

**The Sixteenth Annual International Deming Research Seminar**  
**22-23 February 2010**

**GUIDELINES FOR AUTHORS**

Dear Authors:

We wish to remind you that the article you submit will be used "as is" for the proceedings. Therefore we request that you eliminate all errors and have your paper reviewed for correct grammar before submitting it. The sole responsibility for the correctness, contents, and presentation of the article rests with the author. To ensure that your paper will be reproduced clearly, and in the proper size and form, please follow the guidelines below. Please note that all presenters must register for the seminar. Please see registration paragraph.

**Submission of Manuscript:**

**Deadline:** All manuscripts must reach <WEDresearch@fordham.edu> by 24 January 2009. They are to be sent as an attachment.

**Length:** MAXIMUM length of paper is 15 pages.

**Layout:**

Arranging your manuscript in the sequence below will assure that all papers look uniform in the proceedings.

- 1. Title of Paper: UPPER CASE LETTERS** (Like this), bold and centered.
- 2. Sub-title (if there is one):** Upper and lower case, centered.
- 3. Author Name(s) and Contact Information:** Author name(s) should be in upper and lower case, all on the same line and centered. Author affiliations and contact information should be on the next line, centered.
- 4. Abstract:** A fifty- to one hundred-word abstract should be next.
- 5. Text:** Text should be in block paragraphs (not indented), in continuous form (no page break).
- 6. Conclusion:** In this last section of the text, review the principal elements and make final remarks or recommendations.

**7. Footnotes:** Appear at the end of paper with double spacing between each one. Each note should be designated with a number, which corresponds to its reference in the text. In the body of the text this number should appear within parenthesis (n). Do not use headers or footers, or include the footnotes themselves within the text.

**8. References:** This section should be the last one in your manuscript, after the footnotes. List references in alphabetical order, double-spaced between each listing. This section should include only works referred to in the text.

**Format:**

**Page Size:** Text should occupy a space of 6.5 x 9 inches typed in a single column. For 8.5 x 11 inch pages your margins will all be set at one inch. Do not include company or other logos, stationery, headers or footers.

**Paragraphs:** Use block paragraphs, not indented. Paragraph titles should be Upper and Lower case, bold.

**Fonts:** Use Times New Roman, 10 point, or similar fonts. No colors. No graphic or fancy fonts. Microsoft Word is the preferred software.

**Spacing:** Text should be single spaced, with double space between headings and text, and between paragraphs. Text should be fully justified.

**Headings:** Title of manuscript is typed in **UPPER CASE LETTERS**, bolded and centered. Subtitles are typed in Upper and Lower case.

**Equations, Symbols, Graphs & Tables:** When numbering equations enclose equation number in parenthesis and place flush to the right-hand margin.

All lettering on graphs, tables, and illustrations should be at least as large as letters in the text.

All charts, graphs, equations, and illustrations are to be incorporated in the paper itself and are included in the 12-page limit.

**Registration for Seminar:**

All authors presenting their work must register for the seminar. Please register for The Sixteenth Annual International Deming Research Seminar through the [www.deming.edu](http://www.deming.edu) web site. You may charge the \$395 seminar fee to your credit card on the secure payment system on the web site. Or, you may write a check payable to The Deming Cooperative, and mail to The Deming Cooperative, Fordham University Graduate School of Business, 33 West 60<sup>th</sup> Street – Room 417, NY, NY 10023.