**Paper Format for the Ph.D. Symposium on Industrial Engineering 2016**

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**Introduction**

These instructions give you basic guidelines for preparing papers for the Ph.D. Symposium on Industrial Engineering 2016 Proceedings. Two pages of your paper must be submitted using this format. This document is a template for *Microsoft Word*. Please include appropriate keywords in your paper separated by commas. The content of the paper consists of Introduction, Methodology, Results and discussion and References.

**Methodology**

All papers must be submitted electronically in pdf format. Prepare **your paper 2 pages using an A4 page size.**

1) Type sizes and typefaces: Use font “Times New Roman” 12 point bold for the title, 10 point normal for author names, author's affiliations and the main text and 8 point for figure captions, table names, table captions, content in the table and references.

2) Format: In formatting your page, set all side margins to 2.54 cm. Use a two-column format where each column is 7.66 cm wide and spacing of 0.6 cm between columns. Indent paragraphs by 0.5 cm.

Left and right-justify your columns. Use automatic hyphenation and check spelling.

**Results and discussion**

*A. Figures and Tables*

Large figures and tables may span across both columns. Figure captions should be below the figures; table names and table captions should be above the tables as show in Table 1. Use the abbreviation “Fig.” even at the beginning of a sentence. Use words rather than symbols as figure axis labels, and put units in parentheses as show in Fig. 1.

Fig. 1. The example of figure

Table 1 The example of table

|  |  |  |
| --- | --- | --- |
| **Type** | **Result** | **Difference between method 1 and 2 (unit)** |
| **Method 1 (unit)** | **Method 2 (unit)** |
| Type 1 | 100 | 87 | 13 |
| Type 2 | 90 | 55 | 35 |
| Type 3 | 76 | 35 | 41 |
| Type 4 | 55 | 65 | 10 |

*B. References*

Number citations consecutively in square brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ... .”

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “et al.” unless there are six authors or more. Use a space after authors' initials. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5].

Capitalize only the first word in a paper title, except for proper nouns and element symbols [6].

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