Paper Preparation Requirements for the 35th International System Safety Conference 2017

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Primary A. Author, Ph.D.; System Safety Research; Amelia Island, Florida, USA
Secondary Author(S); MS System Engineering, BA Physics; LAAFB; El Segundo, CA USA

Keywords: abstracts, deadlines, paper preparation, editing, process, references

Abstract

This is an example paper prepared per the International System Safety Conference 2017 instructions. Please follow these preparation instructions to maintain the production quality of the Proceedings. Your abstract should be a complete but concise description of your work to entice potential readers into reading the full paper and attending your presentation. An abstract should answer the following questions: What is the problem and why should the reader care about it? What approach did you take in dealing with the problem? What were the results and what were your conclusions? If your abstract changes substantially in your final paper from your original abstract submission to the conference, make sure you update the abstract loaded online.

Introduction

The specific default values for development of text for the submitted paper are provided below. Your paper should be at least **six** pages long, but generally not more than **ten** pages long. Session chairs and Technical Program Committee reviewers have the discretion to request that excessively long papers be shortened.

Your paper must be written in **English**. If translation is necessary, we suggest you use a professional translation service. *Authors are responsible for proper translation, and improperly translated papers may be rejected.*

Text: font is Times New Roman and the font point size is 10 for the abstract and paper preparation.

Text, except for the title, author(s), and keywords, is to be <u>fully justified</u> and <u>single spaced</u> without hyphenation.

Double line space should be used before and after all headings and between paragraphs.

Margins: The top and bottom margins are **1 inch**. The left and right margins are **1 inch**.

Paper Size: Paper size is **8½ inch x 11 inch** in **portrait** orientation.

Columns: **<u>All text is to be in single-column format</u>**.

Organization

Title: The title is **centered** and the first letter of each major word is capitalized with lower case for the remaining words. You may use more than one line for the title, but single line space. Double line space should be used after the title.

Authors: Author information is **centered**. Use the full name, including any abbreviation for titles or degrees in the usual fashion of the author's country, followed by a semi-colon (";"). Then type the name of the company or institution with which the author wishes to be associated, followed by a semi-colon. Then, type the city, state/province, and country. Double line space should be used between multiple authors.

Keywords: You should include up to six keywords that will be used for indexing the paper in the proceedings. Keywords may consist of single words or phrases, separated by commas. The use of keywords is aimed at making it easier for the reader to identify relevant papers.

Double line space should be used following the block of keywords.

Abstract: An abstract is required for all papers. The abstract consists of a synopsis of **200 words or less** that briefly summarizes the main points and conclusions of the paper. The 200-word limit for abstracts is a hard requirement, **as this abstract will also be used in the sessions program booklet**.

> A well-written abstract says, in a very condensed version, what the paper says; it does not describe the layout of the paper. Your abstract should be a complete but concise description of your work to entice potential readers into reading the full paper and attending your presentation. An abstract should answer the following questions: What is the problem or issue and why should the reader care about it? What approach did you take in dealing with the problem? What were your results? What were your conclusions?

Introduction

The introduction provides background information or describes the method and approach of the paper. It should provide a road-map of what is to be presented and not repeat the contents of the abstract, as this wastes space.

Main Body

The main body of the paper contains the major points that you wish to make. These should be logically organized and can contain tables and illustrations (as described below).

> In the text, references use a number. The numbers are sequential starting with one and appear in the text as "(ref. 1)", no hyphen between the "ref." and numerical indicator, or as "(refs. 3-9, 11, 14-16)" for multiple sources. If the reference is part of the sentence, then spell out the word "reference" and do not enclose it with parentheses and do not hyphenate, example "…. is contained in reference 11'.

> **References**: References are listed in numerical order at the end of the paper, after any Appendices, but before the Biographies. In the list of references, each reference starts with a number with a period and two spaces followed by the author, title, publication information, and page number(s). For details of the correct format for references, see **Modern Language Association's** *Formatting and Style Guide 8*.

<p align="center">Headings</p>

Major headings use the same rules as the title, centered, but also are underlined. Double line space should be used before and after each major heading. Do not number sections or paragraphs. If a major heading is alone at the bottom of a page additional line spaces may be added above to push the heading to the next page to be present with its associated text.

Sub-headings: Subheadings are flush with the left margin, underlined, and followed by a colon (":"), two spaces, and the first sentence of the subheading.

Sub-subheadings: Sub-subheadings are flush with the left margin, *not* underlined, and followed by a colon, two spaces, and the first sentence of the sub-subheading.

Illustrations: Illustrations consist of figures, equations, and tables. All illustrations should be easy to read. Include only as much detail as required to avoid overly complex illustrations. Consider using a professional illustrator.

> Note that if illustrations are not easy to read, your paper may be rejected for publication. *It is the author's responsibility to provide legible material.* Illustrations must be no wider or taller than the page margins described above. All illustrations must be part of the file containing the rest of the paper. That is, you should import graphics into the MS Word file, rather than using links.

Equations: Equations are numbered consecutively. Center the equation, and place the equation number flush with the right margin, as shown in equation 1:

$$X = \sin(7+3x) - e(y-2a) + gf(2bz/2) \quad\quad (1)$$

using a double line space before and after the equations. Always refer to equations by number, sequentially starting with one, not as "above" or "below." The example may be referenced "equation 1" or as "(eqn. 1)" in the text. If the reference to the equation is part of the sentence, then spell out the word "equation" and do not enclose it with parentheses.

Figures and Tables: Figures and tables should follow the text in which the figure or table is first referenced. Figures and tables use numbers. The numbers are sequential starting at one and appear in the text as "(Figure 2)" or "(Table 3)." If the reference to the figure or table is part of the sentence, then do not enclose it with parentheses.

Figures: Figures will be labeled below and centered on the figure.

Tables: Tables will be labeled above and centered on the table.

Capitalize the first letter of Figure and Table and the major words in the captions. Use lower case for the remainder. Use an Em dash ("—") between the Figure or Table number and its caption. ***Do not use a hyphen ("-")***. All figures and tables should be numbered in the order mentioned in the text. Double line space should be used before and after figures and tables.

Units and Measures: Currently, there is no specific guidance regarding the style of units and measures used in the text of the paper. However, it is preferred that authors adopt either the United States customary system or the International System of Units (SI) for physical quantities and any derived units to facilitate the review process.

Page Numbers: **Do not include page numbers**, as the conference editor will assign Proceedings page numbers.

Copyrights: It is the policy of the International System Safety Society, the sponsor of the International System Safety Conference, not to copyright the Proceedings to provide the widest access for academic and educational use.

Authors are free to copyright their papers if they agree with this policy. However, **do not put copyright symbols on the paper being submitted or it will not be included in the proceedings.**

The policy to be contained in the Proceedings is as follows:

Permission to print or copy: The copyright of all materials and commentaries published in these Proceedings rests with the authors. Reprinting or copying for academic or educational use is encouraged and no fees are required; however, such permission is contingent upon giving full and appropriate credit to the author and the source of publication.

Biography: Type the author's name and business address in the appropriate format for addressing international mail. Authors should include telephone number, facsimile number, and e-mail address to facilitate readers contacting authors. Separate all address and number entries with commas. Use double line spacing followed by a brief biography with emphasis on the author's technical background. Repeat this information for additional authors with double line spacing between authors.

References

References shall be cited using the **Modern Language Association's *Formatting and Style Guide 8***.

Citations should be given in the following order (see examples below): Author surname, A. B., Title of source, Title of container, Other contributors, Version, Number, Publisher, Publisher date, Location.

Paper Submission Deadlines and Process for 35th ISSC Papers

The conference team strives to maintain the technical quality and consistent appearance of the conference proceedings. Thus, we have developed detailed submission requirements. It is suggested that you print and retain this document for reference as you write your paper. You can also use a copy of this electronic version as a template for your paper by substituting your own text for these contents, taking care not to change any of the formatting. All papers submitted will be reviewed for adherence to this format. If peer review is necessary for academic purposes, please check the box when submitting your paper.

Deadlines for ISSC papers are listed in Table 1.

Papers will initially be accepted based on abstracts that must be submitted by the abstract deadline.

The 35th ISSC Technical Program Committee will review the submitted abstracts and, by their deadline, will issue an acceptance decision, assign the paper to a session chair, and invite the author to submit a full paper. From this point onward, the assigned session chair will serve as the primary reviewer of the paper and the presentation slides to be used at the conference. Assuming the abstract is accepted and the author is invited to submit a full paper, a first draft of the complete paper must be submitted using the link on the 35th ISSC website (http://issc2017.system-safety.org/) by the deadline. Following review by the session chair or other Technical Program Committee member, including verification of proper formatting as shown in this document, the author will make the required revisions (if any), and submit the final paper in Microsoft Word and PDF formats, by the deadline in Table 1. All submissions – abstract, first draft, and final paper – must be made using the paper submission link on the 35th ISSC website. Submission of the abstract requires the author to release the proposed paper for publishing by the International System Safety Society. Please remember to embed all fonts before converting your Word document to PDF. For both deadlines, be sure to allow sufficient time for any internal company, organization, or export approvals, if needed.

Table 1 — Important Deadlines for 35th ISSC Paper Authors

Deadline	Responsible Party	Activity
April 15, 2017	Author	Abstract is submitted using link on 35th ISSC website.
May 20, 2017	Author	Submit the first draft of the paper using the link on the 35th ISSC website.
May 20, 2017	35th ISSC Technical Program Committee	Distribute the draft paper to the session chair or other Technical Program Committee reviewer.
June 1, 2017	Session Chair	Send review comments to the author.
July 14, 2017	Author	After agreeing with the session chair on the changes (if any), the author submits the final paper using the link on the 35th ISSC website.
July 1, 2017	Author	Submit the presentation slides to the session chair for review and comment. Notify the session chair of any special audio-visual (AV) needs.
July 15, 2017	Session Chair	Provide comments/suggestions on presentation slides to the author.
August 1, 2017	Author	Resolve all issues on the presentation slides and remind the

		session chair of any special AV needs

All *final* submissions *must* be in BOTH Word and **PDF** format. What you provide will be reviewed and may require some author revision before being accepted for publication. It would be useful to have followed the Paper Preparation Guide as closely as possible before submitting to minimize the review time and process.

If you have Microsoft Office 365 (or other later version), conversion to PDF is available through the "Save As" option. There are numerous other applications that will convert Word documents to PDF files. Note that if you have an Apple Macintosh computer, conversion to pdf is built into the printer dialog in *Mac OS X*; no extra software is required.

Submission of draft and final papers **to the conference website** is the *only method*. Log into your account and upload to the website database.

References

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Biography

Primary Author, Ph.D., Chief Executive Officer, System Safety Research, 1234 Main Street, Alexandria, VA 2200X, USA, telephone – (213) 505-2X22, facsimile – (253) 505-22X2, e-mail – iamauthor@hotmail.com.

Dr. Author was the Proceedings Editor for the 1st International System Safety Conference. His experience is in military hardware design and software safety as both a system safety and human factors professional.

Secondary Author, Same format.