --- | --- | --- |
| Critical component (*Xn*) | *αn* | *βn* |  |
| Transmission System 2 | 2.0 | 1.5 | 7.5 |
| Distribution Company 1 | 1.2 | 1.75 | 8.0 |
| Distribution Company 2 | 1.0 | 1.75 | 12.0 |
| Distribution Company 3 | 1.3 | 1.75 | 10.5 |

This is an example paragraph to demonstrate the guidelines for the table (above) and figure (below).



**Figure 1:** Example figure demonstrating **(a, b)** the concept of ultrasound-assisted 3D-biofabrication process, and **(c, d)** experimental results with aligned cells. A figure could include a single or multiple schematics, line and CAD drawings, photos, graphs etc. arranged in a concise layout. Labels within the figure should be legible. Captions or body text should not be wrapped around the figure.

## 5. Equations

Equations should be centered and numbered, with the equation number in parentheses, positioned flush to the right margin. They should be prepared with an Equation Writer; screenshots should not be used. Leave one line before and after every equation. See Equation (1) below as an example.

 (1)

## Acknowledgements

Acknowledgement of funding support and/or any other kind of assistance should be presented in an "Acknowledgements" section, located immediately before the "References" section. If the acknowledgements include or can be easily linked to the authors, then this information should not be included until final submission to ensure a double-blind review. This section should not have a section number.

## References and Citations

The IEEE style should be followed for references and citations for each manuscript submitted to the 2020 IISE Annual Conference [1, 2]. In brief, references must be numbered sequentially by order of occurrence in the text (not alphabetically) and listed in a separate section labeled References (no section number) at the end of the manuscript. Within the text, they should be cited by the corresponding list number in square brackets [2]. If you refer to two references, use this format [3, 4]. If you refer to more than two documents listed consecutively, use this format [3]-[5]. The following section provides example formats for different types of reference documents.

**References**

1. L. Cromarty, R. Shirwaiker, P. Wang, “IISE Annual Conference & Expo 2020 – Full Paper Template,” 2020 IISE Annual Conference Abstract Submission Website, September 2020. [Online]. Available: <http://conferenceabstracts.com/IISE2020.htm>. [Accessed September 16, 2020].
2. Institute of Electrical and Electronics Engineers, “IEEE Reference Guide,” IEEE Periodicals, V 11.12.2018, 2018. [Online]. Available: [https://ieee-dataport.org/IEEECitationGuidelines.pdf](https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf). [Accessed September 16, 2020].
3. N. Yodo, P. Wang, “Resilience Allocation for Early Stage Design of Complex Engineered Systems,” *Journal of Mechanical Design*, vol. 138, no. 9, pp. 091402 (10 pages), July 2016, doi: 10.1115/1.4033990
4. Z. Tan, R. A. Shirwaiker, “A Review of the State of Art and Emerging Industrial and Systems Engineering Trends in Biomanufacturing,” in *Proceedings of 2012 Industrial and Systems Engineering Research Conference*, Orlando, FL, USA, May 19-23, 2012, pp. 2407-2414.
5. T. Chang, R. Wysk, H. Wang, *Computer-Aided Manufacturing*, *3rd* ed. Upper Saddle River, NJ, USA: Prentice Hall, 2006.