



Mid-Atlantic District 2011/2012 Student Paper Competition

PURPOSE: To promote interest in the field of supply chain management and a better understanding of operations management for undergraduate and graduate students.

Operations Management Topics

Inventory Management
Supply Chain Management
Logistics
Master Planning
Theory of Constraints (TOC)
Systems and Technologies

Cash Awards

1 st Place	\$500
2 nd Place	\$300
3 rd Place	\$200

Eligibility Requirements:

Any student classified as full or part-time by his or her institution is eligible to enter. Multiple authors must all be eligible and submit one paper. Paper prepared in conjunction with class work is acceptable. Quotes and ideas from sources must be attributed.

Chapter Participation:

As the district would like as many students as possible to enter the contest we need the help of the chapters to post the contest to their web site, advertise it in their newsletters and in general popularize participation by students in their chapter and in schools within their geographic location.

Chapters are asked only to forward the papers to the Mid-Atlantic District for their review. Please ensure that the Student Paper Competition Submission Form is complete and submitted with each paper.

Submission date deadline is May 20, 2012.

Instructions for Submission

I. Eligibility

- a. The original work of one or more authors who submit a single paper
- b. Relevant to the field of operations management
- c. Written during the school year as part of normal school assignments
- d. No required length but should range between 10 to 20 pages
- e. Written in English

II. Submission Guidelines

- a. Students must submit one hard copy and an electronic copy of the manuscript to the district by May 20, 2012
- b. All copies should include student name, address, contact information, educational institution name, and indication undergraduate or graduate

III. Manuscript Guidelines

- a. Typed in English
- b. Use 8-1/2" x 11" white paper
- c. Double spaced throughout
- d. Margins should be one inch or more at the top, bottom, and each side of paper
- e. Title Page
 - 1) The title of the paper,
 - 2) All authors' name(s)
 - 3) University affiliation
 - 4) Name of supporting APICS Chapter
- f. Abstract Page
 - 1) Repeat the title
 - 2) Include abstract of no more than 50 words
- g. Headings
 - 1) Use manuscript headings to designate the major sections of the manuscript
 - 2) Most papers have three or four main headings (however, headings such as "INTRODUCTION" are not necessary)
 - 3) Center the main headings on the page in all capital letters
- h. Tables
 - 1) Tables should be typed, double-spaced, and included in the body of the manuscript.
 - 2) At the top of each table, center the word "TABLE" and the respective number (Arabic numerals) of the table
 - 3) Center the table title directly under the table number using initial capital and lowercase letters
 - 4) Number the tables consecutively from the beginning to the end of the paper
- i. Figures
 - 1) The winning first place papers may be published in an APICS publication
 - 2) Use figures only where they contribute substantially to the readers understanding of the text when submitting graphs, charts, and other figures with the paper
 - 3) Allow for a size reduction in spacing and lettering (as much as 50%) in preparing figures
 - 4) Submit original artwork for figures in the body of the manuscript and on separate electronic file
 - 5) Figures should be consecutively numbered with Arabic numerals
 - 6) Present each figure with the word "FIGURE" and its respective number centered followed by a short, identifying title in capital and lowercase letters centered underneath

IV. Bibliography

- a. A list of references cited in the text, commonly known as a bibliography, must be included on separate pages at the end of the paper
- b. Each reference is to be numbered and alphabetized by the authors' last names
 - 1) Center the word "REFERENCES" at the top of the page
 - 2) The references must conform to the requirements of the author's college or university
 - 3) The style should be referenced under the REFERENCES title

V. Annotations

- a. Cite the references throughout the text
- b. Enclose the appropriate reference number(s) in parentheses

VI. Footnotes

- a. Footnotes are not used for citing references
- b. Utilize footnotes for parenthetical discussion of material that is pertinent to the text, particularly in tables



Mid-Atlantic District

2011/2012 Student Paper Competition Submission Form

This form must be completed in its entirety and must accompany student paper submission.

- I am a graduate student.
- I am an undergraduate student.

PLEASE PRINT OR TYPE

Title of Submission

Author(s) *(Please list all authors)*

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Primary Author Information

Permanent Address *(NOT a school address)*

E-Mail Address _____

Permanent Telephone Number *(NOT a school telephone number)*

Educational Institution _____

APICS Chapter Affiliation _____

Please visit the chapter locator at www.apics.org/apics/chapters.aspx to find the contact information for your local chapter.