

14th International Material Handling Research Colloquium (IMHRC)

Paper Submission Requirements

Deadline is May 27, 2016

MHI will publish your paper in a book that will be published following the Colloquium. We request that you submit your manuscript as an e-mail attachment.

Send your paper as a PDF file (and a Microsoft Word File, if possible) to: cicmhe@mhi.org. Please do not password protect the files. Please use the following file naming convention:

**Last name_paper_topic.pdf
(e.g. Bukchin_paper_bucket brigade.pdf)**

Please use the following requirements when developing your paper:

1. All page sizes, including figures and tables, should be 8 ½" x 11" with the following margins:

TOP: 1 ¼ inches
LEFT: 1 ¼ inches
RIGHT: 1 ¼ inches
BOTTOM: 1 ½ inches

Please Note ... The standard European page size is longer than the standard letter size page (8 ½" X 11") used for this publication. Please make certain you use 8 ½" X 11" page formats.

2. With the exception of the paper title and section titles, use 12 point, Times or Times New Roman font, or the equivalent. The title of your paper and section titles should be set with a 14-point bold, Times or Times New Roman font. An example is provided on page E1.

3. Center the title in caps at the top of the first page. Use double line spacing between the title and the first author's name and relevant title. Then include a single line space and list the author's affiliation. If there are multiple authors, use 1.5 line spacing between the authors.
4. Use 12 point font for the abstract heading, which is centered on the page. Allow 1.5 line spacing between the heading and the abstract paragraph. The text of the abstract should be single spaced in 12-point font in a paragraph that is offset from each margin by 0.5 inches. The start of the paragraph should be indented by 0.25 inches. Double space following abstract.
5. The remaining text is to be block justified. Single space between lines and indent paragraphs 0.25 inches (but do not indent the first paragraph of a section). Use 1.5 line spacing following section titles and subsection titles. Double space between sections.
6. The titles of sections and subsections should be sequentially numbered using the scheme and format shown on the following example pages.
7. List and number all references at the end of the paper. When citing references in the text, type the corresponding number in square brackets as shown at the end of this sentence [1], [2]. You can also cite by author and bracket where appropriate (see example pages). No type should appear in the footer of the page, other than page numbers which should be centered at the bottom of the page. We will replace those page numbers for final publication.
8. Illustrations, tables, and pictures will enhance your paper. Insert tables and figures directly in the text after they are first references. If they occupy a full page, place them on a page directly after the page in which they are first referenced.
9. The caption for a table should appear at the top of the table, centered on the page. The caption for a figure should appear at the bottom of a figure. As shown in the example document, use the following format for table titles (and similar formatting for figure titles):

Table 1: Most Interesting Table in the Manuscript

10. Verify that all illustrations and picture graphics print clearly in black and white (electronic proceedings will contain full color, but the published book will only be in black and white).
11. Submit your paper electronically as an Adobe Acrobat PDF file (and a Microsoft Word file, if possible). E-mail submissions should be sent to cicmhe@mhi.org.

*Thank you for your paper.
We look forward to seeing you at the Colloquium!*

EXAMPLE

YOUR TITLE HERE (all capital letters, 14 point font,
double spacing between title and authors)

Author's Name, Ph.D. (14 point font)

Organization Name (1.5 line spacing between authors)

Co-author's Name (if any)

Organization Name (triple spacing before the abstract heading)

Abstract (centered, bold, 12 point font)

Allow 1.5 line spacing between the abstract title and the abstract paragraph. The abstract text should be single spaced in 12-point font in a paragraph that is offset from each margin by 0.5 inches. The start of the paragraph should be indented by 0.25 inches. Double space following abstract.

1 First Section Title (bold, 14 point font, 1.5 line spacing before paragraph)

The first paragraph of a new section does not indent its paragraph like the other paragraphs of a section. The paragraphs are single spaced.

The second paragraph of a new section should be indented 0.25 inches. The paragraphs should be single spaced throughout. All paragraphs should be block-justified. There should be a double-space between the end of the last paragraph of a section and the next section title.

There should be page numbers centered at the bottom of your paper, even on the first page. Page numbers will be changed when the papers are compiled in the proceedings. Cite references and tables as follows ... Tompkins and White [1] was the text that I used as an undergraduate at Michigan. An informative layout article can be found in [2]. An interesting article from the *Wall Street Journal* on smaller shipment sizes can be found in [3]. The analytical and simulated results are compared in Table 1.

Table 1: Analytical vs. Simulated Results for the Time to Pick an Order with n Items.

n	$E[T(n)]$	S	Error
1	0.2500	0.2509	0.35%
5	0.7576	0.7466	1.47%
10	0.8658	0.8578	0.94%
25	0.9427	0.9434	0.08%
50	0.9707	0.9708	0.02%

1.1 Subsection Title (if applicable, bold, 14 pt font, 1.5 spacing before paragraph)

.....

1.1.1 Subsection Subtitle (if applicable, bold, 12pt font, 1.5 spacing before paragraph)

.....

1.1.1.1 Additional subsection subtitle (if applicable, bold, 12pt, lower case except for first word, 1.5 spacing before paragraph)

.....

2 Second Section Title (bold, 14pt)

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...

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etc.

Acknowledgements (formatted as a major section heading.)

This Colloquium is a direct result of the work of many individuals associated with this and prior Colloquia.

Appendix (formatted as a major section heading; last section before References.)

An appendix may include many things: detailed tables, proofs or extended derivations, etc. The appendix should be organized like a mini paper, including sections if necessary.

The sections of the appendix should follow A, B, C, with subsections like A.1, A.2, etc. Note that all other aspects of the appendix should be the same as the paper.

References (last major section heading; do not force a page break)

- [1] Tomkins, J. A. and White, J.A., *Facilities Planning*, John Wiley & Sons, New York (1984). – example of book
- [2] Tate, D. M. and Smith, A. E., “Unequal Area Facility Layout Using Genetic Search,” *IIE Transactions*, 27, 4, 465-472 (1995). – example of a journal article
- [3] Vitzthum, C., “Just-in-Time Fashion,” *Wall Street Journal*, pg. B1 (May 18 2001). – example of an article in the popular press.



Figure 1: A Carousel Pod with Two Carousels.