

Guidelines for Authors of Papers Published in Foundations of Computing and Decision Sciences

Forename Name*

Abstract. An abstract (about 9-12 lines, non technical) is to be included after the authors' names. Text of the abstract is to be single spaced. The word 'Abstract' is in bold face, 10-point size font, and with indentation 0.5 cm.

Keywords: A short, comma-separated list of keywords is to be included below the abstract. The word 'Keywords' is in bold face, 10-point size font, and with indentation 0.5 cm.

1. Format of the text, letter size, etc.

The paper must be written in English and submitted in electronic version. You may use either the FCDSCameraReady.dot MS Word template, the FCDS.sty LaTeX style file or TYPST template, each available at <http://fcds.cs.put.poznan.pl/>.

The file should be submitted by e-mail to FCDS@cs.put.poznan.pl.

The page format is 13 x 19.2 cm (writing area) which should be completely filled. On the first page, the writing area is 13 x 17.2 cm (see section 2.1). Footnotes **are included** within the writing area. The top margin should be at least 8 cm on the first page and 4.4 cm on subsequent pages. The text should be written in Times New Roman (or similar) 10-point size font. The text must be single-spaced with indentation 0.5 cm.

If you are unable to fulfill any of the requirements of these guidelines or you have any questions to them, please consult our Website (<http://fcds.cs.put.poznan.pl>) or contact the Secretary of Foundations of Computing and Decision Sciences (e-mail: FCDS@cs.put.poznan.pl).

* Affiliation of the authors and their addresses

2. Layout of the paper

2.1. Title, Authors' names and affiliation

The paper title must be centered. Use capital letters in bold face, 12-point size font. Please, **leave 2 cm free space above the title**, i.e. the length of the writing area on the first page should be equal to 17.2 cm **including footnote**. Authors' names should be also centered. Leave 1 cm free space between the title heading and the authors' names and another 1 cm between the authors' names and the beginning of the abstract. Separate the authors' names using comma (no 'and' conjunction).

Affiliation of the authors should be put in a footnote (true Word footnote not a text formatted to look like one) on the first page.

2.2. Section numbering and headings

Section numbering is 1., 2., ... For subsections use numbering like 2.1., 2.2., ..., 2.1.1., 2.1.2. Do not use deeper hierarchy. Section and subsection headings should be typed in bold letters (12 pt, 11 pt, and 10 pt, respectively) with 0.5 cm space below each heading. The space above the headings is 0.9 cm for sections and 0.7 cm subsections.

Built-in document styles should be used to obtain user accessibility, so use Heading 1, Heading 2, ...

2.2.1. Paragraphs

Please, use indentation 0.5 cm at the beginning of each paragraph, except of the first paragraph after a heading.

3. Equations, figures, tables

Equations should be centered. If you need to number equations, please do it at the right-hand side by enclosing the numbers in parentheses, e.g.:

$$(a + b)^2 = a^2 + 2ab + b^2 \quad (1)$$

Figures and tables must be included at appropriate places in the text. Examples for the legends are **Figure 3. Plot of ...**, **Table 1. Data of ...** (use Arabic numerals). Figures and tables must be centered at the page. Please leave enough space between the text and the figure. If possible, try not to use colors in your figures as they will be printed in black & white, which can considerably reduce their readability.

Remember to provide an alternative text to each image, so it is user accessible for readers with disabilities.

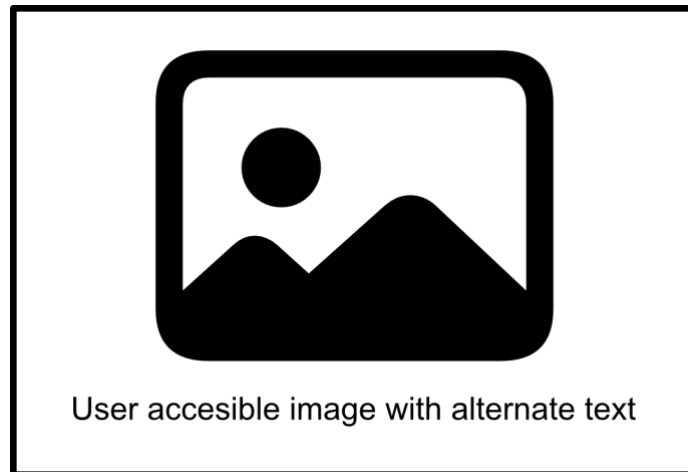


Figure 1. A sample image with alternate text

4. Citations, references

All citations in the text must be indicated as Arabic numerals in square brackets, e.g. [1].

The list of references at the end of the paper must be in an **alphabetical order**. References should be given in English (the language of the original should be indicated in brackets after the title, if it is not English) and formatted as indicated in the below examples.

For papers in journals:

- [1] Jacquet-Lagrange E., Montaut D., Partouche A., The shift scheduling problem: different formulations and solution methods, *Foundations of Computing and Decision Sciences*, **23**, 4, 1998, 199-217.

For books:

- [2] Yu G., *Industrial Applications of Combinatorial Optimization*, Kluwer Academic Publisher, Boston, 1998.

For papers in contributed volumes:

- [3] Serafini P., Simulated annealing for multiple objective optimization problems, in: G.H. Tzeng, H.F. Wang, V.P. Wen, P.L. Yu (eds.), *Multiple Criteria Decision Making. Expand and Enrich the Domains of Thinking and Application*, Springer, Berlin, 1994, 283-292.

Please leave a few free lines below the last reference. The Publisher will add information about the date of submission of your paper.

5. Page numbering

Do not number the pages in the document or use any headers/footers. Final page numbering will be inserted by the Publisher. Avoid cross-references by page numbers.