



## SUBMISSION FORMAT FOR THE FULL PAPERS Conference MCD – ISEOR 2019

**48,000 characters maximum, including spaces**

**MS Word**

**Times New Roman 10 point font**

**Single spaced**

**Margins: 0.90" left, 1.73" right, 0.98" top and 1.18" bottom**

**Ident 1<sup>st</sup> line of each paragraph**

**Paper format: B5: 7.16" breadth x 10.12" height**

**Orientation of sheets: portrait and pages facing one another for all the document**

**Sub-headings should be bold**, on a separate line, left-justified, and all caps.

TITLE PAGE FOR ALL SUBMISSIONS should appear as follows: on a SEPARATE page from the body of the paper:

TITLE of paper,

TYPE: Paper or Workshop ☐ Doctoral student ☐ Academician

CONTACT PERSON: Choose 1 person to be the contact person,

LIST of authors' names, in desired sequence.

CONTACT INFORMATION for **each author**, including the following:

Name

Organization or University affiliation

Occupation / Job

Address

Phone

Fax

e-mail

**2<sup>nd</sup> PAGE OF EACH SUBMISSION should appear as follows:**

**TITLE of the paper** (all CAP, Times New Roman 12 Bold, Centered)

Centered

**First Name and LAST NAME of the author** (Times New Roman 10 Bold)

Institution (Times New Roman 10)

University or company (Times New Roman 10)

(Country) (between brackets, Times New Roman 10)

Authors will be presented in the same way

**The article must be preceded by a ABSTRACT of maximum about ten lines and 5 keywords**

**Text of the paper starts right below on page 2.**

**PAPERS:** they will be presented in 90 min. blocks, with each paper to have 12 minutes. Presentation time plus 8 minutes discussion time.

### SUBMISSION PROCEDURES

1 - The date of your intention to communicate is to be made before **February 28<sup>th</sup>, 2019 (4 500 characters inclusive spaces)**

2 - The deadline to return the complete text is **April 1<sup>st</sup>, 2019 (48 000 characters inclusive spaces)**

3 - In each paper **4 maximum co-authors** will be admitted. No participant can submit (or be a co-author) **more than 3 documents**

4- Every submitted paper will be the object of an acknowledgement of receipt by e-mail, containing the reminder of the standards to be respected (**cf in particular 48 000 characters, included spaces**)

5 - The title page has to include the name (s), the memberships, the title, the mailing address, the telephone numbers with the codes or zone country, the fax number (if possible) as well as the e-mail address **of each of the authors**

6 - At least one of the authors has to **certify his (her) commitment to attend the conference. In case of failure (absence or actual non-payment of the registration), the communication will be removed from the definitive program and the acts of the colloquium**

7 - The references must be included at the end of the text

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Review process: Papers are blind reviewed by two reviewers. Comments are meant to be helpful and are sent to submitters.

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