

GUIDE TO AUTHORS OF PIIE RESEARCH CONFERENCE PAPERS

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Reviewed by Research Conference Committee and revised on 030826

General

- Authors of Papers for Oral Presentation are asked to submit two requirements:

Extended abstracts of the papers and visual aid materials (e.g. ppt file) presented at the conference will be published in the Conference Proceedings which be made available to all sponsors and participants in the form of CD. It must be submitted on or before **September 30, 2003**. Also, please read the note on Revision deadline.

Length of Paper

- Manuscripts should be no more than 6 pages, single-space typing, including tables, figures and references.

Oral Presentation

- Each paper presenter will be given only **20 minutes**. It is therefore critical that you identify the most important points in your paper and deliver the key messages across within that time. Avoid discussing background information and detailed results. There will be time (**10 minutes**) for discussion at the end of each session.
- The following equipment will be available to you for your presentation: overhead projector, LCD projector and PC. Should you require any other presentation equipment, please inform **Anthony SF Chiu** (ac@tri-isys.com).
- When preparing slides for your presentation, be sure to make the lettering in them large enough to be legible to all participants in the seminar hall.

Preparing the Manuscript

Please follow strictly the instructions below, and complete and send the attached checklist along with your manuscript.

- ***Manuscript***

The manuscript is the extended abstract of your research. In general the extended abstract should contain the following:

1. Description of the problem addressed by the research together with highlights of current thinking and research in the area.
2. Discussion of the methodology or approach undertaken to generate the results
3. Summary of the results
4. Highlights of the analysis of the data
5. Managerial and research implications of the results

6. Assumptions and limitations of the study
7. Areas for further study

The manuscript, including references, footnotes, tables and captions for illustrations, should be typed single-space and formatted on short bond paper (letter size or A4) using Word for Windows. You could also provide a disk copy of your manuscript, or if you could send your manuscript via electronic mail (Email).

The first page of the manuscript should give the title of the paper, the names of the author or authors. Give the email addresses, names and complete postal addresses of the institutions to which the authors belong as a footnote on page 1. Please number all pages of the manuscript.

The text should have full justification, 12pt, Arial, unbold, no indents to paragraphs.

- **Headings**

All headings within the text should be short and should adequately reflect the material they precede. Sub-headings should be used sparingly and should be clearly distinguishable from headings. A suggestion is to type headings in all bold face capital letters, subheadings in bold face capital and small letters, and sub-subheadings in italic capital and small letters.

- **Acronyms and Abbreviations**

Spell out acronyms and abbreviations the first time they appear in the text, followed by their abbreviated form in brackets. If you use a large number of acronyms and/or abbreviations in your paper, provide an annex containing a list of these acronyms and abbreviations.

- **Glossary**

If you use technical terms that may be unfamiliar to some readers, please explain what they mean the first time each one appears in the paper. If you need to use many such unfamiliar terms, a glossary might be helpful.

- **Equations**

If you use equations, please number them.

- **Units of Measurement**

Use the metric system throughout the paper for units of measurement.

- **Footnotes**

Try to avoid footnotes, but if you must use them, number text footnotes consecutively (1, 2, 3...) and ensure that each one appears at the foot of the page on which it is referred to. Footnotes in tables should be given superscript lower case letters (a, b, c...).

- **References**

If you cite any references, please provide only the main references at the end of your paper, giving full bibliographic details of all citations. Please ensure that all references cited appear in the reference list, and that all references in the list are cited in the text.

All references should be referred to in the text by a discrete Arabic number in square brackets (e.g. [5]).

References should be listed at the end of the paper as shown below:

[1] Brown, J.D. and Smith, C.D. (1998). Paper Title. *Journal*. 1, 1-10.

[2] Chua, T.S. (1999). Book Chapter Title. *Title of Book*. R.B. Javier (ed.), Press, Country, pp. 34-57.

Internet sources should also be included in the reference list. The date it was retrieved should also be indicated.

- **Tables**

Number your tables consecutively (1, 2, 3, ...) and be sure to refer to all of them in the text. Provide a brief title for each table. Tables must be typed on separate pages and placed *after* the reference list. Keep column headings and descriptive items in the table to a minimum and do not use vertical lines between columns if providing an electronic copy of the manuscript. **DO NOT** embed tables in the text. Put them at the end of the file, or in separate files.

- **Illustrations**

The originals of all illustrations – or reproduction quality copies – are required for printing of the proceedings. In addition to the hardcopy originals, computer-generated drawings can be provided in any of the usual file formats, such as EPS, PICT, TIFF, and JPEG. If providing an electronic copy of the manuscript, **DO NOT** embed illustrations in the text. Put them at the end of the file (after the tables), or in separate files.

- **Revisions**

If one or more of the above guidelines were not met, the author/s will be informed that of these revisions. The author/s will need to submit the revised manuscript by **October 10, 2003**. Otherwise, it may not be included in the proceedings of the conference.

MANUSCRIPT CHECKLIST FOR AUTHORS OF CONFERENCE PAPERS

Authors are requested to check the following points against their manuscript, tick the boxes, sign the form, and attach the finished paper. This will help speed up the publication of the proceedings.

Title of paper _____

Author/s _____

The title clearly describes the subject and content of the paper.

All authors' names, affiliations, and addresses are given on page 1.

Acronyms and abbreviations have been spelled out the first time they are used.

Equations, if used, have been numbered.

All references used in the text are included in the reference list.

All references in the list are cited in the text.

All tables and figures are referred to in the text.

Reproduction quality originals (either electronic or hardcopy) have been provided for all illustrations (photos or drawings) used.

Authors' Signatures:
