NOTES ON STYLE

General

1. It is preferred that the manuscripts be prepared with 12 point font (Times New Roman or Arial), 1.5 line spacing (including abstract, main text, tables, figures, references and appendices) with at least 1" margins on all sides and formatted for A4 paper size.

2. Text, illustrations (figures) or tables should not appear outside the specified margins.

3. Paragraph alignment of 'Justify' gives a good look to the report. Make sure that you select only one type of paragraph alignment for the entire report.

4. Begin new paragraphs in a new line after 0.5" tab space. There should be no blank line space between paragraphs.

5. Leave one line space before each section and sub-section headings. Section headings need not be followed by colon, semi-colon, dash etc.

6. Number all sections and sub-sections sequentially using Arabic numerals, beginning from Introduction: <number><full stop><space><title> => For example: "*1. Introduction*", "*3.2. Order Size Variability*". Abstract & References need not be numbered.

7. Bullets or numbering can be used to list items wherever appropriate. Try to be consistent in your usage.

8. Always add a space *after* a full stop, comma, colon etc. Also, leave a space before opening a bracket. If the sentence ends with a closing bracket, add the full stop (or comma or semicolon, etc) after the bracket. Do not add a space *before* a full stop, comma, colon etc.

9. Do not have one line paragraphs.

10. All acronyms need be spelt out the <u>first time</u> they are introduced within the text. Thereafter the acronyms can be used wherever appropriate.

11. When using a word which is a proprietary term or trade mark, authors must use the symbol ® or TM. For example: Arena®.

12. Maintain flow within the report. Reader must be able to easily understand the theme of the report and what your contributions are. Kindly make your contributions/ findings/ observations EXPLICIT. Don't make the reader guess what you have done.

13. Number all pages, except the title page.

14. Check grammar and punctuations before turning in the report. Avoid spelling mistakes.

15. There is no need to 'plastic-bind' the report. Staples on the sides such that the report is easy to flip through would be just fine. Kindly submit the report on the due date. Late reports shall be penalized.

Order of Sections

1. <u>Title Page</u>: Should contain the title of the report, purpose (in partial fulfilment of...), authors (with roll numbers), guide name, department name, Institute name, submission date

2. <u>Certificate</u>: For seminar reports should contain the following text, "I certify that the work reported in this seminar is in my own words and that all material is properly cited and referenced as per academic convention." Sign it. Keep in separate page.

3. <u>Acknowledgements</u>: There is no need for acknowledgements in the seminar and project stage reports. It is sufficient if you include it in your final project report.

4. <u>Table of Contents (ToC)</u>: ToC is not essential if the report is less than 20 pages. For bigger reports, it is good to have a ToC. In a ToC, the titles have to be numbered as it appears in the report, and corresponding page numbers are to be mentioned.

5. <u>List of Illustrations/List of Tables</u>: Not necessary, except maybe for the final project report.

6. <u>Abstract</u>: All reports must be accompanied by a nonmathematical abstract of about 200 – 250 words. The abstract should summarize the purpose, scope, principal results, and conclusions of your report, and should not contain literature citations. Must be on a separate page.

7. <u>Introduction</u>: All reports should have an introduction. It must give the reader the general idea as to the theme of the report, what the problem is, motivation for the problem and the scope of your work. Try not to use the same sentences in abstract and introduction.

8. <u>Body of Report</u>: Divide the report into multiple sections. Try not to create more than 3 levels of sub-sections.

9. <u>Conclusions</u>: All reports should have a conclusion. It must give the essence of what you have done to tackle the problem mentioned in the Introduction, and present a summary of

your results, observation and analysis. Try not to use the same sentences in abstract and conclusion.

10. <u>Appendices</u>: Place appendices before the References. Each appendix must be on a separate page. Title and number appendix appropriately. Appendices need to be cited within the main report.

11. <u>References</u>: Follow a standard format for writing references. Pick any international journal (such as IEEE Transactions, IIE Transactions, International Journal of Production Research, Management Science, etc) or conference papers or books and *follow* the format specified.

Notes for Figures

1. All illustrations in the report are figures. Figures are to be numbered sequentially.

2. Every figure must have a caption immediately <u>below</u> the figure. 'Centre align' the figures and captions.

3. The figure caption must be complete.

    - Incorrect way → Figure 5: Outputs

    - Correct way → Figure 5: Inventory responses of the Manufacturer under optimal settings

4. No need of a '.' (full-stop) at the end of the caption

5. Figure not drawn by the author should be cited as follows:

    - Figure 3: Supply chain decision levels (Source: Houlihan 1985)

6. The purpose of a figure caption is simply to state what is being presented in the figure. It is not the right place for making comments or comparisons; that should appear only in the text.

7. All figures need be explained within the text, and the correct citation is 'Figure 1' and not 'figure 1'. For example:

    "The production release rates and the production rates corresponding to the sales patterns for products 1 and 2 are shown in Figure 9. It is noted that the production rates (shown in dotted lines) slowly increases in response to the production release rates (dashed lines), reflecting …"

8. Kindly make sure that the texts within the figures are legible; all lines, arrows, circles and boxes are clearly marked. Use colours sparingly so that the figures are readable in print.

9. In graphs, the default line is thin. Make the lines thick so that they are legible in print.

10. In graphs, the axes should carry appropriate units.

11. Algorithms can be presented as figures rather than tables

Notes for Tables

1. All tables are to be numbered sequentially.

2. Every table must have a caption just <u>above</u> the table. 'Centre align' the tables and captions.

3. The table caption must be complete.

   - Incorrect way → Table 1: Data

   - Correct way → Table 1: Input demand data used in the optimization model

4. No need of a '.' (full-stop) at the end of the caption.

5. Similar to figures, tables from other sources should be cited.

6. All tables need be explained within the text, and the correct citation is 'Table 1' and not 'table 1'. For example:

   > *"The sales pattern at the Manufacturer for products 1 and 2 are as shown in Table 9…"*

7. Kindly make sure that all the columns have a heading along with units wherever appropriate ('Time in Hrs' rather than 'Time').

Notes for Equations & Notations

1. Present all equations neatly. Use of equations editors is encouraged.

2. Equations are to be numbered sequentially. In case of optimization models, each constraint must be numbered. The equation number should appear on the right side of the equation.

3. All equations need to be explained within the text, and the correct citation is 'Equation (1)' and not 'equation 1'. It is <u>not enough</u> if you just say *"The linear programming model is presented below"*!

4. Example:

$$Maximize: z = 45x + 60y \tag{1}$$

Subject to

$$20x + 10y \leq 1800 \tag{2}$$

$$12x + 25y \leq 1440 \tag{3}$$

$$x \leq 100, y \leq 40 \tag{4}$$

$$x \geq 0, y \geq 0 \tag{5}$$

where
x = number of units of product X produced during the week
y = number of units of product Y produced during the week

And the corresponding reference in the text would be:

"The LP model for determining the optimal production mix is shown in Equations (1) – (5). The objective function, Equation (1) maximizes the total revenue from products X and Y. Equations (2) and (3) captures the capacity constraints in producing the products in machines A and B respectively. Equation (4) represents the market limitations for each product."

5. Equations can also have a one or two word caption next to the equations.
6. All variables used in the report must be defined with units.
7. When you define a notation or symbol try to use the same notation for the entire report.
8. Be consistent when you use sub-scripts and super-scripts. For e.g., if you have defined x_t to be demand in period t, then do not define y_j to be production in period j! Instead use y_t.
9. Use italics to present notations within text, as shown in point 8.

Citations and References

1. Text, equations, figures, observations, comments etc must be referred right there, even if the source has been cited earlier.
2. Every source journal papers, conference papers, workshops, symposiums, white paper, website, newspaper article, books, thesis and dissertations, book chapters, magazines etc have to be appropriately cited. Remember, whenever you use some material from a webpage, (1) it need not be correct, (2) you cannot copy material verbatim, and (3) you still need to cite the webpage.

3. There are two methods of citing references in the report. Both the methods are presented below. Select a method and stick with it.

4. METHOD I (Last name and year):

    a. Examples:

        i. "Others such as Sztrimbely *et al*. (1989), Numao and Morishita (1988) and Jimichi (1990) recommended …"

        ii. "…interfacing the multiple simulations (Kaacutedaacuter *et al*. 1998, Fujimoto 2000, Zeigler and Sarjoughian 2000)"

    b. Make note of the use of parentheses in citing reference in the above examples

    c. For papers with 3 or more authors kindly use '<last name of first author> *et al.* (YYYY)'

    d. IMPORTANT: In the <u>References section</u>, the references have to be arranged alphabetically based on the last name of the first authors. The references need not be numbered.

5. METHOD II [Number]:

    a. Examples:

        i. "The bulk of traditional inventory replenishment systems assume unit or relatively small-sized inventory withdrawals, depicting retailer level demand [1, 2]."

        ii. "More recently, Zhao [22], Hayya *et al*. [25] and Chiang and Benton [29] extended…"

    b. Note that there must be spacing before the square bracket.

    c. In the report, the first source you cite must be labeled '[1]'.

    d. IMPORTANT: The order of references is very important. In the list of your references (in the Reference Section), the first reference must be the one which is cited before any other reference, and so on. This list is not alphabetical.