Guidelines for Formatting Final Papers
for the IPSERA 2012 Conference

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Summary

The aim of this document is to support the authors in formatting final papers (CP, WP or PP) for the IPSERA 2012 Conference that will be held in Napoli (Italy) on 1-4 April 2012. In order to make the Proceedings as uniform as possible, we ask that the following instructions be adherent to as closely as possible. Final papers – including all references, tables, figures and appendices (if any) – should be no longer than: 15 pages for Competitive Paper (CP), 10 pages for Working Paper (WP) and 5 pages for Practitioner Paper (PP). Moreover, we remind authors that to enclose their contributions in the Proceedings it is necessary that the final paper is received no later than February 20, 2012 and at least one of the authors has paid the conference fee within the same date.

Keywords: Provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, ‘and’, ‘of’).

1. Introduction

The soft copy should be a Microsoft Word file (if Microsoft Word is not available, please submit also the Rich Text Format version of the files). Final papers have to be submitted through IPSERA 2012 web site (http://www.ipsera2012.com); instructions about uploading procedure are available on the same site.

2. Paper structure and length

The paper should include a concise and factual summary outlining in a single paragraph the aims, scope and conclusions of the paper; where applicable provide also the practical relevance of the paper to educators, trainers and practitioners. A summary is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the summary itself. The length of the summary should be 150-200 words.

Provide the academic/company position and e-mail address of all the authors and the full address (including telephone/fax numbers, and e-mail address) of at least one author (the corresponding author), for reader’s inquiries as footnote(s) in the first page – see below. Please avoid duplicate addresses (i.e. when authors belong to the same academic department).

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Divide your paper into clearly defined and numbered sections. Subsections should be numbered 1.1, 1.2, etc. (the summary is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to ‘the text’. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

2.1 Paper structure example

In this section some guidelines about how to structure a paper are reported. In particular they are those published by Elsevier for *Journal of Purchasing & Supply Management*. Naturally, each “section” may be or not applicable to a specific paper, but we think it could be useful for everyone to know the general guidelines from one of the major publisher in the Economic/Management field:

- **Introduction.** State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
- **Literature background:** If applicable, provide here a detailed literature survey.
- **Material and methods.** Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.
- **Theory/calculation.** A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.
- **Results.** Results should be clear and concise.
- **Discussion.** This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
- **Conclusions.** The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
- **Appendices.** If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.
- **Figure and Tables.** Be sparing in the use of figures and tables and ensure that the data presented do not duplicate results described elsewhere in the paper. Ensure that each table/figure has a caption. A caption should comprise a brief title (*not* on the figure itself). Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

2.2 Paper length

Table 1 report the suggested length of the final papers. Please note that length is “all inclusive” (references, tables, figures and appendices).

<table>
<thead>
<tr>
<th>Paper type</th>
<th>Abbrev.</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive paper</td>
<td>CP</td>
<td>15 pages</td>
</tr>
<tr>
<td>Working paper</td>
<td>WP</td>
<td>10 pages</td>
</tr>
<tr>
<td>Practitioner paper</td>
<td>PP</td>
<td>5 pages</td>
</tr>
</tbody>
</table>
3. Formatting the text

You can use this files as “master” in order to format your final paper. All sections have been formatted and the correspondent word style has been defined and applied for each one. For example, the style of this paragraph is “Body”. Table 2 reports the formatting rules of each section. The last column of the table reports the name of the related word style.

<table>
<thead>
<tr>
<th>Section</th>
<th>Font</th>
<th>Formatting</th>
<th>Word Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main text</td>
<td>12 pt</td>
<td>First indented 0,63 cm; single space</td>
<td>Body</td>
</tr>
<tr>
<td>Bullet</td>
<td>12 pt</td>
<td>First indented -0,63 cm</td>
<td>Bullet</td>
</tr>
<tr>
<td>Summary text</td>
<td>10 pt</td>
<td>Left-Right indented 0,63 cm; single space, 12 pt after</td>
<td>Summary</td>
</tr>
<tr>
<td>Formulas</td>
<td>12 pt</td>
<td>First indented 0,63 cm, Tabs: 8cm, 15,9cm</td>
<td>Equation</td>
</tr>
<tr>
<td>Paper title</td>
<td>16 pt</td>
<td>Bold, Centered</td>
<td>Title</td>
</tr>
<tr>
<td>1st level heading</td>
<td>12 pt</td>
<td>Bold, Left justified, 24 pt. space before, 12 after</td>
<td>Heading 1</td>
</tr>
<tr>
<td>2nd level heading</td>
<td>12 pt</td>
<td>Italic, Left justified, 12 pt space before, 12 after</td>
<td>Heading 2</td>
</tr>
<tr>
<td>Author(s) name</td>
<td>12 pt</td>
<td>Bold, Centered</td>
<td>Authors</td>
</tr>
<tr>
<td>Authors affiliation</td>
<td>10 pt</td>
<td>Italics, Centered</td>
<td>Affiliation</td>
</tr>
<tr>
<td>Table caption</td>
<td>10 pt</td>
<td>Centered, 24 pt space before, 12 pt after</td>
<td>Caption_Table</td>
</tr>
<tr>
<td>Figure caption</td>
<td>10 pt</td>
<td>Centered, 12 pt space before, 24 pt after</td>
<td>Caption_Fig</td>
</tr>
<tr>
<td>Table text</td>
<td>10 pt</td>
<td>Single space; 3 pt space before and after</td>
<td>TableText</td>
</tr>
<tr>
<td>Reference</td>
<td>11 pt</td>
<td>First indented -0,63 cm</td>
<td>References</td>
</tr>
<tr>
<td>Footnotes</td>
<td>10 pt</td>
<td>First indented 0,63 cm</td>
<td>footnote text</td>
</tr>
</tbody>
</table>

(a) These styles have been defined (and applied) in this document.


3.1 Margins, main text and fonts

The paper format must be A4. The margins (top/bottom and sides) must be of 25 mm from the paper edge. The main text should be Times New Roman 12-points, single column, single spaced, left-right justified with an indent of 0,63 cm.

3.2 Headings

Main headings must have 24 pt spacing before and 12 pt spacing after; 2nd level headings 12 pt spacing before and after. Please number the headings.

3.3 Figures and Tables

Figures and tables should be inserted in the main body of text. They must have a max width of 16 cm (or 24 cm if horizontal). Do not submit figures exceeding this size. Text appearing in the figures should be in 9/10-point. Please number respectively figures and tables progressively as they appear. Give every table/figure a caption and, in the body of the text, refer to Table 1, Fig. 1, etc. Place footnotes to tables below the table body as in Table 2.
3.4 Cited references

Please use Harvard System: in the main body of the text, in parentheses, cite 1. Single author: the author’s name (without initials, unless there is ambiguity) and the year of publication (and page references in the case of quotation); 2. Two authors: both authors’ names and the year of publication; 3. Three or more authors: first author’s name followed by “et al.” and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: “… as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown …”.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, etc., placed after the year of publication.

List full references with a left indent of 0,63 cm. See the section “References” for the full reference formatting.

3.5 Other recommendations

Authors are encourage to follow these recommendations:
– if possible, avoid footnotes; when necessary number them consecutively throughout the article, using superscript Arabic numbers. Do not include footnotes in the Reference list;
– do not underline or bold text; please use only italic to highlight terms or expressions in the body of the text;
– do not use capitals for headings; use only bold or italic;
– title, subtitle or headings must be short and precise and should not exceed 2 lines; if possible use only two levels of headings.

4. Conclusion

We recommend you to follow this format as closely as possible. We thank you for your interest and contribution to IPSERA 2012 Conference and hope you will enjoy it.

5. Acknowledgements

Collate acknowledgements (if any) in a separate section at the end of the paper before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. Typically those individuals who provided help during your work, or those individuals/institutions who provided you financial support are listed here.

6. References

Author A., ..., Author N., Year. Book title. Publisher, City.
Author A., ..., Author N., Year. Title of contribution, in: Editor E., Editor E. (Eds.), Book title. Publisher, City, pp.
Author A., Year. Title of Paper, Conference proceedings, Date of the Conference, City.
Appendix A. Paper type and submissions

We remind authors that all submissions will be subjected to a double blind review process (Fig. A.1). The review of Competitive papers is based on the full paper (max 15 pages); while the review of Working/Practitioner papers is based on an Extended abstract (max 3 pages).

At the end of the process authors will receive notification of acceptance:

a) Competitive papers can be accepted, rejected, or accepted as Working paper;

b) Working/Practitioner papers can be rejected or accepted; in this case authors must submit the final paper (10 pages for WP, 5 pages for PP).

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**Fig. A.1. Conference papers and Deadlines**