

SUBMISSION STANDARDS FOR ODC / 2018 ISEOR CONFERENCE

Maximum 40, 000 characters including spaces

Microsoft Word

Times New Roman, 10 points

Single spacing

Left margin at 2.3 cm, right margin at 4.4 cm, top at 2.5 cm and bottom at 3 cm

Portrait orientation only

View facing pages for the whole document

B5 paper size: 18.2 cm width and 25.7 cm height with headers at 0 cm and footers at 2 cm

Subheadings should be **bolded**, on a separate line, aligned left and upper case

THE 1ST PAGE OF EACH SUBMISSION should be presented as follows on a SEPARATE page from the body of the text:

TITLE OF THE PAPER

TYPE: paper, panel or workshop

PERSON TO BE CONTACTED: choose a contact person

LIST of authors' names, in the desired order

DETAILS for each author, including

Name

Organization or University of affiliation

Title or function

Address

Telephone number

Fax number

Email address

THE 2ND PAGE OF EACH SUBMISSION should be presented as follows:

TITLE of the paper (upper case, Times New Roman 12, bolded, centered)

First name SURNAME of the author (Times New Roman 10 bolded)

Laboratory (Times New Roman 10)

Centered University or Organization of affiliation (Times New Roman 10)

(Country) (in brackets Times New Roman 10)

The next authors shall be presented in the same way

The article should be preceded by a SUMMARY of around ten lines maximum and 5 key words

Beginning of the article on page 2

COMMUNICATIONS: they will be presented during 90 minutes sessions, each communication will last 12 minutes followed by an 8-minute discussion.

SUBMISSION PROCEDURE

1. The date of your intention to communicate shall be sent before **December 30, 2017 (4, 500 characters including spaces)**
2. The deadline for submitting the full text is **January 31, 2018 (40, 000 characters including spaces)**
3. A **maximum of 4 co-authors** is allowed for each communication. Participants may not submit **(or be a co-author) of more than 3 intentions**
4. Each submitted paper will be acknowledged by an email reminding standards to be complied with (See, for example, 40, 000 characters including spaces)
5. The title page should include the name(s), affiliations, title, postal address, telephone numbers with country or zip codes, fax number (if available) as well as the email address of each author.
6. **At least one of the authors must formally commit to attend the conference. Should an author default (absence or non-payment of registration fees), the communication will be withdrawn from the final program and the conference minutes.**
7. References should be included at the end of the text.

Review process: papers are anonymously submitted to two rapporteurs. Comments aim to help the authors improve their text and shall be sent to them.