

ICTTL CONFERENCE PROCEEDINGS FORMAT

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ABSTRACT

In this paper we describe the formatting requirements for ICTTL Conference Proceedings, and offer recommendations on writing for the worldwide ICTTL readership. Please review this document even if you have submitted to ICTTL conferences before, for some format details have changed relative to previous years. These include the formatting of table captions, the formatting of references, and a requirement to include IJLT information.

KEYWORDS

Guides, Instructions, Author's Kit, Conference Publications

INTRODUCTION

This format is to be used for submissions that are published in the conference proceedings. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is simply to download a template from the conference web site, and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce your work in formatting your submission.

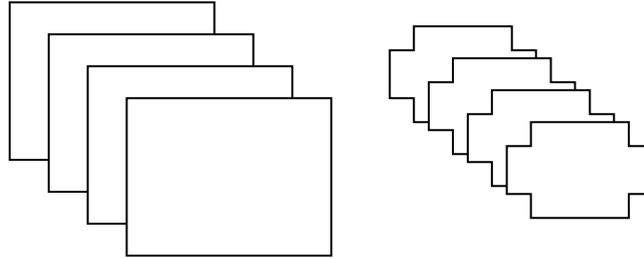
PAGE SIZE AND COLUMNS

On each page your material (not including the page number) should fit within a rectangle of 8.27 x 11.69 in., centered on an A4 page, beginning 1.26 in. from the top of the page, with a 0.75 in. from bottom, left, and right of the page. Right margins should be justified, not ragged. Beware, especially when using this template on a Macintosh, Word can change these dimensions in unexpected ways.

TYPESET TEXT

Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly depending upon the printer you have specified. For this document, printing to Adobe Acrobat PDF Writer was specified. In the resulting page layout, Figure 1 appears at the top on page 2, and Table 1 appears at the bottom on page 2. You may need to reposition the figures if your page layout or PDF-generation software is different.

FIGURE 1
FIGURE CAPTIONS SHOULD BE CENTERED AND PLACED ABOVE THE FIGURE



Title and Authors

Your paper's title, authors and affiliations should run across the full width of the page. The title should be in Time New Roman 12-point bold. Authors' names should be in Times Roman 10-point bold, and affiliations in Times Roman 10-point (note that Author and Affiliation are defined Styles in this template file). Please use full international addresses and telephone dialing prefixes. Leave two 10-pt lines of white space below the last line of affiliations.

Abstract and Keywords

Every submission should begin with an abstract of about 250 words, followed by a set of keywords. The abstract should be placed and centered, and keywords should be placed in the left margin of the first page. The abstract should be a concise statement of the problem, approach and conclusions of the work described. It should clearly state the paper's contribution to the field of production and supply chain management.

Normal or Body Text

Please use a 10-point Times New Roman font or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. The Press 10-point font available to users of Script is a good substitute for Times Roman. If Times New Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.

Subsequent Pages

On pages beyond the first, start at the top of the page and continue in single-column format.

TABLE 1
TABLE CAPTIONS SHOULD BE CENTERED AND PLACED ABOVE THE TABLE

Objects	Caption – pre-2002	Caption – 2003 and afterwards
Tables	Above	Below
Figures	Below	Below

References and Citations

Use references at the end of the article, ordered alphabetically by first author. For papers from conference proceedings, include the title of the paper and a full name of the conference (e.g., for Interact 2003 proceedings). Do include the location of the conference or the exact date; and include the page numbers if available. See the examples of citations at the end of this document. Within this template file, use the References style for the text of your citation.

Your references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be

obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced (e.g., “[Robertson, personal communication]”).

SECTIONS

The heading of a section should be in Time New Roman 10-point bold, all in capitals (Heading 1 Style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Time New Roman 10-point bold with initial letters capitalized (Heading 2). (Note: For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Time New Roman 10-point italic with initial letters capitalized (Heading 3).

FIGURES/TABLES/CAPTIONS

Place figures and tables at the top on the same page as the relevant text (see Figure 1 and Table 1). A figure or table may extend across to a maximum width of 8.27 in. Captions should be Times New Roman 10-point bold (Caption Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

Papers and notes use black color figures, which are included in the page limit; the figures must be usable when printed in black and white in the proceedings.

The paper may be accompanied by a short video figure up to two minutes in length. However, the paper should stand on its own without the video figure, as the video may not be available to everyone who reads the paper.

Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

Table Style

The text of tables will format better if you use the special Table Text style (in this template file). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph... and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.)

LANGUAGE, STYLE AND CONTENT

The written and spoken language of ICTTL is English. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:¹

¹ Note that the items in this bulleted list were formatted using the `Bullet` Style (in this template file).

- Write in a straightforward style.
- Try to avoid long or complex sentence structures.
- Briefly define or explain all technical terms that may be unfamiliar to readers.
- Explain all acronyms the first time they are used in your text – e.g., “Digital Signal Processing (DSP)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used a Macintosh or a particular application).
- Explain colloquial language and puns. Understanding phrases like “red herring” may require a local knowledge of English. Humor and irony are difficult to translate.
- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies and numbers (e.g., “1-5- 97” or “5/1/97” may mean 5 January or 1 May, and “seven o’clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences – e.g., “Participants were paid 10,000 lire, or roughly \$5.”
- Be careful with the use of gender-specific pronouns (*he, she*) and other gendered words (*chairman, manpower, man-months*). Use inclusive language that is gender-neutral (e.g., *she or he, they, s/he, chair, staff, staff-hours, person-years*). See [6] for further advice and examples regarding gender and other personal attributes.
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønþæk, Lafrenière, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions of Times, Helvetica, and Arial fonts.

PAGE NUMBERING, HEADERS AND FOOTERS

Please submit your anonymous version for reviewing with page numbers centered in the footer. These must be removed in the final version of accepted papers, as page numbers, headers, and footers will be added by the conference printers.

CONCLUSION

It is important that you write for the ICTTL audience. Please read previous years’ *Proceedings* to understand the writing style and conventions that successful authors have used. It is particularly important that you state clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., what is the unique contribution that your work makes to the field? Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the Conference, and in influencing the work of our field.

ACKNOWLEDGMENTS

We thank all volunteers, and publications support and staff, who wrote and provided helpful comments on previous versions of this document. Some of the references cited in this paper are included for illustrative purposes only.

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APPENDICES

You may need to affix an appendix. The appendix can include source data, charts, tables, graphs or other items of note to the reader.

- **Pagination.** Each appendix begins on a separate page.
- **Heading.** If there is only one appendix, "Appendix" is centered on the first line below the paper page header. If there is more than one appendix, use Appendix A (or B or C, etc.). Single-space and type the appendix title (centered in uppercase and lowercase letters).
- **Format.** Indent the first line 5 spaces.