

**THE TITLE SHOULD BE SET IN 11 PT TIMES NEW ROMAN,
BOLD, AND CENTRED**

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ABSTRACT

This example paper contains instructions for the preparation of accepted papers for the Operational Research Society Simulation Workshop which will be held from 22 March – 24 March 2021. **You should use this document as a template** and follow these guidelines as closely as possible. Information about the workshop can be found via the Operational Research Society website: www.theorsociety.com/sw21.

Where possible, use the styles provided in this template to format text. For example, the setting of the word “ABSTRACT” should use style *Acknowledgement* (bold, upper case, non-italics) and the abstract text should be styled as a standard body text as described in Section 1.

Keywords: Sample Document, Guidelines

1 INTRODUCTION

Main section titles should use style *Heading 1* – upper case, Times New Roman, 11-point bold, and numbered as shown. Do not insert lines before or after the section heading. Use style *Normal* for the first paragraph in a section so that it does not start with an indent, is set in Times New Roman 11-point and is fully justified.

Following paragraphs (like this one) should use style *Normal 2* so they start with an indent. In this template, style *Normal 2* is set to automatically follow style *Normal*, so pressing return to start a second paragraph will automatically apply the correct style. However, when editing and reorganizing the document it may be necessary to set these styles manually.

2 LAYOUT OF THE PAPER

The paper size is standard A4. As for this example paper, top, bottom, left and right margins are 2.54cm. The paper should be single spaced.

Line spacing between main sections and subsections should be as shown in this paper. Please use a one-column format. Include a header on the first page in italic text: ‘*Proceedings of the Operational Research Society Simulation Workshop 2021 (SW21)*’ followed by the editors’ names.

2.1 Basic Layout Details

Subsection titles should use style *Heading 2* – Times New Roman 11-point bold, numbered using decimal notation as shown. Major words should be capitalised. Do not insert lines before and after the subsection heading.

Equations should be set in Times New Roman, 11-point italic, and horizontally centered. A slightly smaller font may be used for subscripts, and superscripts.

$$E = mc^2 \quad (1)$$

Preferably, figures should be inserted in the text, soon after they are referred to. The same applies to tables.

Figures, tables and equations should be numbered e.g. Figure 1. Place figure captions below the figure and table captions above the table, as per examples below.

Table 1 *Results of Experiments*

Experiment	Result
1	15.3
2	17.2

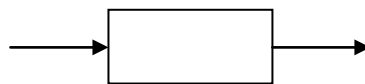


Figure 1 *This is an Input/Output Diagram*

Programming code should use the Courier New 9-point (use style *Code*).

```
class ClassName{  
  // add the details  
};
```

References should be cited in the text with author names and date in brackets. Surname_Author (2010) could also be cited parenthetically (Surname_Author, 2010). For a paper with exactly two authors use (Surname_Author1 and Surname_Author2, 2010) and for papers with more than two authors use Surname_Author1 et al (2010). For multiple citations separate citations with a semi-colon, i.e. (Surname_Author, 2010; Surname_Author1 et al 2010). References to internet sites must be given in brackets in the text, not in the reference list. The full URL must be given, followed by the date website was accessed. For example, <https://www.brunel.ac.uk/computer-science> accessed 1 January 2019.

Footnotes are acceptable – but please use sparingly.

Please do not number your pages. Page numbers will be added by the editors when the papers are combined for inclusion in the final publication.

After the paper title Authors' names should be set in Times New Roman, 11 pt and centred, as in the above example. Authors' names only in italics. For multiple-author article, please use the combination of the above example. For example, a five-author article should use the two-author format followed by another two-author format, and followed by a one-author format.

After the Abstract you should include a number of keywords. These should be Times New Roman, 11 point. A maximum of 4 'words' or 'phrases' comma separated is advised.

2.2 Length of the Abstract and Paper

The abstract for the paper should be 150 words max. The overall length of the paper should be between 3 and 10 *Proceedings* pages (10-15 pages for the introductory/advanced tutorial stream).

3 SUBMISSION OF ACCEPTED PAPER

You are responsible for ensuring that your final submission conforms to the specification in this sample document. The submission deadline for the paper is **16 October 2020**. Submission instructions will be found soon at www.theorsociety.com/sw21.

ACKNOWLEDGMENTS

An acknowledgements section may be added, if required, to acknowledge the contribution of other research work. The acknowledgements section should be placed between the main text of the paper and before the References section (or any appendices included).

A APPENDICES

Appendices may be added, if required, after the Acknowledgements section. For multiple appendices, label them A, B, C etc. Label figure and tables in appendices as appropriate, for example Figure A-1.

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AUTHOR BIOGRAPHIES

This section of the paper should contain a brief one-paragraph biographical sketch of each author. The section heading is Author Biography, or Author Biographies, and is not numbered. Start the paragraph devoted to each author by typing the author's name, without indentation, in boldface **FULL CAPITALS**. If there are multiple authors, separate each biography by one blank line. For example:

ANDREA ADAMS received a BSc (Hons) Computer Science from the University of Somewhere in 1986. She completed her PhD at the same University in 1990. She is currently a principal researcher and lecturer in the Department of Computing. Dr Adams has an extensive background in this field for the past 10 years. <http://www.somewhere.hw.ac.uk/~aadam>

BARRY BROWN is a lecturer at The University of Somewhere etc.

CHARLES COUSINS is a researcher with ACME Computers Inc. etc.