

17th ANZAM Operations, Supply Chain and Services Management Symposium

Formatting

Please follow these instructions when formatting your submission:

- Use ISO A4 paper (210 x 297 mm).
- Do not indent the first paragraph of each section and subsection. Indent the subsequent paragraphs by 0.5cm.
- Insert one line spacing before the subheading and section heading. Leave no space after the heading and subheading.
- Set margins as follows: Top – 3cm, Bottom – 2cm, Left and right – 3cm each.
- Include page numbers in the footer.
- Give bulleted or numbered lists a hanging indent of 0.5cm. Avoid using more than two levels in lists.
- Avoid footnotes. Incorporate the corresponding text into the main text.
- Type equations flush with the left-hand margin and number them consecutively, with numbers in brackets on the right. Leave single spacing above and below equations.
- Include figures and tables in the main text, centred, with individual numbers and captions. Ensure illustrations are sharp and clear. Place captions below figures and above tables. Centre the captions and set them in italicised, Times New Roman 11-pt font. Leave one line before and after figures and tables.
- Put references to other publications in the Harvard style in left-aligned, Times New Roman 10-pt font, with a hanging indent of 0.5cm. Include full bibliographical details. Do not abbreviate journal titles.
- For references within the text, use the author's last name followed by a comma and the year of publication, all in round brackets, e.g. (Fox, 1994). When the number of authors is three or more, follow this format: Fox et al., 1995.
- In the bibliography, list references in alphabetical order. Include the names of all authors.
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