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Abstract. This document presents instructions for preparing a manuscript for the INCOSE IS. 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 IS. The remainder of this template will provide details on various formatting styles.

## Paper Format

The paper size is A4, margins are 1.00” 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. *Note: in some cases, you may find discrepancies between instructions and document formatting, this is to be expected when various OS and MS Word versions are used; when in doubt, follow the written instructions*.

## **File Naming Convention**

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

## **Type, Font, and Text Body**

The manuscript should be prepared in 11-pt Times Roman, single-spaced, with 1” margins all around and use blank lines only above headings. Use the styles to format text as Normal, and headings and subheadings accordingly *(Note: in some cases, MS word will load your default settings; in which case we ask you to follow the instructions in this document)*. Avoid unnecessary capitalization. Do not use quotations except for quotes, instead considering using italics when highlighting a concept. All continuing text should be fully justified. Left justify headings and sub-headings.

Do not indent paragraphs; instead use the spacing as included in this template – 10 pt before paragraph.

Language. English is the official language of INCOSE IS.

Footnotes. Footnotes should not be used.

Page Numbers (use SubHeading style for third level categories). Page numbers are already included in the footer. Do not make any changes to the page numbers.

## **Header and Footer**

Headers will be different for the first page. Do not make any changes to the footers. Authors' last names should be added to the header on the second page when submitting the final paper only.

Headings and Sub-headings (use SubHeading style for third level categories). Please limit the headings and sub-headings level to three levels (template is formatted for only these three levels). Section 1 and subsection 2 headings should be center justified and bold while subsection 3 is left justified and text should follow heading using *Normal style (Note: in some cases MS word versions will display your native settings, please follow the written instructions if you find discrepancies)*. . Leave a single blank line before each heading and sub-heading. When starting a new heading, please select the correct heading from the styles on the top menu (see Figure 1).

Major Section Headings (Heading 1). Major section headings (first level) are to occupy a single line alone, bold, 14 pt font and should have the First Letter of Every Main Word Capitalized as in This Phrase. An example of first level heading in this template is the Introduction.

A screenshot of a computer

Description automatically generated

Figure 1. Selection of Heading Type and Multilevel List

Second Level Sub-heading (Heading 2). The second level sub-headings should be bold, italicized 14 pt and occupy a single line alone. An example of second level sub-heading in this template is Manuscript Format.

Third Level Sub-heading. The third level sub-headings should begin on the first line of the paragraph. Capitalized main words and bolded must be done manually (template does not do it), and a period should follow the heading phrase. Example of third level sub-heading is the heading for this paragraph.

# Specific Section Instructions

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

## Paper Title and Author Information

The first page shall contain the title in full capital letters, centered across the entire page. Use an 18-pt bold font for the title.

Author’s identifying information. Information regarding author(s) name and contact information should only be added to the last submission. Do not add at any other time.

Three lines should be used for each author to include author’s name, and suffixes in Line 1, Author’s affiliation in Line 2, Author’s contact information in Line 3. Use 10-pt bold font for the author line(s). There should be a single blank line between the last author's name and the next line containing a single drawn thin line. There should be a single blank line between the last author's name and the next line containing a single drawn thin line. **For initial paper submission, please do not include complete author’s information**.

## 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.

Abstract. All manuscripts are to include an abstract of no more than 300 words. The abstract should give purpose, scope, and principal results and conclusions. It should not contain literature citations or formulas. This abstract should be the same as entered in EasyChair.

Introduction. The introduction should state the problem or issue addressed in the paper, the background surrounding the elements of the paper, and the reason for the study or inquiry.

Tables, Figures, and Captions. Number Figures consecutively, and place within the body of the text, using the *Figure Style*. A period should follow the figure number. The title of each figure should follow the heading and figure number and be followed by a period.

Try to avoid boxing figures but, if necessary, use the format as shown in Figure 3. Center the Figure number and title. 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, Figures 2 and 3 show how to format a figure with or without a box.



Figure 2. Example Figure Without Border



Figure 3. Example Figure With Border

A single blank line should separate the text from the figure title and two blank lines should separate the bottom of the figure from the subsequent text that follows. Excessive white space should be avoided. Some white space at the bottom of a column is acceptable if it precedes an figure or new section heading. Figure 4 is an example of where such white space appears to be logical, as the figure title must be below the figure.

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 place it flush with the right-hand margin of the column. Equation (1) is shown below.

(1)

References. References should be complete, clear, styled as shown below, and listed alphabetically by author (chronologically for a particular author). Place the list of references after recommendations. 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 on APA website <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. Another good source of information can be found at Purdue Online Writing Lab at <http://owl.english.purdue.edu/owl/section/2/10/>.

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| --- | --- |
| **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 |

Figure 4. Typical Sections of Your Paper.

Following APA Style, in-text citation should be (Author, year) for any form of references including journal articles, conference proceedings, books, and other form of publications. Examples of in-text citation: (Rousseau, 2017) for one author, (Amos & Sarchet, 1980) and (Keating, Jacobs, Dryer, Unal, & Sousa-Poza, 2000) for two to seven authors.

For the list of references at the end of the manuscript, following the APA style, the reference should contain Author(s)’ Last and First Name, (Year). Title of manuscript (capitalize the first letter only). 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 to distinguish individual entries, the indentation should be one-half inch from left margin. Do not insert blank lines between references.

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

If you are using word processing 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.

Highlighting text or citations.

*Text of this category must be italicized, justified, and have 1.5-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.

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American Psychological Association. (2013). *The Basics of APA Style*. Retrieved from American Psychological Association: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Amos, J. M., & Sarchet, B. R. (1980). *Management for Engineering.* Englewood Cliffs: Prentice Hall.

Denton, K. D. (1996). Imprinting change on your organization. *Industrial Management, 38*(6), 4-7.

Keating, C. B., Jacobs, D. A., Dryer, D., Unal, R., & Sousa-Poza, A. (2000). Design of collaborative engineering work systems. *Proceedings from the 2000 ASEM National Conference*, (pp. 435-442). Virginia Beach.

Price-Wilkin, J. (2002). Using the world-wide web to deliver complex electronic documents: Implications for libraries. *Proceedings of the 2002 ASEE Annual Conference*, (CD-ROM).

Purdue Online Writing Lab (OWL). (2013). *APA Style*. Retrieved from Purdue OWL: <http://owl.english.purdue.edu/owl/section/2/10/>

*Note 1: If you have a reference manager, use APA 6th.*

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