

## **Paper Submission Guidelines for the Fifth Annual Symposium on Supply Chain Management**

Submitted papers must not have previously been presented or published elsewhere. Selected papers that are submitted may be published in a special issue of a refereed journal or in book form.

Submitted papers must be in English, 6000 words maximum, and in Word format, left justified. Use 12 point Times New Roman typescript throughout, with one inch margins all around. Manuscripts should be single spaced and should include, in the following order: *cover sheet, title (as short as possible), abstract (approximately 100 words, maximum 150), keywords (up to 10 words or phrases), introduction, text, acknowledgements, references and notes*. The cover sheet should include the title; authors name(s) and affiliation(s) (including full addresses and email addresses); and biographical notes (approximately 100 words per author, maximum 150). Use section and sub-section bold numbering and titles, justified left in all cases (e.g. **3. Supply Chain Management Model 3.1 Model Parameters**, etc.)

### **References and Notes**

- Please use a numbering system in which references and notes are placed in the same sequence.
- In the text, a reference is indicated by a number in square brackets, e.g. [3]. This system avoids footnotes. Full references should then be placed in alphabetical order of the first author's last name at the end of the text. Notes should be in number order, just before the reference list.
- References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.
- Full references should include all author names and initials, year of publication, title of paper, title of publication (underlined), volume and issue number (of a journal), publisher and form (book, conference proceedings), page numbers. See the sample citation below:
  1. Davis, F.D., Bagozzi, R.P. and Warshaw, P.R. (1989) "User acceptance of computer technology: A comparison of two theoretical models", *Management Science*, Vol. 35, pp. 982-1003.
- Notes, if included, should make a specific point, and be short and succinct.

### **Tables and Figures**

- All illustrations, whether diagrams or photographs, should be referred to as Figures and numbered sequentially. Please place them in the text, following as closely as feasible after their first mention.
- Tables should also be numbered sequentially and placed in the text as soon as feasible after their first mention.
- Figure and Table numbers and captions should be in bold text, directly below the figure or table to which they refer.