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| Method and Guidelines for Preparing Papers for the 18th International Conference on Operations Research  First Author's Name and Surname¹, Second Author's Name and Surname², ...  ¹Academic Title of the First Author, Institution Name (*Times New Roman*, size 10); First Author's Email Address (*Times New Roman*, size 9)  ²Academic Title of the Second Author, Institution Name (Times New Roman, size 10); Second Author's Email Address (*Times New Roman*, size 9)  Abstract  This document outlines the method for preparing a paper, including its various sections, font types, and sizes, as required for submission to the *18th International Conference of the Iranian Society of Operations Research*. All necessary styles for different sections of the paper, such as the title, authors' names, abstract, and main text, have been predefined. Authors are only required to apply these styles to their prepared manuscript accordingly.  Authors are kindly requested to strictly adhere to these formatting guidelines, as compliance will contribute to enhancing the overall quality of the conference. It should be noted that the conference secretariat will not review or publish papers that do not conform to the prescribed format.  The abstract should clearly state the subject, research methodology, key findings, and evaluation method. It must explicitly describe what has been done, how it was conducted, and for what purpose, along with the obtained results. The abstract should not include any details, tables, figures, formulas, or references. |

**Keywords**: At least three and at most six words or two- to three-word phrases, separated by semicolons

**1- Introduction**

The present document explains the method for preparing papers for the *18th International Conference of the Iranian Society of Operations Research*. This guideline has been developed based on certain features available in *Microsoft Word*.

A crucial point to consider when preparing the final printable version is that the required **styles** for all sections of the paper have been predefined in this sample document. Authors can easily apply these styles to their own papers by transferring the content into this file. This can be done quickly using the *Copy | Paste* and *Format Painter* tools in *Microsoft Word*.

If, for any reason, you are unable to use this sample paper as a **template**, please ensure that you follow these guidelines:

* The **page size** should be **A4**, with **top, bottom, left, and right margins** set to **2.5 cm**.
* The **font sizes and types** for Persian text are specified in **Table 1**.
* The **Latin font** used should be *Times New Roman*, and its size should always be **one point smaller** than the Persian font size in each respective section.
* **Line spacing** in the title, abstract, and main text should be **single (Single)**.
* The **paper title** should be **concise yet descriptive**, reflecting all essential aspects of the work. It should be written in **Times new roman**, **size 14**, and **bold**.
* **Authors' academic titles, institutional affiliations, and email addresses** should be placed **below their names**.
* Additional formatting details are provided in the following sections.

It is important to note that the **conference proceedings** will be referee directly from the electronic files submitted by the authors. Therefore, papers that **fail to fully comply** with the formatting guidelines may lose **priority for review and publication**.

**Table 1: Font Sizes and Types**

| **Font Size** | **Font Name** | **Usage** |
| --- | --- | --- |
| 10 | Times New Roman | Table and figure text, references |
| 10 | Times New Roman | Table and figure captions |
| 12 | Times New Roman | Main text |
| 11 | Times New Roman | Abstract and keywords |
| 9 | Times New Roman | Authors' email addresses |
| 10 | Times New Roman | Authors' academic titles and institution names |
| 12 | Times New Roman | Authors' names |
| 12 | Times New Roman | Section headings |
| 14 | Times New Roman | Paper title |

**1- Paper Structure**

Each paper must include the following main sections: Abstract, Introduction, Main Text, Conclusion, and References.

Section titles should be written in Times new roman, Bold, size 12, and subsection titles should be in the same font and size without bold formatting. The spacing before section titles should be set to 12 pt, and there is no need to leave an extra blank line.

1.1- Features of the Introduction

In the Introduction, after presenting the general topic, a summary of the background and previous works related to the subject should be provided, highlighting their characteristics. The effort made in the paper to address existing gaps, solve challenges, or contribute to new findings should then be explained in one or two paragraphs.

This section should clearly and explicitly state the scientific and technical contributions of the research compared to previous studies, ensuring that the novelty of the paper is evident.

1.2- Features of the Main Text

The Main Text should contain the core content of the paper, including the definition of required concepts, problem formulation, and proposed solution. It is recommended to dedicate a separate section for the research findings, where the evaluation and validity of the results are also discussed.

All figures, tables, and mathematical equations should be directly related to the text and should be referenced and explained within the content.

Figures should have their layout set to "In Line with Text" and be placed on an independent line to prevent formatting issues. Figures must be clear, properly explained, and included within the text frame, ensuring sufficient spacing between surrounding lines.

Important guidelines for figures:

* Avoid using scanned images of printed figures.
* Ensure high clarity by enlarging figures to utilize the full column width.
* Figure 1 demonstrates an example of formatting and required descriptions for a figure.
* If figures from other sources are used, the source must be cited below the figure or referenced in the list of references.

SamplePlot-XY

**Figure 1: Radial Velocity Changes Over Time**

## Mathematical Equations

## The *Equation Editor* tool in *Microsoft Word* is highly efficient for writing mathematical equations. It includes all necessary symbols for mathematical expressions.

## Any new variables, parameters, or symbols introduced in an equation must be explained immediately after the equation if they have not been previously defined.

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1. Conclusion and Summary

This section should present a summary of the key findings and main results of the research.

In this guideline, the specifications for a print-ready paper for the *18th International Conference of the Iranian Society of Operations Research* have been outlined. The most important specifications include:

* Page dimensions, margins, and column formatting
* Formatting of the title and abstract
* Essential sections
* Numbering of sections and subsections
* Numbering of tables, figures, and equations, and their references
* Indexing, sorting, and numbering of references
* Font types and sizes

Authors are encouraged to carefully follow these guidelines and become familiar with the tools available in Microsoft Word to efficiently format their accepted papers for publication.

**Reference Formatting Guidelines**

**[1]** Last Name, First Initial(s) (for authors and translators); *Main Title of the Book in Italics (Subtitle in Bold if applicable)*, Additional contributors (if any), First Initial(s) and Last Name of other contributors, Publisher, Place of Publication, Volume Number, Edition Number, Year of Publication.

**[2]** Rezai Nik, A.; *Operations Research (Hamdi Taha)*, Volume 1, Nama Publications, Mashhad, 7th Edition, 2015.

**[3]** Book authors’ names; *Book Title in Italic (and the title components, if any)*, Edition number, Publisher, Year of Publication.

**[4]** Van de Vegte, J.; *Feedback Control Systems*, 2nd Edition, Prentice Hall, 1990.

**[5]** Last Name, First Initial(s) (for project executor); *Title of the Research Project in Bold*, Registration Number, Full Name of the Institution Conducting and Commissioning the Project, Year of Completion.