**EMEASEC 2014 - Paper Instructions & Template**

# INTRODUCTION

## Scope

This manuscript provides the instructions and the template for the preparation of papers for the EMEA Systems Engineering Conference (EMEASEC) 2014.

The first part (Section 2) provides the instructions while the second part (Section 3) contains the template.

## Important Dates

The important dates are published on the EMEASEC 2014 website at <http://incose-emea.org/cfc/submissions.html>.

## Submission Information

The EasyChair conference management system is used to submit papers and can be accessed at <https://www.easychair.org/conferences/?conf=incoseemea2014>.

# PAPER FORMAT

## Page Layout

The entire paper should be in single column format except where more than one author appears (see Author below).

The margins should be set to 25mm all around (top, bottom, left, and right) on A4-size paper.

Text should be justified (left- and right-justified).

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

## Paper 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 automated page numbers or any other header/footer information.

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

## Styles

Use the style *Body* for all normal text.

If no subheading is needed for first paragraph then start with *Body* as the first paragraph. This uses 12 pt *Times New Roman* font with justification and it introduces a 5 mm indent on the first line of the paragraph.

If necessary, a *Courier* font may be used to distinguish URLs, e.g., http//www.abc.org.

Refer to Table 1 in the Template section. It contains a list of all the styles that should be used and the purpose of each style.

## Title and Author(s)

Centre the title in mixed case on the first page.

Do not use ALL UPPER CASE on the title.

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

Authors may also include telephone numbers and email addresses.

Two authors with different addresses should have author information placed in two columns.

Continue this two-column pattern for additional authors. If the final author count is an odd number, centre that author on the page.

## 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 also be printed as a separate section of the Final Program.

## Headings

Use the style *Major Heading* 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 *Minor Heading* 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.

There is no indent at the beginning of the paragraph. The *Subheading* style introduces white space in front of the paragraph so there is no need to insert blank lines.

If you have no subheadings after a main heading, you should use the *Body* style (see the normal text description in 2.4 above) for the first paragraph (it will the indent paragraph).

## Table and Figures

Graphics should be embedded and not linked.

Immediately follow the first reference to a table or figure with the actual table or figure, and number each respective table or figure sequentially.

Use the style *Figure* for table and figure captions.

The table description shall be placed above the table.

The figure description shall be placed below the figure.

Use of caption auto numbering is not encouraged as the numbering streams frequently do not operate consistently across platforms.

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

Figures may be set to word wrap or not, at the author’s discretion.

Use a ¾ point width border around figures.

Format a picture so that it is centred on the page (optionally, text may be wrapped around the figure).

## References

Each entry in the list should use the style *Reference*.

The reference list is abridged and adapted from “Chicago-Style Citation Quick Guide,” website of the *Chicago Manual of Style*, <http://www.chicagomanualofstyle.org>.

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

Article titles use the *Sentence case* style from MSWord.

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

Note the examples in the Paper Template section of these instructions.

## Sample Citations

For a complete list refer to Chicago Manual of Style, <http://www.chicagomanualofstyle.org>. In text citation style is shown below each example.

### Book: One author

Pollan, M. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York, NY (US): Penguin.

(Pollan 2006, 99–100)

### Book: Two or more authors

Ward, G. C., and K. Burns. 2007. *The War: An Intimate History, 1941–1945*. New York, NY (US): Knopf.

(Ward and Burns 2007, 52)

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)

### Editor, translator, or compiler instead of author

Haskins, C., ed. 2007. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities*. Version 3.1. Revised by K. Forsberg and M. Krueger. San Diego, CA (US): INCOSE.

———. 2010. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities*. Version 3.2. Revised by M. Krueger, D. Walden, and R. D. Hamelin. San Diego, CA (US): INCOSE. [Note the three em-dashes for repeated author’s name.]

Lattimore, R., trans. 1951. *The Iliad of Homer*. Chicago, IL (US): University of Chicago Press.

(Haskins 2007)

(Haskins 2010)

(Lattimore 1951, 91–92)

### Chapter or other part of a book

Kelly, J. D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by J. D. Kelly, B. Jauregui, S. T. Mitchell, and J. Walton, 67–83. Chicago, IL (US): University of Chicago Press.

Urie, A. 2005. “The Standardization Ecosystem: Understanding Organizational Complexity.” In *The Standards Edge: Future Generation*, edited by S. Bolin, 269–276. Ann Arbor, MI (US): Bolin Communications.

(Kelly 2010, 77)

(Urie 2005, 272)

### 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 one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, J. 2007. *Pride and Prejudice*. New York, NY (US): Penguin Classics. Kindle edition.

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders’ Constitution*. Chicago, IL (US): University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

(Austen 2007)

(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.

Chiva-Gomez, R. 2003. “The Facilitating Factors for Organizational Learning: Bringing Ideas From Complex Adaptive Systems.” *Knowledge and Process Management* 10 (2): 99–114.

Sheard, S. A. 2006. “Definition of the Sciences of Complex Systems.” *INSIGHT 9* (1): 25.

(Sheard 2006)

(Chiva-Gomez 2003, 100)

### 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, G., and D. J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115:405–50. doi:10.1086/599247.

(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, D. 2010. “But Enough about Me.” *New Yorker*, 25 January.

Stolberg, S. G., and R. Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” New York Times, 27 February. http://www.nytimes.com/2010/02/28/28health.html.

(Mendelsohn 2010, 68)

(Stolberg and Pear 2010)

### Book review

Kamp, D. 2006. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by M. Pollan. New York Times, 23 April, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

(Kamp 2006)

### Thesis or dissertation

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, IL, US).

(Choi 2008)

### Paper presented at a meeting or conference

Adelman, R. 2009. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November.

Sheard, S. A. 1996. “Twelve Systems Engineering Roles.” Paper presented at the Sixth Annual International Symposium of INCOSE, Boston, MA (US), 7–11 July.

(Adelman 2009)

(Sheard 1996)

### White paper

Mankins, J. C. 1995. “Technology Readiness Levels.” White paper, NASA Office of Space Access and Technology. http://www.hq.nasa.gov/office/codeq/trl/trl.pdf.

(Mankins 1995)

### Website

A citation to website content can often be limited to a mention in the text (“As of 19 July 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. “Google Privacy Policy.” Last modified 11 March. http://www.google.com/ privacypolicy.html.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed 19 July. http://www.mcdonalds.com/corp/about/factsheets.html.

(Google 2009)

(McDonald’s 2008)

### Standards and Government Documents

ISO and IEC (International Organisation for Standardisation and International Electrotechnical Commission). 2002. ISO/IEC 21827. *Information technology–systems security engineering–capability maturity model [SSE-CMM®]*.

US Department of Defense. 2003. Department of Defense Directive 5000.1. *The Defense Acquisition System*. Washington, DC (US): Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics.

(ISO and IEC 2002)

(US Department of Defense 2003)

## Biography

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

# PAPER TEMPLATE

The template on the following pages was designed to conform to the paper format instructions.

Follow the instructions above while using this template.

When using this template highlight the equivalent item in the template and then over-write it with your material. When doing this, do not highlight and type over the paragraph marks or the style may be changed.

Be sure to delete blue italic text which is used as guidance to the authors.

Confirm the proper styles are being used during editing since they can change during editing. The style of a template item can be checked on the Formatting Toolbar to the left of the Font after positioning the flashing cursor on the item being checked.

Title of Paper

Author Name

Affiliation

Contact Information

Copyright © 2013 by Author Name. Published and used by INCOSE with permission.

**Abstract.** Overwrite your short abstract here. Begin the paper with an abstract (50 to 150 words) that summarizes the topic and important results in the paper

Major Heading

This heading is reserved for the main headings. Insert content below the heading. No blank lines are needed or are to be used as the style already contains the correct line spacing.

Minor Heading

This heading is used for more complex or multi-level heading schemes. No blank lines are needed or are to be used as the style already contains the correct line spacing.

**Subheading 1.** Overwrite the content of your first section of related paragraphs here on the same line with one space after subheading. Introduction and Background are examples of subheadings that could go here.

**Subheading i.** Overwrite the content of your subsequent section of related paragraphs here on this same line. Repeat this sub-heading as needed. An example figure and table is shown below.

Figure 1. Example of a picture

Table 1: Summary of style usage

| **Style** | **Purpose**(Note: all styles use Upper Case and Lower Case) |
| --- | --- |
| Title of Paper | Title of Paper |
| Author Detail | Author names and affiliations |
| Copyright | Copyright statement |
| Major Heading | Major Headings |
| Minor Heading | Minor headings, if needed |
| **Subheading** | Beginning subsections (bold the subheading, follow with a period and one space) |
| Body | Normal Text (used after Major or Minor Heading if no subheading is needed) |
| Figure | Captions for Figures and Tables |
| Reference | Reference Text |

**Subheading n.** Overwrite your last section of content here, for example, Conclusions.

References

*Overwrite your references below as shown and be sure to erase these rows of notes. Numbers are optional.*

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, IL, US).

Haskins, C., ed. 2007. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities.* Version 3.1. Revised by K. Forsberg and M. Krueger. San Diego, CA (US): INCOSE.

———. 2010. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities.* Version 3.2. Revised by M. Krueger, D. Walden, and R. D. Hamelin. San Diego, CA (US): INCOSE.

Mankins, J. C. 1995. “Technology Readiness Levels.” White paper, NASA Office of Space Access and Technology. http://www.hq.nasa.gov/office/codeq/trl/trl.pdf.

Pollan, M. 2006. The Omnivore’s Dilemma: A Natural History of Four Meals. New York, NY (US): Penguin.

Sheard, S. A. 2006. “Definition of the Sciences of Complex Systems.” *INSIGHT* 9 (1): 25.

US Department of Defense. 2003. Department of Defense Directive 5000.1. *The Defense Acquisition System.* Washington, DC (US): Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics.

Biography

*Overwrite short biographies of the authors here and be sure to erase these rows. A small, low resolution face picture may be embedded into each biography if desired.*