IISE Transactions Pre-Submission Checklist
(Revised Feb 02, 2024)

Part 1. Main Text Formatting

1. **Page limit.** Use 11 point font, 1 inch margins, and, <u>single-column</u>, <u>double-spacing</u> format (double-spacing means that there are approximately 30 lines of text per page). No footnotes, unless otherwise instructed.

   For *all initial (new) submissions*, the maximum manuscript length is 30 pages, including references, tables, figures. For *revision submissions*, the paper length is allowed to go beyond 30 pages, in order to accommodate additional materials that may be needed for addressing reviewers' comments. The specific extra paper length allowed for such purpose is left to the editor team who handles the review to decide.

   In order to comply with the page limit, you may need to move less important materials to a "supplemental online materials" file. While doing that, please bear in mind the following principle---your main paper should be self-contained, include necessary illustrations and important results (figures/tables), and have all the important messages that you want to convey to the readers without them reading the supplemental materials. Please be also aware that during the review process, the reviewers have no obligations to review the supplemental materials.

2. **Order.** Your paper should be compiled in the following order: title; abstract; keywords; main text, including an introduction and a conclusion or summary; acknowledgments; declaration of interest statement (if applicable); and references.

3. **Double-blind review**. *IISE Transactions* uses a double-blind review process. Please make sure that you submit the blind version of your manuscript, which does not contain any information identifying the authors. This includes removing the authors information on the first page of your main manuscript file as well as the information that may be identifying in the Acknowledgment section. If you have a file for "supplemental online materials," please make sure that there is no author-identifying information in that file either. During the paper submission process, you can submit a separate "Title Page", which contains the author information. That title page should be designated as "Title Page (Not for Review)" during the paper review process; see Provision #10 below.

4. **Abstract/Keywords.** Include an abstract of 200 words maximum. Generally do not contain mathematical notation or literature citations. Provide up to 10 keywords.

   We strongly encourage authors to address the following three questions in their **abstract**, preferably following the order shown: (1) Research problem statement: what is the research problem to be addressed? (2) Methods and results: how do the authors address the research problem and what are the main results? (3) Insights and implications: What have the authors learned (as opposed to what they did, which is covered in point (2)) from conducting this research? What is the knowledge gained and why does it matter? The abstract should be written in **a single paragraph**.

5. **Mathematical expressions.** Number expressions that are referred to in the text. Use consecutive Arabic numerals in parenthesis, on the same line, flush right.

6. **Grammar/Spelling.** Please follow U.S. English spelling and grammar conventions.

7. **Figures and Tables.**
   - Figures and tables should be inserted into the text as close to the first mention as possible (NOT appended to the end of the manuscript).
   - Provide a caption for every Figure and Table and refer to each in the text. Use a minimum of 11 point font size for captions.
   - The captions should appear <u>above</u> every table and <u>below</u> every figure.
   - Number Figures consecutively and number Tables consecutively using Arabic numerals.
   - Photographs and images should be at least 600 dpi in their resolution.
   - All labels, including those on the plots should have a minimum font size of 8 point, and they should be listed with their SI units wherever applicable.
   - The width of the tables should not exceed the page width, and the content should be in a minimum 8 point font size. Wherever applicable, list the attributes and variables included in a table with their SI units.
   - Component and product images or graphs must include scale-bars or a statement of the actual physical sizes of the exhibiting items.
   - Complex tables that may not meet the size requirements may be included as part of the supplemental file.
   - On-line Figures will appear in color. In the print journal, Figures will be in grayscale. Check that Figures are readable in both color and grayscale and the text <u>does not</u> refer to "the blue line."

8. **Use IISE Transactions Templates**. If your paper is formatted in MS WORD or LaTex, please make sure to use the *IISE Transactions* templates, available at the [Instructions for Authors](#) page on *IISE Transactions* website (go to the Section of Formatting and Templates).

<p align="center">Part 2. The ScholarOne Submission Process</p>

9. **Focused issues and special issue selection.** At <u>Step 1</u> of the submission process, under the question "*Please select the Focus Issue to which the paper is most related*," you have the following choices:
   - *IISE Transactions* has four focused issues, identified by their respective names in the drop-down list. If you know which focused issue your paper will be reviewed, please select the corresponding focused issue. We may change your focused issue assignment if we believe your submission fits another focused issue better.

   - If you do not know which focused issue is the best fit, or you would rather for the Editor-in-Chief to make that decision for you, please select "Other."

   - If you intend to submit to an ongoing special issue of *IISE Transactions*, please select "Special Issue." At <u>Step 6</u> of the submission process, you can select to which special issue you intend to submit your paper. Please note that *IISE Transactions* does not always have an ongoing special issue. Please pay attention to the call-for-

papers for ongoing special issues.

10. **File upload.** At <u>Step 2</u>, you need to upload files for the paper review process. At this stage, you can upload multiple separate files, <u>all in PDF format</u>. Please do not submit a zipped file (*.zip, *.rar, *.tar, etc).

   - The title page file. The title page file will have the paper title and the full author information. Please designate this file as "Title Page (Not for Review)" in FILE DESCRIPTION. The title page file is only accessible by the editors.
   - The Reproducibility Report. <u>The template for the reproducibility report can be downloaded in the journal's Manuscript Central at Step 2 of the submission process.</u> Please designate this file as "Reproducibility Report (Not for Review)" in FILE DESCRIPTION. This file is only accessible by the editors.
   - The main manuscript file. Please designate this file as "Main Document" in FILE DESCRIPTION.
   - The supplemental online materials (optional). Please designate this file as "Supplemental File" in FILE DESCRIPTION.

   Both the main manuscript file and the supplemental file are accessible by the reviewers. Please make sure that all author-identifying information are removed to ensure double blindness of the review process.

   At the stage of peer review, you do not need to submit the source files. Once a paper is accepted for publication, the journal production does need your source files for typesetting. At the time of a paper's acceptance, a <u>Post-Acceptance Checklist</u> is sent to the corresponding author for preparing the final manuscript submission.

11. **Author information**. At <u>Step 4</u>, please review the authors and institutions information and make sure that the information is entered according to the journal's author affiliation policy. The general guideline is that your affiliation in the manuscript should be the institution where you conducted the research. More details can be found [here](#).

   Related to the author information, you are strongly encouraged to associate your ORCID information with your author account and to use your official, institutional email address as your account ID as well as the primary communication channel.

12. **Instructions for Authors page**. You are required to check other requirements listed at the [Instructions for Authors](#) page at the *IISE Transactions* website.

Part 3. Reference and Bibliography

13. Please follow the *IISE Transactions* reference style and format requirements. The *Journal of Machine Learning Research* website, https://www.jmlr.org/format/format.html, provides a systematic discussion concerning various aspects of journal article formatting, including reference format. The *JMLR* website also highlights the importance of following a professional reference style and states that "***Poorly prepared, incomplete or sloppy references reflect badly on the quality of your scholarship***."

While *IISE Transactions* uses a slightly different reference style from *JMLR*, the aforementioned website is a good source for authors to understand the general principle and best practice. The following are some samples of the correct styles, followed by a set of general notes on the reference style and format requirements.

Journal: Griffin, R. M., Scherrer, C. R., and Swann, J. L. (2008) Optimization of community health center locations and service offerings with statistical need estimation. *IIE Transactions*, **40**(9), 880-892.

Book: Barlow, R. E. and Proschan, F. (1965) *Mathematical Theory of Reliability*, Wiley, New York, NY.

Contribution to a Book (or a book chapter paper): Keskinocak, P. and Tayur, S. (2004) Due-date management policies in *Handbook of Quantitative Supply Chain Analysis: Modeling in the E-Business Era,* Simchi-Levi, D., Wu, D. and Shen Z. M. (eds) Kluwer, Norwell, MA, pp. 485-553.

Conference: Nishino, M., Yasuda, N., Minato, S.-I. and Nagata, M. (2015) BDD-constrained search: A unified approach to constrained shortest path problems, in *Proceedings of the Twenty-Ninth AAAI Conference on Artificial Intelligence* (AAAI'15), AAAI Press, Austin, Texas, pp. 1219–1225.

A. List references alphabetically by author in a reference section at the end of the article.

B. Be consistent. Sometimes multiple styles are acceptable, but please be consistent in using a single chosen style rather than use multiple mixed styles in your reference.

C. Please check whether any "in press" and arXiv working papers that you cited have now been published, and update both the reference list and in-text citations accordingly.

D. Please do not abbreviate the title/name of a journal, a conference, or a book.

E. We prefer the first letter after a colon capitalized in an article/book title.

F. Pay attention to the capitalization of the first letters in the title of an article, versus the capitalization of the first letters in the title/name of a book, a journal, or a conference. Generally, the title of an article only has the very first letter (the one starting the sentence) capitalized and all others in lower case, except for proper nouns or acronyms, or the word right after a colon, whereas the title of a book, a journal, or a conference has pretty much all first letters capitalized, except for the so-called "small" words, like articles, prepositions, or conjunctions (*the*, *and, on* etc). Please note that proper nouns like "Gaussian" should be capitalized in the title of an article, but BibTeX often leaves it uncapitalized incorrectly.

G. Make sure that you have the complete information for a reference. For a journal article, you need to provide the volume and page information but the number/issue is optional. For a book, one typically needs the publisher and address. Not all conference paper has a page number assigned. In absence of page number, you can present the date of the conference to finish that reference. Please consult the published *IISE Transactions* papers and see what the typical information is used for a particular type of reference.

H. When a paper is accepted and posted online before proofing and typesetting, this version is referred to as Accepted Manuscript Online (AMO). After copyediting, typesetting, and review of the resulting proof, the final corrected version to be published is referred to as the Version of Record (VoR). When citing an AMO paper, please do not use its page numbers

(usually starting from 1). The page numbers of an AMO paper will be different from the final page number in its VoR. Please just state "in press and online available." At the author proof stage, you can check again and see if the said paper has been formally published. If so, update the volume and page information then.

I.   When there are more than a certain number of authors, the journal production will skip some authors in the middle during typesetting. While submitting your manuscript, please <u>do not</u> skip or omit anything, <u>nor</u> use "et al." or "..." either. It is the best to provide the full list of authors and let the production staff decide how they are going to typeset, once a paper is accepted.

J.   The title of a book, a journal or a conference, or anything equivalent, should be in italic font. The title of an article in a journal, a conference, or a book chapter should be in regular font.