

**NORTHEAST DECISION SCIENCES INSTITUTE**  
**2009 ANNUAL CONFERENCE**  
**Preparing and Submitting Proceeding Document<sup>1</sup>**

Please follow these format instructions carefully. All accepted papers must be formatted and submitted as a proceeding which will be included in the official program for the Conference. Proceeding documents must be uploaded in PDF format to the online Conference Management System through the link found at <http://www.nedsi09.org>.

After logging into the conference system, authors select the Proceedings section to upload their paper when prompted. Please ensure that the all contact information associated with the author(s) is correct. Otherwise, enter any necessary changes.

The deadline for submitting the proceeding documents is **January 23, 2009**. Proceeding documents cannot be more than six (6) pages in length and 1MB in file size. If you wish to submit a proceeding in excess of six pages, there will be a \$50 charge. Checks should be made payable to *Northeast Decision Sciences Institute* and sent to the Program Chair. Refer to the see official website for address information.

Proceeding submissions must comply with the formatting guidelines below. Please proof your paper carefully before you convert the document to the PDF format. It is recommended that you print samples of your paper to verify the correct margin settings. Proceeding submissions which do not comply with these instructions may not be published at the discretion of the Proceedings Editor.

The Northeast Decision Sciences Institute's *Conference Proceedings* will only be distributed in electronic form, on CD-ROM.

**To have your paper included in the Proceedings, at least one  
author must register for the conference at the time the  
Proceedings version is submitted.**

Conference registration can be completed through the online conference management system. Registration fees may be paid by credit card or PayPal. PayPal accepts foreign currency.

**NORTHEAST DECISION SCIENCES INSTITUTE  
2009 ANNUAL CONFERENCE  
Preparing and Submitting Proceeding Document<sup>1</sup>**

**Format and Submission Instructions**

**Keywords:** You may include up to five keywords below your abstract. For a list of keyword ideas, refer to [www.decisionsciences.org/dsj/areas.htm](http://www.decisionsciences.org/dsj/areas.htm) to view a journal list. However, keywords are not limited to the phrases found in that list.

**REGULAR PAPER INSTRUCTIONS**

**Length**

As mentioned above, the proceedings submission PDF file cannot be greater than 1MB in size. Note that figures, particularly bitmap figures, are a major contributor to file size. NEDSI officers and board members have indicated that proceedings publications are limited to six (6) pages. Don't forget, there is a charge of \$50 for any Proceedings submission that exceeds either the page length or file size limits.

**Language**

Your PDF file may contain traditional English or Greek characters. It should NOT contain any other language characters, such as Korean or Chinese (we mention these two languages because they have caused problems in the past for national DSI Proceedings).

**Copyright**

Material printed in its entirety in the Northeast Decision Sciences Institute's Proceedings is considered published. The copyrights for all forms of presentation at the Annual Meeting remain with the authors.

Do NOT submit anything to the proceedings for which is already copyrighted and which we would be thus violating copyright restrictions. Authors assume full responsibility for what is submitted.

**Paper Title**

The title of your paper should be in bold type, all caps, single-spaced, and centered across the top of the first page.

**Authors**

The author(s), affiliation(s), complete address(es), email address(es), and telephone number(s) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc.

**Headings**

All headings should be in bold type. First-level headings should be centered and set in all caps. Second-level subheadings should be set flush left with initial caps. Please do not use headings other than these two types. At least one line space should separate headings from the preceding text.

**NORTHEAST DECISION SCIENCES INSTITUTE  
2009 ANNUAL CONFERENCE  
Preparing and Submitting Proceeding Document<sup>1</sup>**

**Abstract**

Introduce the paper with an abstract of approximately 100 words. Use a first-level heading titled "ABSTRACT" set above the single-spaced abstract text.

**Body**

Follow the abstract with a first-level heading that introduces the body of the paper. See typing instructions below for more information.

**Figures and Tables**

Figures and tables should be placed as close as possible to where they are cited. First-level headings state the table or figure number and may be followed by second-level subheadings. All figures and tables are to be done in a professional manner. If you are using symbols, please make sure that they are still in correct forms after you convert your file to Acrobat PDF. Please feel free to include figures, graphs, pictures as long as the total size of your file dose not go beyond 1 MB.

**Calling References**

Bracketed numbers, i.e., [1] or [2, p.188], should be used in the body of the text to call reference. If more than one reference is to be cited at the same time, the following format should be used: [4] [6] [11,pp.214-219].

**Footnotes**

The use of footnotes is discouraged.

**Equations**

All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

**Appendices**

Appendices should immediately follow the body of the paper (using the first-level heading "APPENDIX") and precede the references. If there is more than one appendix, number each one consecutively.

**References (Bibliography)**

Since the bibliography should include only those references cited in the text of the paper, it should be referred to as "references." References should be listed at the end of the paper. Entries should appear in alphabetical order and should be number with the numbers placed in brackets (see examples below).

- [1] Childress, R. L. *Mathematics for managerial decisions*. Englewood Cliffs, NJ: Prentice-Hall, 1974.

**NORTHEAST DECISION SCIENCES INSTITUTE  
2009 ANNUAL CONFERENCE  
Preparing and Submitting Proceeding Document<sup>1</sup>**

[2] Pitts, J. E. Whitaker, W. M. III. "The impact of tax policy on investment behavior in the chemical industry 1951-65." *Decision Sciences*, 1971, 2(1), 53-65.

**Note:** All regular session papers should list references. However, if the paper is too long, numbered references may be replaced by author-year citations in the text ("Baker, 1974"). If this format is used the author responsible for sending out reference lists should be identified at the end of the paper. "References available upon request from [Name of Author]."

### **Font and Margins**

Set the following margins for all sides (top, bottom, left and right) at 1 inch. All paragraphs should begin flush left (no paragraph indent). If possible, justify the margins. Single-space the body of the paper. Double-space between paragraphs, and before and after headings. Triple-space after the last author's name in the title before beginning the abstract.

We strongly recommend that you use Times Roman, font 12 for your manuscript. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Use boldface type for the title of your paper and all first and second level headings.

### **Questions?**

If you are unfamiliar with converting files to PDF format, or if you have questions about these proceedings guidelines, send an email to [Janet Prichard](mailto:Janet.Prichard@ndsi.edu).

### **CHECKLIST**

- **Title of paper:** All caps, bold type, single-spaced, and centered.
- **Authors:** Include affiliations, full addresses, and email addresses.
- **Headings:**
  - 1st level: All caps, bold, centered.
  - 2nd level: Initial caps, bold, flushed left.
- **Abstract:** 100 words or less.
- **Keywords:** no more than five keywords at the end of the abstract, boldface.
- **Body:** See type set and margin instructions.
- After proofreading convert your file into Acrobat PDF format.

**NORTHEAST DECISION SCIENCES INSTITUTE  
2009 ANNUAL CONFERENCE  
Preparing and Submitting Proceeding Document<sup>1</sup>**

- Print samples of your paper to verify the correct margin settings.
- Make sure that the size of your file is not larger than 1 MB.
- Make sure that your Proceedings submission does not exceed six (6) pages.

**WORKSHOP, PANEL and INVITED SESSION WRITE-UP INSTRUCTIONS**

**Workshop write-ups are limited to one 8.5"x11" page.** The first line should be the session title, in bold, all caps, and centered across the page. The name of the chair (or moderator) should be centered across the page on the second line below the title. The chair's complete street address, phone number, and e-mail address should be included.

The first major heading should be PARTICIPANTS. List the workshop participants or panel members and their affiliations in this section if applicable. There is no need to include the complete addresses and telephone numbers of the participants. Do not include biographical sketches in this section.

The second major heading should be SESSION FORMAT. This section should describe how participants will contribute to the workshop, panel, or special session and/or describe how the session will be conducted, and provide background information, a summary, or references. The content of this section will depend on the nature of the session.

**Please direct any Proceedings questions to:**

**Kenneth J. Sousa  
2009 NEDSI Program Chair  
Bryant University  
1150 Douglas Pike  
Smithfield, RI 02917  
Office: (401) 232-6334  
Email: nedsi09@bryant.edu**

**Proceedings deadline:  
January 23, 2009**