

PREPARATION OF CAMERA-READY MANUSCRIPT FOR THE ANQ CONGRESS 2012 HONG KONG

A. Author¹ and B. Author²

¹ Affiliation, Address and E-mail

² Affiliation, Address and E-mail

Abstract: *The article title (not more than 12 words) should be in 12 pt bold capitals. Follow this with the name(s) of author(s) in 11 pt font and then affiliation(s) and address(es) in 10 pt font. Please provide an abstract (about **150 words**) in 10 pt font, giving a brief account of the most relevant aspects of the paper. Please follow this with up to **5 keywords** in order to indicate the main topics discussed in the paper and to provide basic terms for indexing. A maximum of **8 pages** is allocated in the Proceedings for each accepted paper.*

Keywords: *Abstract, headings, illustrations, tables, equations, references*

1. Introduction

Typescripts must be printed on one side of the paper. Do not print any border around the manuscript pages. The text should be typed with single line spacing. Paragraphs (except the first paragraph of each section and subsection) should be indented by 13 mm (½ inch). Text should be left and right justified, providing a vertical margin on both sides (32 mm or 1¼ inch). Please use Times New Roman or a similar font to this style. Set the point size to 10.

The authors are fully responsible for the quality of their article and are kindly requested to observe the following instructions for the preparation of their typescripts. To ensure that the typescripts are published with the minimum of delay, it is essential that much greater care than usual be taken with the typing. Authors should ensure that the typescript is clear and grammatically correct.

2. Headings, Sub-headings and Footnotes

Authors are requested to restrict the use of headings to three levels where possible. Main headings should be typed in 11 point bold upper and lower case. Leave one blank line above and below these headings.

2.1 Sub-headings

Sub-headings should be typed in 11 point *bold italic* upper and lower case, ranged left. Leave one blank line above and below subheadings. Proper labeling is necessary to facilitate cross-referencing.

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Footnotes should be avoided wherever possible. Necessary footnotes should be denoted in the text by consecutive numbers¹. The footnotes should be typed, in 9 pt font, at the foot of the page on which they are mentioned, and separated from the main text by a line extending part way across the page. Leave a two-line space above the footnote line.

¹ **Footnotes should be avoided wherever possible.** If really needed, footnotes should be presented in this style where used. Use letters for table footnotes if required.

3. Illustrations and Figures

Although original line drawings on good quality paper are permitted, glossy photographs (bromides) are preferred (not Xerox copies). Illustrations should be pasted into position on the typed pages as close as possible to the first reference to them.

Lettering, symbols and line thickness should of a minimum font size of 8 pt. within illustrations is recommended. Photographs may also be pasted into their respective places: care should similarly be taken to ensure that they are of an adequate size to be viewed by the reader after reduction to the final page size.

The figure number and caption should be typed below the illustration. Illustrations are to be referred to as figures and must be quoted in the text. Please note that all illustration material must be supplied in black and white, as coloured lines and photographs will not give an adequate reproduction in the final printed form.

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Leave one line space after the text and type the table heading, including the table number, above the table. Leave one line space between the heading and the table. Tables are to be centred on the page. Where possible avoid splitting tables over two pages.

5. Equations

Equations should be numbered consecutively throughout the typescript. The equation number should be typed in parentheses, flush with the right-hand margin. Any symbols that cannot be typed should be written legibly in black ink. Simple expressions which do not need to be referenced numerically should be left in the text, written on one line, using the solidus (i.e. a/x) instead of a two-line form wherever possible to avoid awkward line spacing.

6. Styles of Citation and References

In the text, the surname of the author and the year of publication of the reference are given. Two or more references by the same authors published in the same year are differentiated by the letters a, b, c, etc. For references with more than two authors, text citations should be shortened to the first name followed by *et al.*

Pun (2011) argues that...

Pun and Nathai-Balkissoon (2011) contend that...

Recent results (Pun and Jaggernath-Furlonge (2009), Pun and Nurse, 2010; Pun *et al.*, 2010a, b, c) show that...

References should be listed in alphabetical order at the end of the paper. References by the same author(s) should be in chronological order. Journal references should include: author's surname and initials; surnames and initials of remaining authors; year of publication in brackets; article title (where provided); journal name (*Italic*), volume number and page numbers.

References to books should include: author's surname and initials; surnames and initials of remaining authors; year of publication in brackets; the book name (*Italic*); the name of the publisher and place of publication. References to multi-author works should include after the date of publication: the chapter title (where provided); 'In:' followed by the book name (*Italic*); surname(s) and initials of editor(s) in brackets; volume number and pages; the name of the publisher and the place of publication. The list of references should be in 10 pt font. A sample reference list is as follows:

References:

Pun, K.F. and Jaggernath-Furlonge, S. (2009), "Exploring culture dimensions and enablers in quality management practices: some findings", *The Asian Journal on Quality*, Vol.10, No.2, pp.57-76

Pun, K.F. and Nathai-Balkissoon, M. (2011), "Integrating knowledge management into organisational learning: a review of concepts and models", *The Learning Organisation*, Vol.18, No.3, 2011, pp.203-223

- Pun, K.F. and Nurse, A.H. (2010), "Adopting quality management principles to revitalise the facilities maintenance practices at a port: a case study in Trinidad and Tobago", *The Asian Journal on Quality*, Vol.11, No.3, 2010, pp.197-209
- Pun, K.F., Chin, K.S. and Yiu, M.Y.R. (2010a), "An AHP approach to assess new product development performance: an exploratory study", *International Journal of Management Science and Engineering Management*, Vol.5, No.3, pp.210-218
- Pun, K.F., Lau, H.C.W. and Yiu, M.Y.R. (2010b), "Exploring a conceptual framework of collaborative technology transfer practices for SMEs", *International Journal of Innovation & Regional Development*, Vol.2, No.4, 2010, pp.331-352
- Pun, K.F., Yiu, M.Y.R. and Chin, K.S. (2010c), "Developing a self-assessment model for measuring new product development performance: an AHP approach", *International Journal of Advanced Operations Management*, Vol.2, Nos.1/2, pp.57-79
- Pun, K.F. (2011), "Are industrial engineers given the roles to play in Trinidad and Tobago?" *The Journal of Professional Engineering of Trinidad & Tobago*, Vol.40, No.1, April/May, pp.58-59

Authors' Biographical Notes

Include a short biographical note in 10 pt for authors (about 100 words each), particularly for the presenting author, at the end of the paper manuscript. For example,

Kit Fai Pun is a Professor in Industrial Engineering in the Department of Mechanical and Manufacturing Engineering at The University of the West Indies. He is a Chartered Engineer in the UK and a Registered Professional Engineer in Trinidad and Tobago. His research interests are in the areas of industrial engineering and engineering management.

Final Notes:

Authors should use their judgement in handling items not covered by these instructions. Papers which do not comply with these instructions may be returned to the author for re-typing and corrections. The Editor would reserve the right to edit papers that were included in the proceedings.

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- 2) Store your paper manuscript in **Microsoft Word** or compatible format (**NOT** pdf format) and send it as an attachment to a member of the local ANQ Organization of your region/country who serves on the ANQ Congress 2012 Hong Kong Program Committee (Contact information on the local Program Committee members can be found at the Congress website). If you are not from an ANQ region/country, please send your submission directly to the Program Committee by email to papersubmit@anq2012.org.
- 3) Complete a Congress Registration Form and send it to the ANQ Congress 2012 Hong Kong Secretariat by email to secretariat@anq2012.org. (Papers accepted for presentation will appear in the Conference Proceedings provided at least one author of each paper registers to attend the Congress. Each registration covers the publication fee of ONE paper only. Each additional paper needs to pay the separate 'extra paper' fee.)