INCOSE IS 2016
Paper Instructions & Template

Version: 23 Aug 2015

Language

English is the language specified by INCOSE to be used for writing the paper.

Paper Submittal Format

Electronic format must be PDF Format using this document as a style guide/template.

INCOSE will provide instructions on how to upload. Refer to “Submission Instructions 2016” on the IS 2016 web site.

Page Layout

The entire paper should be in single column format except where there are an odd number of author (see Title and Author(s) below).

The following instructions set the print area to be the same for the A4 and Ltr. Paper sizes. This means that when the PDF version is created the print area for both formats will be identical.

A4 size: The margins should be set to (20 mm or .8” top, 20 mm or .8” bottom, 20 mm or .8” left, and 20 mm or .8” right) on A4-size (210 x 270 mm – 8.27 x 11.7 Inches) paper.

Ltr. size: The margins should be set to (1” top, 1” bottom, 1” left, and 1” right) on Letter size (8.5” x 11”) paper.

Page Length

The final paper should be as close to the 15 page limit in length as practical in order for the paper to reflect the intent of a concise, well-structured paper, including abstract, illustrations, appendices, and biography.

Do not include any automated page numbers or any other header or footer information.

The first page of the paper template will contain an INCOSE IS 2016 heading in the top margin.

Title

Center the title in mixed case on the first page.

Do not use ALL UPPER CASE on Title.
Author(s)

Below the title, center the author’s name, business or school (university) affiliation, and complete mailing address using upper-case and lower-case letters.

Authors may also include telephone numbers.

Authors may also include the authors’ email addresses.

If a web email or address of a reference is available then a Arial Narrow font must be used to distinguish Emails e.g., author.person@gmail.com It is desirable the URL is linked to the email address so that a user clicking on a URL will be sent to the specified Web page. To set the hot link for the URL (this is indicated by word coloring the URL dark blue and placing a underline under it) select URL address, right click, save, right click, hyperlink, move cursor to “address” click on empty space in the address bar, right click, select copy, click on OK.

Two authors with different addresses should have author information placed in two columns. Pattern for additional authors is provided in the template. If the final author count is an odd number, center that author as the last author on list.

Abstract

Begin the paper with an abstract (50 to 150 words) that summarizes the topic and important results in the paper. Abstracts of accepted papers will used by the INCOSE mobile application.

Headings

Use the style Heading Level 1 for main headings. No blank lines are needed or are to be used as the style already contains the correct line spacing.

Normally, you should use the style Subheading and place the subheading at the beginning of the paragraph in bold text.

If the sub-sectioning is complex, the Heading Level 2 style may be used to create a more detailed outline structure.

After using the Subheading style, continue the paragraph without any line break in normal text.

The Subheading style introduces white space in front of the paragraph so there is no need to insert blank lines between paragraphs.

If you have no subheadings after a main heading, you should use the Body style (see Normal Text description below) for the first paragraph.

Table and Figures

Care should be taken in keeping the size of graphics no larger than necessary for legibility.

Graphics must be embedded and not linked.

Verify that your graphic is at a resolution (at 300 dots per inch (dpi) so that any printing will be of adequate quality.
Immediately follow the first reference to a Table or Figure with the actual Table or Figure, and number each respective Table or Figure sequentially using Arabic Numerals.

The Table description used 12 pt. Times New Roman shall be page centered, placed above the table, format for identifier and numbering is: “Figure 1. Sample Table Description”. Number starting from 1 in Arabic Numerals i.e., 1, 2, 3, 4, …

The Figure description using 12 pt. Times New Roman, shall be page centered, placed below the Figure, spaced one blank line between the table and Tale description line, format for identifier and numbering is: “Figure 1. Sample Table Description”. Number starting from 1 in Arabic Numerals i.e., 1, 2, 3, 4, … No border around Figure is optional, if used it shall be ¾ point.

Use of caption auto numbering is not allowed; follow instructions above for creating descriptions.

Refer to Figure 1 and Table 1 in the Template section as an example of a graphic inclusion.

Figure format in page may not have border wrapped around the figure.

References

Each entry in the list should use the style Reference.

Multiple entries with the same author are arranged chronologically and use three em dashes (———) in place of the author’s name.

Italicize the name of a book, or the name of a journal.

Biography

Include a short biography (50 to 100 words) for each author at the end of the paper.

A head shot color photograph may be added, positioned at the right margin, as shown in the Template. In order to print at high quality the photo shall be at least 300 dpi. Size of author photo shall be 1” x 1.5” or 25 mm x 38 mm.
Style Specification and Use

This section describes in detail of each style types that can be used. Refer to Table 1 for a list of all the styles, their specification and the purpose of each style.

Use the formatting sections in the Styles’ bar in order that the format for each style is as defined by this template. One will not need to edit the paragraph styles and headings since the styles bar will have those defined.

Table 1. Style Specification

<table>
<thead>
<tr>
<th>Style</th>
<th>Specification</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Helvetica, 18 pt., bold, centre</td>
<td>Title of the paper, use Upper Case and Lower Case.</td>
</tr>
<tr>
<td>Author</td>
<td>Times New Roman, 12 pt.</td>
<td>Author names and affiliations, address, phone number, use Upper Case and Lower Case.</td>
</tr>
<tr>
<td>Copyright</td>
<td>Times New Roman, 8 pt., centred</td>
<td>Used for copyright notice.</td>
</tr>
<tr>
<td>Heading Level 1</td>
<td>Arial 14 pt., bold, centred, 13 pt.</td>
<td>Select Heading 1 from Styles bar use for Major Headings, use Upper Case and Lower Case.</td>
</tr>
<tr>
<td>Heading Level 2</td>
<td>Arial 14 pt., Italic, bold, 10 pt.</td>
<td>Select Heading 2 from Styles bar use for Minor headings, use Upper Case and Lower Case.</td>
</tr>
<tr>
<td>Subheading Level 3.</td>
<td>Times New Roman, 12 pt., 10 pt. before spacing (set in style bar)</td>
<td>Select Heading 3. From Style bar. Beginning subsections (bold the subheading, follow with a period and one space), use Upper Case and Lower Case.</td>
</tr>
<tr>
<td>Normal Body</td>
<td>Times New Roman, 12pt, 10 pt. spacing before, Justified (set in style bar) Style type: Paragraph; Normal; (no indent)</td>
<td>Select Normal from style bar. Normal Text for paragraphs without sub heading.</td>
</tr>
<tr>
<td>URLs</td>
<td>Arial Narrow, 12 pt. (set in style bar)</td>
<td>Select URLs from Style Bar. Specially delineated text such as URLs in Reference section an author’s email address.</td>
</tr>
<tr>
<td>Reference</td>
<td>Times New Roman, 12 pt., .5” indent (set in style bar)</td>
<td>Select References from Style bar. Used to format paper references.</td>
</tr>
</tbody>
</table>
Title

Use for title of paper.

Author

Use for author name, association, address, telephone.

Note that the authors email address uses the URL style.

Copyright

Used for Copyright notice.

Heading Level 1

Use Subheading and/or Body after Heading 1.

Heading Level 2

Use Subheading and/or Body after Heading.

Subheading Level 3

A Subheading Level 3 heading that is a bold text at the beginning of a paragraph. That is ended with a period. One space is inserted before the start of the following sentence, for example:

Bold Heading. This is a sample of a Level 3 paragraph. One must manually bold the heading text.

Normal Body Paragraphs

Body Paragraphs use the Normal Body format for the text. No extra lines are needed between paragraphs since paragraph spacing is included in the paragraph style.

Turn on hyphenation by selecting page layout, click on hyphenation, Set automatic hyphenation. The resulting text when using the block format reduces blank areas in the lines.

Style type: Paragraph; Style for following paragraph: Normal; Font: Times New Roman; Font Size: 12; Font Style: Normal; Margins: 1 inch on all sides; Spacing: Single; Indent: none.

Captions

Table. Use for Table label above the table.

Figure. Use for Figure label below the figure.

URLs

Use for author email address and web location using URLs in References section.

If a web email or address of a reference is available the a Arial Narrow font must be used to distinguish URL’s and Emails e.g., http://www.incose.org/symp2016/, author.person@gmail.com. It is desirable the URL is linked to the address so that a user clicking on a URL will be sent to the
specified web page. To set the hot link for the URL (this is indicated by word coloring the URL dark blue and placing a underline under it) select URL address, right click, save, right click, hyperlink, move cursor to “address” click on empty space in the address bar, right click, select copy, click on OK.

**Citation Quick Guide**

Abridged and adapted from “Chicago-Style Citation Quick Guide,” website of the *Chicago Manual of Style (CMOS)*, [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

**Citation Considerations**

**Titles.** All titles are capitalized headline-style; book titles are italicized and article titles are non-italicized and surrounded by quotation marks.

**Sample Citations**

“The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. Examples are presented later in this template. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.”

**Placement of Citations**

The American Psychological Association (APA) Publications Manual [www.apastyle.org](http://www.apastyle.org) provides instructions on how to reference the citations. The citation placement examples from APA are embedded within the citation examples below.

**One Author.** The parentheses are usually placed at the end of a sentence, between the last word and the period. If you are quoting material directly, the parentheses should go between the closing quotation mark and the period.

**Citing Two or More Works in One Reference.** Sometimes you may need to cite two or more works within a single parenthetical reference. To cite multiple works by the same authors, list the last names in alphabetical order followed by the dates of publication for each work. See Rule 6 if publication dates are also the same. List in press references last. For example:


To cite multiple works by different authors, separate the author/date groups by semicolons, and list the authors in alphabetical order. For example:

Experts believe that the chicken came before the egg (Jones, 2001; Smith, 1998, in press; Williams, 2003).

**Book One author**


(Pollan 2006, 99–100)
Book Two or more authors

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):
(Barnes et al. 2010)

Author Citation Placements
The chicken came before the egg (Pollan 2006, 99-1001).
The chicken came before the egg (Ward and Burns 2007, 52).
The chicken came before the egg (Barnes et al., 2001).

Editor, translator, or compiler instead of author
(Haskins 2010)
(Lattimore 1951, 91–92)

Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if required by your publisher or discipline. If no fixed page numbers are available, you can include a section title, a chapter, or other number.
(Kurland and Lerner, chap. 10, doc. 19)

Article in a print journal
In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.
Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. There is no need to include an access date.

(Kossinets and Watts 2009, 411)

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on 27 February 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; an access date is not necessary. If no author is identified, begin the citation with the article title.

(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

Thesis or dissertation

(Choi 2008)

Paper presented at a meeting or conference

(Adelman 2009)
(Sheard 1996)

White paper

(Mankins 1995)
Website

A citation to website content can often be limited to a mention in the text (“A recent Internet search reveals the McDonald’s Corporation lists on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below:


Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog in the reference list and mention comments in the text only.


E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

(John Doe, e-mail message to author, 28 February 2010)
or
(John Doe, pers. comm.)

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


Standards* and Government Documents

* Always include the year with the standard number: IEC 60601-1:2005.
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Abbreviations of Standards, Correlated with Reference-List Citations.
IEC 60601-1:2005 (IEC 2005), referred to as “the third edition”
IEC 60601-1-6:2010 (IEC 2010), a “collateral standard” to IEC 60601-1:2005 (IEC 2005)[AAC1]
IEC 62366:2007 (IEC 2007)

In body text, formatting. Now everyone has to follow IEC 60601-1:2005, the new standard for medical devices (IEC 2005).