

**SPECIAL TRACK ON
MANAGEMENT, ENGINEERING AND INFORMATICS: MEI 2023**

in the context of the

27th Multi-Conference on Systemics, Cybernetics and Informatics: WMSCI 2023

September 12 - 15, 2023 ~ Orlando, Florida, U.S.A.

AUTHORS' KIT

Please follow the indications shown below to ensure that the submission process of the final version of your paper is completed successfully.

PREPARE YOUR PAPER

- o The final version of your paper should meet the guidelines of the "Author Guide for Preparing a Proceedings Paper" found in the next pages.
- o There is a limit of 8 pages for each paper, including all the figures, tables, and references. At most two additional pages can be included at an extra charge. More detailed information can be found in the "Registration Guide" posted on the conference website.
- o The text must be in English.

REGISTER FOR THE CONFERENCE

- o To register, click on "Registration" in the Website menu.
- o Do not forget to enter the Paper ID in the required field.
- o Registration of at least one author per paper and the payment of the conference fees are a necessary condition so that the paper can be included in the Proceedings and so that its virtual presentation can be scheduled in the Conference Program; but, please be advised that, to include your paper in the Proceedings that will be available by the date of the conference, besides registering, it is required that your registration fee payment is received no later than **August 14, 2023**. Otherwise, it will be included in the post-conference volume of the Proceedings.

Upload your Paper

- o Submit electronically your paper through the Conference website. To do it, click on the "Authors" tab and then on the "Final Version Upload" link.
- o The only acceptable format is PDF.
- o The final version of the paper is due by **May 25, 2023** (if your paper was accepted before or on April 25, 2023)

Submit the IIS Copyright

Before uploading the final version of your paper, you will be asked to read the IIS Copyright form carefully. By entering your name and the date at the end of the form, and clicking on the "Submit" button, you will signify your agreement to the terms.

PRESENTATIONS

The authors who will participate virtually in the conference have the option of:

- o submitting a slide show and/or a pre-recorded video of their presentation (asynchronous presentation) or
- o making their presentation via Zoom (synchronous presentation).

It is optional, it is not mandatory.

A link for uploading the presentation and/or scheduling a Zoom presentation will be provided on the conference website under the "Authors" tab.

Author Guide for Preparing a Proceedings Paper for MEI 2023

First-Name LAST-NAME
University Department, University Name
City, State ZIP/Zone, Country

First-Name LAST-NAME
Group, Company, Address,
City, State ZIP/Zone, Country

[Add any additional authors following the same format]

ABSTRACT

The abstract should summarize the content of the paper. Try to keep the abstract below 200 words. Do not have references or displayed equations in the abstract. It is imperative that the margins and style described below be adhered to carefully. This will enable us to maintain uniformity in the final printed copies of the Proceedings. Please keep in mind that the paper you prepare will be printed as it is received.

Keywords: Author Guide, Article, Camera-Ready Format and Paper Specifications.

1. INTRODUCTION

The submitted contribution must be in their final form and of good appearance because it will be printed directly without any editing. The authors are solely and exclusively responsible for editing and formatting their articles. The document you are reading is prepared in the format that should be used in your paper.

Your paper must be submitted electronically. The only acceptable format is PDF.

2. SPECIFICATIONS

To ensure uniformity of appearance for the Proceedings, your paper should conform to the following specifications. If your paper deviates significantly from these specifications, the printer may not be able to include your paper in the Proceedings.

- 1) Prepare your article in single-spaced, double-column format, on letter size paper (8.5"x11" / 21.6 cm x 27.9 cm)
- 2) There is a limit of 8 pages for each paper, including all the figures, tables, and references. At most two additional pages can be included at an extra charge.
- 3) The top margin should be 0.59" (1.5 cm)
- 4) The bottom margin should be 0.95" (2.4 cm)
- 5) The left and right margins should be 0.75" (1.9 cm.)
- 6) The width of each column should be 3.22" (8.2 cm)
- 7) The distance between the two columns of text should be 0.56" (1.4 cm)
- 8) Use full justification. All paragraphs should be justified (right and left)

- 9) There should be no orphan headings or orphan table heads at the bottom of a column.
- 10) All columns should be aligned on the top.

3. TYPE STYLE AND FONTS

We recommend a Times New Roman font of 9 points or greater. This document is set in 9-point Times New Roman. If absolutely necessary, we suggest the use of condensed line spacing rather than smaller point sizes. Some technical formatting software print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, this is acceptable. Any other fonts must be embedded in your document to ensure that it will print properly.

4. TITLE AND HEADINGS

Title: The title should be centered across the top of the first page and should be in a distinctive point size. It should be in a bold font and in lower case with initial capitals. The title should not be at the top of the page, there should be a blank line before the title.

Authors' Names and Addresses: The authors' names and addresses should be centered below the title. Only authors' names should be in bold font. Last names should be in uppercase. These lines should be in at least 9-point type, but the point sizes are not critical and are left to the discretion of the authors.

Keywords: From 5 to 7 keywords should follow the abstract (as a subheading of the Abstract).

Major headings are to be column centered in a bold font and in capitals without underline. They may be numbered, if so desired. "4. TITLE AND HEADINGS" is an example of a major heading.

Subheadings

Subheadings should be in bold font and in lower case with initial capitals. They should start at the left-hand margin on a separate line.

Sub-subheadings: Sub-subheadings are to be in bold font. They should be indented and run in at the beginning of the paragraph.

5. FIGURES AND TABLES

Number every figure or table. Figure captions should be below the figures; table heads should appear above the tables.

There should be no orphan table heads or orphan figure captions at the bottom of a column or at the top of a column.

All halftone figures or pictures should be clear in black and white prints. Supply the best quality figures or pictures possible. They should be clear enough to be read and understood in the printed version of the Proceedings. Increase their size or insert them spanning both columns.

6. FORMULAE

All equations must be numbered consecutively throughout the text. Equation numbers should be enclosed in parentheses and flushed right. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line.

7. PAGE NUMBERING

Do not include page numbers in your paper. These will be added when the Proceedings are assembled.

8. FOOTNOTES

Should be typed in singled-line spacing at the bottom of the page and column where it is cited. Footnotes should be rare.

9. CONCLUSIONS

The better you look, the better we all look. Thanks for your cooperation and contribution.

10. REFERENCES

List and number all bibliographical references at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

The following is an example of the recommended style for references.

- [1] C.W. Churchman, **The Design of Inquiring Systems**, New York: Basic Books Inc. Pub., 1971.
- [2] J. Ivori, "A Paradigmatic Analysis of Contemporary Schools of IS Development", **European Journal of Information Systems**, Vol. 1, No. 4, 1991, pp. 249-272.