SUBMISSION FORMAT OF PAPERS FOR *THE 19TH ISRAELI INDUSTRIAL ENGINEERING AND MANAGEMENT CONFERENCE* (TITLE IN 15-POINT TIMES FONT)

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(List authors on this line using 12 point Times font – use a second line if necessary)

Concrete Research, City, State/Region, Mail/Zip Code, Country (authors' affiliation(s) listed here in 12 point Times font – use a second line if necessary)

Abstract

Use 11 point Times New Roman font for the abstract. Set your line spacing to be single space. Type the word "Abstract" in 13 point Times New Roman Bold. Please try to keep the length of your abstract to 150-200 words. After the abstract, you should list a few key words that describe your paper. Typically, you should list up to 7 keywords, in alphabetical order, using 11 point Times New Roman font. An example is shown next.

Keywords: Supply chain management, Scheduling, Data mining, MRP, Operations research

1 Introduction

Please read through this entire template before you start using it to create your paper. The following information is provided to help you prepare your Short Paper for submission to the 19th *Israeli Industrial Engineering and Management conference*. This template contains the instructions for the proper preparation of the final paper required of all accepted submissions. Papers may not exceed 15 pages, including all figures, tables, references, etc.

You should employ this format. This document is being made available as a template for your convenience. If you elect not to use this template, please remember that you must still adhere to the general guidelines embodied in this document concerning, but not limited to, font size, margin size, page limits, file size, etc.

2 Overview of the proceedings format

We are requesting that you follow these guidelines as closely as possible so that the Proceedings has a professional look. All paragraphs of text, including the abstract, figure captions, and references, should be justified at the left and the right edges.

For the Title, use 15-point Times (Roman) font. Its paragraph description should be set so that the line spacing is single with 0-point spacing before and 24-point spacing after (Format --> Paragraph --> Indents and Spacing). The font description for the Author List and Authors'

Affiliation(s) should be 12 point Times. The paragraph descriptions should be set so that the line spacing is single with 0-point spacing before and after.

3   Detailed text formatting

Using 210 x 297-mm paper (A4), the top margin is 3.5 cm, the left margin is 3.0 cm, and the bottom and right margins are 2.5 cm.

Each major section begins with a Heading in 13 point Times font bold, left-aligned and numbered using Roman numerals (except for Acknowledgement and References), followed by a 0.76 cm Tab, and the title using an initial capital letter for the first word. The paragraph description of the section heading line should be set for 20 points before, 10 points after, and the line spacing should be set to "single".

For the body of your paper, use 12-point Times font and set your line spacing to 1.5 spacing with 0 points before and after. Indent each paragraph by 0.5 cm, except for the first paragraph after the section Heading.

Further details are provided in the remainder of this paper for specific situations.

Table 1
Summary of typographical settings

Section	Font Specifics (Times Roman unless specified)			Paragraph Description				
				spacing (in points)			alignment	indent
	style	size	special	line	before	after		(in cm)
Title	bold	15	CAPITAL	single	20	10	centered	none
Author List	plain	12	none	single	12	12	centered	none
Affiliations	plain	12	none	single	0	0	centered	none
Abstract	bold	11	none	single	12	12	left	0.5
Keywords	bold	11	none	single	15	5	left	none
Headings	bold	13	none	single	20	10	left	none
Subheadings	italic	12	none	single	10	6	left	none
Body Paragraphs	plain	12	none	single	0	0	justified	0.5 1st line {1}
Equations	Symbol font for special characters			single	6	6	centered	none
Figures	10 point sans serif (Helvetica)			single	0	0	centered	none
Figure Captions	plain	10	none	single	0	0	justified	none, 3 spaces
References	plain	12	none	single	0	0	justified	1 hanging

{1} Except for 1st paragraph after the section Heading

3.1 Major subsections

As shown, denote subsections with left justified 12-point Times Italic. Follow the number of the subsection (*3.1*, *3.2* …) with a single space, and then the subsection title capitalizing the first letter. The paragraph description of the subsection heading is set to 1.5 line spacing with 10 points before and 6 points after.

3.2 Equations

Equations should be centered and numbered sequentially. Place the equation number to the right of the equation within a parenthesis, with right justification. An example would be

$$A = \pi r^2 \tag{1}$$

or

$$a^2 + b^2 = c^2 \tag{2}$$

Make sure that any subscripts in your equations are legible and are not too small to read! When referring to an equation, use the number within parenthesis. For example, you would usually refer to the second equation as eq. (2) If possible, use the Symbol font for all special characters, or better yet, use Equation Editor™ or MathType™. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after. The paragraph spacing will need to be set to 1.5 so that the height will autoscale to fit the equation.

4   Figures

Figures should maximize legibility. Use a sans serif font, such as Helvetica or Arial. Helvetica and Arial are larger and much easier to read than Times. Using 10-point Helvetica usually results in a legible figure. When referring to a figure, use the abbreviation Fig. followed by its number. Place figure captions directly below each figure. Use 10-point Times with the paragraph spacing set at "single". Type "Fig. #" (# is the numeral) then insert 3 spaces before beginning the text of the figure caption. Note that figure captions are always (left and right) justified, rather than centered, even if they are less than a single full line in length. See the captions for Fig. 1 and Fig. 2.

Fig. 2 illustrates a common example of what can go wrong with the numbering and sizing of axis titles on a graph. In this case, the graph was initially pasted at a much larger size than the column width, and then reduced to fit.

Within Microsoft Word there are several options for placing figures within your paper. Often the easiest is to insert them between existing paragraphs allowing the figures to remain in that relative position. The paragraph description where the figure is inserted must be set to 1.5 spacing rather than "exactly 18 points" in order to allow the line to autoscale in height to display the entire figure. Do not lump all figures at the end of the paper!

If you have difficulties with the titles on your figures, you can always elect to add in the

titles as separate text boxes, rather than importing the titles with the graph. This is sometimes helpful in getting a lengthy vertically-oriented title to display correctly.
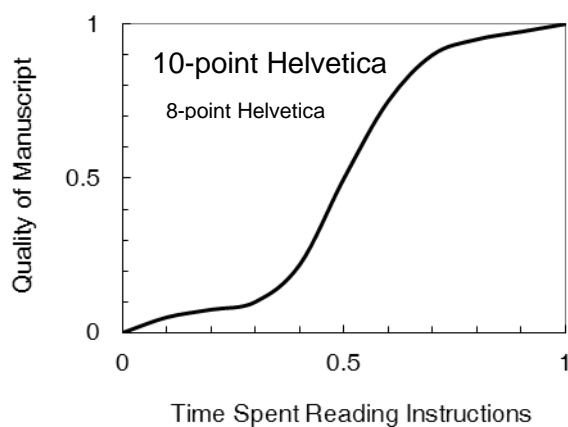

Fig. 1 Estimated relationship between the time an author spends reading these instructions and the quality of the author's Proceedings article.
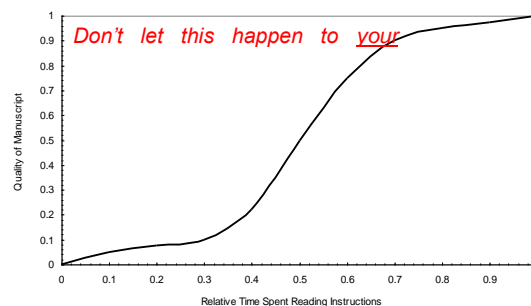
Fig. 2 Example of an improperly titled figure. The numerics and the labels on the axes are illegible. This will cause a submission to be rejected. Don't let this happen to you!

After the figure caption, there should be a blank line before the text resumes. If you decide to use color traces in your graphical data, be absolutely certain that there is no ambiguity about your graphical information when printed on a B&W printer.

5   Citing previous work and converting to PDF

References in the text should be given using their number reference in the reference list in square brackets. For example, use Karimi et al. [5] or just [5]. References to online documents are discouraged due to the changeable nature of website addresses. The reference list is the last section. It should be arranged alphabetically by the first author's last name. For the reference list use 12 point Times with spacing set as "single" with 0 point spacing before and after. Examples that illustrate the recommended presentation of references are listed below.

As always with a conversion to PDF, authors should very carefully check a printed copy. Some conversion problems that have been known to occur are: 1) A text box that overlays a graph in Word might disappear when converted to PDF. This depends on how the graph was pasted into the Word document (the text box may become covered by the graphic in the PDF). 2) Arrows in a drawing may become slightly disconnected from their stems, and/or shifted in position. 3) Check all special symbols and equations, especially right-hand brackets. Authors should perform a careful check to catch minor nuisances and resolve any problems encountered.

Acknowledgement

References

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