

Title:

Subtitle (if applicable):

Author list (only to be added after blind review):

Paper number:

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ABSTRACT

This document presents instructions for preparing a manuscript for INCOSE conferences. Please note that your submission will not appear in proceedings unless it conforms exactly to the required format. Please proofread your submissions carefully for typographical, spelling, or grammatical errors. We strongly encourage you to use this document as a template for developing your own manuscript.

KEYWORDS

Provide a few keywords, separated by commas.

INTRODUCTION

This template will contain information on preparing the manuscript for INCOSE conferences. The remainder of this template will provide details on various formatting styles.

PAPER FORMAT

The paper size is A4, margins are 1" for top, bottom, left, and right margins. The acceptable paper length, including all exhibits and tables and excluding references, appendices, and table of contents should not exceed 7,000 words and shall not be less than 2,000 words. Manuscripts that do not meet this requirement will be returned to the authors for editing or rejected. We recommend that you use this template directly when writing your manuscript.

FILE NAMING CONVENTION

For first submission, name your file as abbreviated title-V1.pdf, e.g., widgetmagic-V1.pdf; for subsequent submissions edit the version number to V2, V3, etc.; e.g., widgetmagic-V2.pdf. Do not put your name anywhere in the file, including the name of the file.

COVER PAGE

Cover pages must be uploaded separately from your paper. Please use the template provided on the INCOSE website.

TYPE, FONT, AND TEXT BODY

The manuscript should be prepared in 11 pt Georgia, 1.5 line-spaced, with 1” top, bottom, left, and right margins. Use this class’s default text style for body copy, and the corresponding heading commands for headings and subheadings. Avoid unnecessary capitalization. Do not use quotations except for quotes, instead consider using italics when highlighting a concept. All continuing text should be fully justified. Left justify headings and subheadings.

Sample text:

INCOSE curates authoritative systems engineering knowledge—peer-reviewed journals, practitioner features, symposium proceedings, standards and guides, and practical toolkits. Whether you’re researching, teaching, or delivering complex programs, our library helps you plan, build, integrate, and sustain systems with confidence.

Font Specifications

- Heading 1: Aptos ExtraBold, size 18, UPPERCASE
- Heading 2: Aptos SemiBold, size 16
- Heading 3: Aptos, size 14
- Text: Georgia, size 11, 1.5-line spacing
- Color: #13498B is the color specifically for International Symposium papers. DO NOT CHANGE.

Note: Georgia and Aptos are default fonts in Microsoft Word. Licensed copies of both are already bundled in this template’s fonts/ folder, using the filenames documented at the top of incoseis.cls – if you swap in different font files, keep the same names (or update the class) so it can find them.

Language

INCOSE publications use US English spelling and conventions. Authors should use the Oxford (serial) comma. Dates should be written in day month year format (e.g., 19 August 2026). Times should use the 24-hour clock (e.g., 09:30 or 15:45). Unless otherwise specified in this template, follow APA 7th edition for general grammar, punctuation, capitalization, numbers, and other editorial conventions. Where this template provides specific requirements, the INCOSE requirements take precedence.

Footnotes

Footnotes should not be used.

Page Numbers

Page numbers are already included in the footer via this class. Do not make any changes to the page numbers.

HEADER AND FOOTER

The footer will be different for the first page, which is the (separate) cover page. Do not make any changes to the footers. Do not add any headers. Authors' last names should not be added to the header and footer.

Headings and Subheadings

Please limit the headings and subheadings level to three levels (this template is formatted for only these three levels). Heading 1, Heading 2, and Heading 3 are left justified and correspond to \section, \subsection, and \subsubsection respectively – do not format headings manually. When starting a new heading, use the corresponding command rather than bold/large body text, so the correct style is always applied.

MAJOR SECTION HEADINGS (HEADING 1)

Major section headings (first level) occupy a single line alone, 18 pt, Aptos ExtraBold font, and are entirely uppercase. An example of a first level heading is above.

Second Level Subheading (Heading 2)

Second level subheadings are left aligned, 16 pt, Aptos SemiBold font, and occupy a single line alone. Capitalize main words. An example of a second level subheading is above.

Third Level Subheading (Heading 3)

Third level subheadings occupy a single line alone and are left aligned, 14 pt, Aptos font. Capitalize main words. An example of a third level subheading is above.

SPECIFIC SECTION INSTRUCTIONS

This section describes specific instructions for page layouts, exhibits, and special sections.

Paper Title

The first page shall contain the title with main words capitalized, left aligned, and across the entire page.

Author's Identifying Information

Author name(s) and affiliation should only be added to the cover page. Do not add to the paper itself. Contact information is optional, but should be added to the Biography section at the end of the paper.

Biography

For the initial paper submission, do not include this section. For the final paper submission, provide a short biography (50 to 100 words) of each author. Including contact information is optional. A small headshot may be included with each biography. The photo's resolution should be at least 300 dpi. The photo size should be approximately 1" x 1.5" or 25 mm x 38 mm. See the Biography section at the end of this template for the layout.

MANUSCRIPT STRUCTURE

The manuscript should include at least the following sections: abstract, introduction, text body, conclusions, and references. Acknowledgement of funding support and/or any other kind of assistance should be contained in an Acknowledgements section located immediately before the References.

Tables, Figures, and Captions

Number figures consecutively, and place within the body of the text. A period should follow the figure number. The caption of each figure should follow the heading and figure number and be followed by a period. Figure titles and legends should be placed *below* the figure itself, bold, centered, in the heading font, size 11.

Figures themselves should be centered. Try to avoid boxing figures but, if necessary, use a border as shown in Figure 2. Cite each figure in the text before it appears. Use portrait layout always unless it is absolutely necessary to use landscape layout. As an example, Figure 1 and Figure 2 show how to format a figure with or without a box.



Figure 1. Example Figure Without Border



Figure 2. Example Figure With Border

Tables should follow the example of Table 1 below.

Sections	Definitions
Abstract	Purpose, scope, and main results and conclusions
Introduction	Problem or issue, background, and reason for the study
Text Body	Methodology, analysis, or other value-added process
Conclusions	Summary in layman's terms of the result of this study
Recommendations	Specific steps to follow as a result of this study
Acknowledgements	Note funding support and/or other assistance
References	Published sources of information used in support of this study

Table 1. Typical Sections of Your Paper

Excessive white space should be avoided. Some white space at the bottom of a column is acceptable if it precedes a figure or new section heading. Table 1 is an example of where such white space appears to be logical, as the caption must be below the table (or figure). If possible, tables and figures should be placed at the top of the page.

Mathematical Notations and Equations

Each displayed equation should be preceded and followed by a single blank line. Display only the most important equations, and number the equations referenced in the text. Within the display, enclose the equation number in parentheses and center it. Equation (1) is shown below.

$$Y = \bar{X} + 3 \frac{\sigma}{\sqrt{n}}$$

(1)

References and Citations

INCOSE International Symposium papers use the American Psychological Association (APA) 7th edition style for in-text citations and reference lists. Citations and references must comply with the APA reference style. For the initial paper submission, do not include title or author information in reference to previous work by the paper's own author. Include full reference information for the final paper submission.

References should be complete, clear, styled as shown below, and listed alphabetically by author (chronologically for a particular author). Place the list of references at the end of the paper, on its own page, separated by a page break – the incosereferences environment in this class does this automatically. The section should begin with the major heading References. Only references cited in the text should be included.

Use American Psychological Association (APA) style of referencing for both in-text citation and reference list. For more information on APA style, please see the Basics of APA style tutorials: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/conference-proceeding-references>.

Another good source of information can be found at the Purdue Online Writing Lab: https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html.

Following APA style, in-text citation should be (Author, year) for any form of reference including journal articles, conference proceedings, books, and other forms of publications. Examples of in-text citation: (Denton, 1996) for one author, (Amos and Sarchet, 1980) for two authors, and (Keating et al., 2000) for three or more authors. Note that for works with three or more authors, use “et al.” from the first citation onward.

For the list of references at the end of the manuscript, following APA style, the reference should contain the author(s)' last name and initials, (year). Title of manuscript in sentence case (capitalize the first word, the first word after a colon or dash, and proper nouns). Publication title (e.g., journal title, conference name) in italics, volume(issue), pages.

Please see the References section of this template for more information. Use hanging indentation (0.5”) to distinguish individual entries; do not insert blank lines between references.

In the Reference list of this template, the first reference is a website, the second reference is a book, the third reference is a refereed journal article, the fourth reference is a printed proceeding from a conference, the fifth reference is a conference proceeding on CD-ROM, and the last reference is a website.

If you are using word processing or reference-management software that has a citation and referencing capability, we recommend using it; however, care should be taken in checking the correctness and accuracy of such citations and references. *Note: if you have a reference manager, use APA 7th edition.*

Highlighting Text or Citations

Text of this category must be italicized, justified, and have 0.5-inch margins all around. This ensures that important material is highlighted, facilitating meaning conveyance.

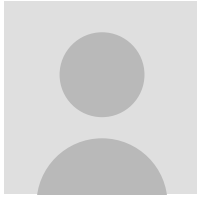
Recommendations

We strongly encourage you to use this document as a template for developing your own manuscript.

REFERENCES

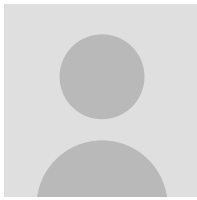
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BIOGRAPHY



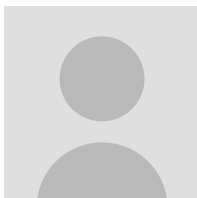
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