

## 23<sup>rd</sup> ANZAM Operations, Supply Chain and Services Management Symposium

### Submission Guidelines

Submissions will be accepted in two categories: *full papers* or *extended abstracts*. For an accepted submission to be published in the Symposium proceedings, at least one author must register for the Symposium and present the work. A person may be the author or co-author of multiple submissions; however, each individual may present a maximum of two submissions (full papers or extended abstracts). All extended abstracts will be included in the Symposium proceedings. Full papers will be published in the proceedings with the authors' consent. The Symposium proceedings will be made available in digital format only.

### Full papers (double-blind refereed):

Submissions should be organised in the following sequence:

- Title
- Short abstract
- Keywords
- The main text, using the following section headings
  - Introduction,
  - Literature Review,
  - Research Methodology,
  - Analysis/Findings/Conclusions
- References

### Extended abstracts (double-blind refereed):

Submissions should be organised in the following sequence:

- Title
- Keywords
- The main text, using the following section headings:
  - Introduction and Literature Review,
  - Research Methodology,
  - Findings
- References

### Submission Requirements

- Please include a separate cover page as the first page of your document. This should contain the title, author(s) name, and their affiliations, addresses, email addresses, phone numbers, also the submission type (Full paper or Extended Abstract).
- Full papers should be limited to 5000 words in length, including a short abstract (limited to 100 words) in your submission.
- Extended abstracts should be limited to 1500 words in length.
- Please submit your manuscript in Word format (DOC or DOCX) for the Double-blinded review process.
- If a Word version is not available (e.g., for Latex users), a PDF submission is also acceptable.
- Please name your document with the surname of the first-named author and 23rd ANZAM, e.g. Smith 23rd ANZAM.
- In submitting full papers or extended abstracts for review, all authors are reminded that they might be requested to be reviewers in the double-blind refereeing process.

## Formatting

Please follow these instructions when formatting your submission:

- Single-spaced Times New Roman 12-pt font.
- Set margins as: Top – 3cm, Bottom – 2cm, Left/Right – 3cm.
- Include figures, tables, and equations clearly in the main text. Number equations and add concise captions below figures and above tables. Ensure illustrations are sharp and clear.
- Use APA 7<sup>th</sup> referencing style. List them alphabetically at the end with full details. Use in-text citations like (Author, Year), e.g. (Fox, 1994).
- Include page numbers. Avoid footnotes if possible.
- Submissions should be well-formatted and thoroughly proofread. Revisions may not be possible after submission.

Once your paper is refereed and accepted for publication in the symposium proceedings, you may be asked to submit the final version in Word or PDF formats. Papers that do not comply with these instructions may, at the discretion of the Proceedings Coordinator, be excluded from publication.

**Note** that proceedings will only be distributed in digital format.

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