

Guidelines for Papers presented for the 2000 ORSNZ Conference

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Abstract

This document provides style guidelines for authors submitting papers to the 2000 New Zealand Operational Research Society conference being held at Victoria University of Wellington, New Zealand in December 2000.

1 Layout Guidelines

Papers submitted for inclusion in the proceedings of the annual conference of the New Zealand Operational Research Society should conform to the following guidelines as closely as possible. Authors are responsible for preparing their documents in “camera-ready” form; laser-printer or similar quality is expected. All submissions are expected to be on paper. As we discuss later, we would also like a Web-ready copy submitted as a postscript or Adobe .pdf file.

This document specifies the font sizes and spacings required.

Your paper should use A4 paper with a 2.5cm margin at the top, a 1.5cm margin at the bottom, and 3cm margins left and right; this leaves 15cm of text per line. Do *not* put page numbers on your paper, but instead write the page numbers using a light pencil on the reverse of each page. Papers (including abstracts, tables, figures and references) are restricted to no more than 10 pages. Papers longer than this will be returned to the authors for editing.

The title should be centred in 24 point Times. Author names and information should also be centred, in 12pt Times, and separated from the title by one line.

A solid line should be placed above and below the abstract, with the word “Abstract” centred in 14 point bold Times. The abstract body should be justified in 12 point Times using a line spacing of 15 points. (If you can't get 15 point line-spacing, please use single line spacing.)

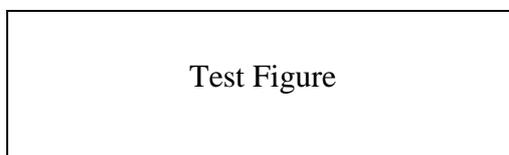
1.1 Section Headings

Each section should be numbered and named, with section titles in 14 point bold Times and sub-section titles in 12 point bold Times. There should be a 20 point space above and an 8 point space below each section title (or 1 line above and below if you can't achieve this).

The body text should be justified 12 point Times on a line of 15 points. (As before, use single line spacing if you can't get 15 point spacing.) Paragraphs following a heading should not be indented.

Subsequent paragraphs should have a 6mm indent with no spacing above or below the paragraph. Footnotes¹ should be numbered consecutively through the document.

Diagrams and tables should be included in-line with the text as near to the first point of reference as possible, as illustrated by Figure 1. They should be centred and have consecutively numbered and centred captions in 12 point Times.



1. Figures and their captions should be centred.

References should be numbered in the text [1], and appear alphabetically ordered at the end of the article in the style shown.

To aid legibility and consistency, all text should be in Times; the use of multiple fonts is distracting. The use of all capitals slows reader comprehension and should be avoided. Do *not* use underlining - italics should be used if emphasis is required in the text. And please remember to use a spelling checker.

1.2 Submission of Web-ready Files

This year, we will be making papers available on the Web in either Adobe PDF format or as postscript (.ps) files. An instruction on how to create a pdf or postscript file of your paper from Windows follows².

Creating a PDF file from Windows

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- 0) Choose a postscript printer
- 1) Choose File, Print, and then turn on "Print to file"
- 2) Click OK, and save the file as something like "c:\temp\MyPaper.prn"
- 3) To create a PDF file, feed your .prn file into the convertor at

<http://www.ps2pdf.com/cgi-bin/ps2pdf>

This page will then refresh and have a link to your MyPaper.pdf file; You can right-click on this link and save it to your hard disk.

¹ Footnotes should appear in 10 point Times, with a short line separating them from the text.

² This was created by Andrew Mason, University of Auckland.

Creating a Postscript File from Windows

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The .prn file above is actually postscript. However, many printer drivers(eg HP) prefix their output with commands that cause printing errors on lots of printers. To fix these:

- 4) Go to the MyPaper.prn file in Explorer, and rename it MyPaper.txt
- 5) Double click the file to open it using NotePad (or a better text editor). It will look something like the following, but probably all on one line. (NotePad displays the "new line" characters as black squares.)

```
%-12345X@PJL JOB
@PJL SET RESOLUTION = 600
@PJL SET ECONOMODE = OFF
@PJL ENTER LANGUAGE = POSTSCRIPT
%!PS-Adobe-3.0
%%Title: Microsoft Word - Mason Paper for ORSNZ 2000#A.doc
%%Creator: Windows NT 4.0
%%CreationDate: 17:24 11/13/2000
%%Pages: (atend)
```

- 6) Delete the first 4 lines, keeping %!PS-Adobe-3.0 (or similar) and everything that follows.
- 7) Save the modified file as "MyPaper.ps".

Please Email a version of your file in either of these formats to orsnz2000@mcs.vuw.ac.nz.

Acknowledgments

Acknowledgments can appear in an un-numbered section preceding the references.

References

- [1] J.J. Bloggs, T. Smith, *Typography*, Pitman (1967)
- [2] D. Teddy, *Strategy for the Purchase of Cars for a Rail Network*, Transport Dis-
planning (U.K.), 12 (1983), pp 39--44.