



INCOSE International Symposium Paper Preparation Guidelines

Purpose

This document is intended to help authors prepare a technical paper for the Annual INCOSE International Symposium. To access documents referenced below, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2023/downloads>.

A Word document template complying with the guidelines described in this document is available from the INCOSE IS website. Before finalizing the paper, review the “Paper Evaluation Criteria” available from the INCOSE IS website.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE International Symposium. INCOSE does not share information with third parties.

A double-blind peer review process will be used for paper submissions; the author’s identity will be concealed from the reviewer and the reviewer’s identity will be concealed from the author. To facilitate the double-blind review process, the first submission of a paper must be anonymized according to the guidelines provided in these instructions so that it does not contain any reference to the author’s name or organizational affiliation. The goal of this approach is to remove potential bias from the review process to ensure papers accepted for the International Symposium are selected based on their merit.

The submitted papers **MUST** be close to final drafts. Submissions of abstracts or presentations are **NOT** acceptable and will not be reviewed. Papers that have been published previously are not candidates for submission to this symposium.

The importance of crediting sources cannot be stressed enough. Use of wording or ideas without proper citation of their origin is plagiarism. INCOSE will reject any paper that evidences plagiarism.

All attendees, including presenters, must register and pay for at least the one day they are attending the International Symposium.



Submission Process

To submit a paper:

1. Download the paper template from the INCOSE IS website. Choose the template in the appropriate paper size for your typical print configuration (A4 or Letter).
2. Follow the guidelines below to complete the paper and save it as a PDF file. Delete all instructions and sample text in the template before finalizing the paper. To facilitate the double-blind review process, make sure the paper you initially submit for review has been “anonymized” as described in these instructions.
3. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing the submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.
4. Access the online submission site for **papers** and log into EasyChair. Links to the online submission sites are available in the Downloads section of the INCOSE IS website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: Make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

5. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page.
6. Complete the necessary fields in EasyChair for your initial submission and upload your paper. Papers must be in PDF format. Review and confirm that all of your entries are correct, then click **Submit**.
Note: Review the Submission Worksheet below for important instructions regarding EasyChair fields.
7. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact the IS organizing committee (is_techprogram@incose.org) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

8. If your paper is accepted:
 - a. It **must** be updated to address all feedback and suggestions from the reviewers, and to add relevant author information. Upload the final version of the paper with your submission in EasyChair, ensuring it replaces the initial submission file. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. Each author must provide an IP release form. IP release forms will be due after acceptance. The acceptance email will contain the submission instructions.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact the Technical Program Chair (is_techprogram@incose.org) for assistance.



Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Author Information

Add or delete columns as necessary for fewer or additional authors.

Contact Details	Author 1	Author 2	Author 3
First Name As it should appear in the symposium program and advertising			
Last Name As it should appear in the symposium program and advertising			
Email <u>Note:</u> This email address will be used as the primary means of communication with each author.			
Country/region <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.			
Organization Complete business, school, or organization name as it should appear in the symposium program and advertising			
Web page Can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.			
Corresponding Author Indicate whether each author should be included on correspondence regarding the submission and symposium. If there are multiple authors, select at least 2 corresponding authors.			



Contact Details	Author 1	Author 2	Author 3
Speaker Identify the planned speaker that will represent the paper at the symposium.			



Submission Information

<p>Title</p> <p>Copy and paste the title from your paper. See additional title guidelines below.</p>	
<p>Abstract</p> <p>Copy and paste the abstract from your paper. See additional abstract guidelines below.</p>	
<p>Keywords</p> <p>Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.</p>	
<p>Topics & Domains</p> <p>Select <u>no more than</u> 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help symposium organizers optimize the placement of the session. For options, refer to the “Submission Review Categories” document available from the INCOSE IS website.</p>	
<p>In person or virtual presentation</p> <p>Select if the presentation of this paper will be in person or virtually. Note that these two options will separate the submissions for the duration of the review process; therefore, changes to this option will only made by exception with an email to the Technical Program Chair. Note that an acceptance using one option does not mean an automatic acceptance in the other.</p>	
<p>Primary Sector</p> <p>Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the paper.</p>	
<p>Student Author</p> <p>Indicate if the primary author of the paper is currently enrolled in at least 2/3 full-time undergraduate, graduate, or post-graduate studies. This information is used to identify candidates for the Brian Mar Best Student Paper Award.</p>	
<p>Suggestions for future Topics or Domains</p> <p>Suggestions will be considered by Tech Ops for next year’s submission process, especially if we receive many similar requests.</p>	



Instructions for Preparing the Paper

Language

Only papers written in English will be accepted for review.

Paper Submission Format

The paper should be formatted using the Word for Windows template provided by INCOSE and following these instructions. Use the template in the appropriate paper size for your typical print configuration: **A4** (210 x 270 mm or 8.27" x 11.7") or **Letter** (8.5" x 11").

The paper must be saved as a PDF file for electronic submission.

Page Layout

The paper should use a single column format, except in the author section if there are multiple authors (see Paper Title and Author below).

The first page of the paper template contains an INCOSE International Symposium heading in the top margin. No automated page numbers or any other header or footer information should be included.

In the document template, hyphenation is enabled for body text to reduce blank space between words. Hyphenation has been intentionally disabled for certain styles. Do not change the hyphenation settings.

The margins in the document template have been set so that the pagination is identical when printed using either paper size. Do not change the margin settings.

Page breaks have been included between certain sections in the document template. Do not delete any page breaks.

Paper Length

The paper should be concise and well-structured. The length of the final paper should be targeted to not exceed 15 pages including abstract, illustrations, appendices, and biography.

Paper Title

The title should appear centered on the first page of the paper with title capitalization.



Author and Other Information to be Anonymized

Initial Paper Submission (before review):

To support the double-blind review process, the paper must be “anonymized” for initial submission by removing all identification details as follows:

- Do not include any author information on the first page.
- When referencing previous work by the paper’s author, anonymize citations as follows:
“We demonstrated previously that ... (Anonymous 2015)” where the author’s previous publication is listed in the references as:

Anonymous 2015. Details omitted for double-blind reviewing.
- Use of further references by the author should be similarly indicated (for example, “Anonymous 2003”).
- Ensure that figure and table titles are treated similarly when identifying the source as a previous publication by the author.
- Remove all references to funding sources and participating organizations.
- Do not include acknowledgements.
- Do not include biographies of authors.

Final Paper Submission (updated after review):

After the initial paper submission has been reviewed, the author must update the paper to address all reviewer proposals and comments. The final paper should also contain relevant author details such as name, organization, and contact details. Use the following guidelines:

- Below the paper title, center the author’s name, organization (business or school affiliation), and complete mailing address using mixed case formatting.
- The authors’ telephone numbers and email addresses may be included.
Note: Email addresses should use the Arial Narrow font and should be formatted as hyperlinks (for example, author.person@gmail.com). Access Microsoft Word Help for instructions for creating hyperlinks.
- Two or more authors with different addresses should have author information placed in two columns. If the final author count is an odd number, center the information for the last author. Refer to the paper template for an example.
- Once completed, the updated (final) paper needs to be submitted again to replace the first “anonymized” submission. The author should check after this second submission that the final paper appears in EasyChair.



Copyright Statement

Initial paper submission (before review):

- Do not include a copyright statement.

Final paper submission (updated after review and acceptance):

- Include a copyright statement as shown in the template.

Abstract

Begin the paper with an abstract (50 to 150 words) that summarizes the topic and important results presented in the paper. The first paragraph of the abstract should be preceded by the title “Abstract” formatted as a SubHeading as shown in the template.

Headings and Body Text

Use the Heading 1 style for main headings. For papers with a simple structure, subsections can be denoted by formatting the introductory text of a paragraph as a SubHeading. For papers with a more complex structure, the Heading 2 style may be used to create a more detailed outline structure. Use title capitalization for all headings.

Use the Body Text style for all body paragraphs. Use sentence capitalization and one space after punctuation.

Do not include any blank lines above or below headings or between paragraphs of body text. The styles in the template contain the correct line spacing.

Tables and Figures

Graphics should be no larger than necessary for legibility. Ensure that all graphics are embedded in the document (not linked). To ensure acceptable print quality, graphics should use a resolution of at least 300 dots per inch (dpi).

Immediately follow the first reference to a table or figure with the actual table or figure.

Label and number each table and figure sequentially using Arabic numerals (1, 2, 3...) and a separate sequence for tables and figures. Do not use auto-numbering.

Use the Caption style for figure and table labels. Table labels should appear above the table. Figure labels should appear below the figure.

A ¾ point border may optionally be used for figures.



References

Citations and references must comply with the Swinburne Harvard reference style. A descriptive guide with examples is available in the Downloads section of the INCOSE IS website. Additional information is available at: <http://www.swinburne.edu.au/library/referencing/harvard-style-guide>.

Multiple entries by the same author should be arranged chronologically with three dashes (——) in place of the author’s name for subsequent entries.

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

Website addresses in references should be enclosed in angle brackets < > and **should not** be formatted as hyperlinks.

Note: For the initial paper submission, do not include title or author information in references to previous work by the paper’s author. Include full reference information for the final paper submission.

Biography

Initial paper submission (before review):

- Do not include the Biography section.

Final paper submission (updated after review and acceptance):

- Include a short biography (50 to 100 words) for each author.
- A headshot color photograph may be included as shown in the template.

Style Specification and Use

The following table describes each style provided in the template and its correct use.

Style	Specification	Purpose
Title	Font: Arial, 18 pt, Bold Paragraph: Centered with 12 pt before and 3 pt after Use title capitalization.	Title of the paper
Author Info	Font: Times New Roman, 12 pt Paragraph: Centered with no space before or after	Author names, organizations, and contact info
Copyright	Font: Times New Roman, 8 pt Paragraph: Centered with 12 pt before and 12 pt after	Copyright notice
Heading 1	Font: Arial, 14 pt, Bold Paragraph: Centered with 13 pt before and 3 pt after Use title capitalization.	Major headings including References and Biography section titles



Style	Specification	Purpose
Heading 2	Font: Arial, 14 pt, Bold, Italic Paragraph: Centered with 10 pt before and 3 pt after Use title capitalization.	Minor headings
SubHeading	Font: Times New Roman, 12 pt, Bold Use title capitalization.	Minor subheadings at the beginning of body paragraphs
Body Text	Font: Times New Roman, 12 pt Paragraph: Justified with 10 pt before and 0 pt after Use sentence capitalization and one space after punctuation.	Body paragraphs within heading sections Author information in Biography section Text within tables
Caption	Font: Times New Roman, 12 pt Paragraph: Centered with 6 pt before and 6 pt after Use title capitalization.	Figure labels (below the figure) and table titles (above the table)
Figure	Font: Times New Roman, 12 pt Paragraph: Centered with 12 pt before and 12 pt after	Figures
Reference	Font: Times New Roman, 12 pt Paragraph: Left-aligned with no space before or after, 0.5" hanging indent Use title capitalization.	Individual entries in References section
URL	Font: Arial Narrow, 12 pt, Italic, Underline, Font color: Blue (RGB 0,0,255) Format URLs as hyperlinks.	Email addresses