

Submission of manuscripts

Papers may be submitted electronically (preferably as pdf documents typeset in LaTeX). The only other file format that will be accepted is MS Word documents. Both LaTeX and MS Word templates are available for download.

Preparation of manuscripts

Authors are requested to conform to the example paper format available in pdf format or MS Word format (see templates provided). The official language of the conference is English; therefore all manuscripts have to be prepared and submitted **in English**. Final manuscripts, including references and appendices, must not exceed **8 pages**. High quality Work in Progress papers are acceptable if proof of certain work already completed and progress made can be presented – a paper consisting only of an overview of what is being planned for a study is unacceptable.

Author and affiliation details

The names of all authors, their affiliations, postal addresses and e-mail addresses must be included in the submissions as indicated in the respective templates. These items will be removed to facilitate blind peer review and only be incorporated into the final manuscript upon acceptance.

Abstracts and key words

Papers must be submitted in English and should be preceded by an abstract not exceeding 300 words in length. In all cases a list of suitable key words must be listed directly after the abstract.

Mathematical formulae

All mathematical formulae must form part of sentences (and must hence include punctuation, where necessary, but must not be preceded by colons). Mathematical formulae and expressions must be typeset in text lines where possible, the only exceptions being formulae that are so bulky that they would force increased line spacing if included in the text, or formulae that have to be numbered for further referencing.

Formatting

All Latin abbreviations or phrases, such as *e.g.*, *i.e.*, *et al.*, *vice versa*, *etc.* must be typeset in italics. If MS Word is used to prepare a manuscript, it must be utilised appropriately. For example, all mathematical formulae and expressions should be typed in Microsoft Equation Editor (and not merely as italicised text) and section headings should be typeset as headings (and not as enlarged,

bold faced normal text). Both the full stop and comma are acceptable as decimal separators — however, a choice between these separators must be made and applied consistently by authors.

Figures and tables

Figures and Tables must be numbered consecutively, using separate numbering sequences (e.g. Table 1, Table 2, Figure 1, Table 3, Figure 2, rather than Table 1, Table 2, Figure 3, Table 4, Figure 5, ...). Tables and figures must be accompanied by detailed captions and must be included in the main body of text (not on separate pages at the end of the manuscript). Authors need not include separate high quality photographs or electronic copies of figures in .png format when submitting manuscripts — these will be requested by the conference editor (if necessary) upon acceptance of the manuscript. All figures and tables should be referenced in the text.

Theorems, Algorithms and other numbered environments must be numbered consecutively, using separate numbering sequences (e.g. Theorem 1, Theorem 2, Algorithm 1, Corollary 1, Algorithm 2, rather than Theorem 1, Theorem 2, Algorithm 3, Corollary 4, Algorithm 5, ...). These environments are supported by the LaTeX style sheet.

Literature citations

Authors have a choice whether to follow the Harvard (author date) standard or the Vancouver (numerical) standard for literature citations — one of these standards must be applied consistently.

Footnotes should not be used for citation purposes. All items in the bibliography must be cited in the text.

According to the Harvard standard literature citations in the text should proceed by listing the relevant author's name and the year of publication (e.g. "An optimal solution exists (Dantzig 1963)." or "According to Dantzig (1963) an optimal solution exists."). Additional information, such as page numbers, chapter numbers, theorem numbers, etc., may be given directly after the date, separated by a comma (e.g. "An optimal solution exists (Dantzig 1963, p. 69)." or "According to Dantzig (1963, p. 69) an optimal solution exists."). For literature citations involving two authors, both authors' names should be listed, separated by an ampersand (e.g. "An optimal solution exists (Dantzig & Wolfson 1967, Theorem 4.2)." or "According to Dantzig & Wolfson (1967, Theorem 4.2) an optimal solution exists."). For literature citations involving more than two authors, only the first author's name should be listed in conjunction with the phrase *et al.* (e.g. "An optimal solution exists (Dantzig *et al.* 1972, §3)." or "According to Dantzig *et al.* (1972, §3) an optimal solution exists."). In cases of more than one bibliography entry per author per year, small alphabetical characters should be used

to distinguish between references (e.g. “An optimal solution exists (Dantzig 1965b).” or “According to Dantzig (1963b) an optimal solution exists.”).

According to the Vancouver standard literature citations in the text should proceed by listing the number of the relevant bibliography entry (e.g. “An optimal solution exists [7].” or “According to Dantzig [7] an optimal solution exists.”). Additional information, such as page numbers, chapter numbers, theorem numbers, etc., may be given directly after the citation number, separated by a comma (e.g. “An optimal solution exists [7, p. 69].” or “According to Dantzig [7, p. 69] an optimal solution exists.”). For literature citations involving two authors, both authors’ names may be listed, separated by an ampersand (e.g. “An optimal solution exists [9, Theorem 4.2].” or “According to Dantzig & Wolfson [9, Theorem 4.2] an optimal solution exists.”). For literature citations involving more than two authors, only the first author’s name may be listed in conjunction with the phrase *et al.* (e.g. “An optimal solution exists [10, §3].” or “According to Dantzig *et al.* [10, §3] an optimal solution exists.”).

References

Books must be listed in the bibliography by including the surnames and initials (without punctuation) of all authors and/or editors (in SMALL CAPITALS), the date of publication, the title (in italics, using small letters only, the only exceptions being the first word of the title and proper nouns), the edition (if second or higher), the publisher, the city of publication (followed by the official two-letter abbreviation of the state for cities in the United States — no country names should be listed), and the relevant pages cited (if appropriate), such as in the examples below:

[1] DANTZIG, 1963, *Linear programming and extensions*, 2nd Edition, Princeton University Press, Princeton (NJ).

[2] GENDREAU M, LAPORTE G & POTVIN J-Y, 2002, *Metaheuristics for the capacitated vehicle routing problem*, pp. 129–149 in TOTH P & VIGO D (EDS.), *The vehicle routing problem*, SIAM, Philadelphia (PA).

Journals must be listed in the bibliography by including the surnames and initials of all authors (in SMALL CAPITALS), the date of the issue, the title of the relevant paper (in italics), the title of the journal (not abbreviated), the volume (and issue/part) number (in bold face), and the pages of the relevant paper, such as in the example below:

[3] NORSESE MF & TOSO F, 2004, *Group decision and distributed technical support*, International Transactions in Operational Research, **11(4)**, pp. 395–417.

Online resources must be listed in the bibliography by including the surnames and initials of the web page designer (if known, in SMALL CAPITALS), the date of construction of the web page (if known), the title of the web page (if known, in italics — this is typically found in the title bar at the very top of the web page), an indication that it is an online reference, the date on which the site was accessed, and the URL (in true type or courier fonts), such as in the example below.

[4] SKIENA SS, 1997, *The algorithm design manual*, [Online], [Cited September 9th, 2004], Available from <http://www2.toki.or.id/book/algdesignmanual/index.htm>

Theses and dissertations must be listed in the bibliography by including the surnames and initials of the author, the date, the thesis (or dissertation) title, the university where the thesis (or dissertation) was submitted and the city in which the university is situated, such as in the example below [5]. An example of an unpublished technical report [6] is also shown below.

[5] VUMBI AI, 2003, *Algorithmic complexity*, MSc Thesis, University of Stellenbosch, Stellenbosch.

[6] HAMMING R, 1956, *On the amount of redundancy required to correct information errors*, (Unpublished) Technical Report TR 1956-371, Bell Laboratories, Murray Hill (NJ).

An example of the format in which an unpublished conference paper must be listed in the bibliography is given in [7] below, whilst an example of the bibliography listing format of a paper published in conference proceedings is shown in [8] below.

[7] LACOMME P, PRINS C & RAMDANE-CHERIF W, 2002, *Fast algorithms for general arc routing problems*, Paper presented at the 16th Triennial Conference of the International Federation of Operations Research Societies, Edinburgh.

[8] WILKINSON C & GUPTA SK, 1969, *Allocating promotional effort to competing activities: A dynamic programming approach*, Proceedings of the 5th Triennial Conference of the International Federation of Operations Research Societies, Venice, pp. 419–432.

The bibliography must be arranged in alphabetical order, according to first author surnames.

Note that although authors may use either the Harvard standard or the Vancouver standard (consistently) for citation purposes in the text, all references in the bibliography are expected to adhere to the guidelines above — irrespective of which citation standard is utilised by authors.