

# A STYLE GUIDE FOR PAPERS SUBMITTED TO THE INTERNATIONAL SYMPOSIUM ON THE ANALYTIC HIERARCHY PROCESS

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## ABSTRACT

Uniformity of formatting is a desirable attribute for papers included in the proceedings of the International Symposium on the Analytic Hierarchy Process (ISAHP). This guide is written in the recommended format for papers. It outlines the required page length, spacing, margins, font sizes, headings, references, quotations, and other stylistic features that lead to an appealing visual image. Papers are to be submitted in the manner specified on the home page. See the home page at [www.ijahp.org](http://www.ijahp.org).

Keywords: papers, uniformity, format, style

## 1. Introduction

This document has been adapted from the earlier style guides for the Proceedings of the International Symposium on the Analytic Hierarchy Process (ISAHP). Please use the style guidelines of the American Psychological Association (<http://www.psywww.com/resource/apacrib.htm>) for the references, but use our guidelines everywhere else. This guide was originally written by William Wedley of Simon Fraser University in Burnaby, BC, Canada, for the 1996 ISAHP, and has undergone revisions with each successive ISAHP meeting. We thank Bill and all those who have made improvements along the way.

Many excellent papers have been presented at the International Symposia on the AHP. Although we have had a number of dedicated special issues of prestigious journals drawn largely from these papers, many good papers have had no opportunity for greater exposure. Therefore, we will some be initiating an online journal, the IJAHP, International Journal of the Analytic Hierarchy Process. With the new IJAHP online journal, we hope to offer wider publication possibilities for researchers and students and make it easier to stay abreast of AHP developments. This style guide will be used for both the ISAHP proceedings and the IJAHP papers online. It was prepared using the style guide so the suggested styles for Headings and so on are embedded in this document.

Recent ISAHP proceedings have been compiled and given to the participants on a compact disk (CD). We are now working on making all the earlier Proceedings that we have in electronic format available under the "About the ISAHP" tab on the [www.isahp.org](http://www.isahp.org) site. Some are up there already.

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## **2. General requirements**

Papers for this journal should be no longer than 15 pages, including references, appendices, figures, and tables. Tables and figures should be placed in the manuscript, close to where they are referenced. The paper should be written in Microsoft Word. We have observed that keeping papers on the shorter side usually improves the writing and makes the logic tighter, so we are maintaining a rather strict page limit. It is important that authors follow our instructions carefully. To help you in this task, we have written this document in the recommended format. It includes format styles to help put your paper in the format we request. Please refer to the following link:

<http://www.psywww.com/resource/apacrib.htm>

### **2.1 Page Limit**

The full manuscript must not exceed 15 pages. It must include a single-spaced abstract of 50 to 250 words. The 15 pages should include all tables, figures, and references.

### **2.2 Quality of your document**

Please be sure to check for spelling and grammar before submitting your paper electronically, as directed on the home page [www.ijahp.org](http://www.ijahp.org).

### **2.3 Margins**

The top, bottom, left, and right margins should be one inch, with text fully justified. You are encouraged to hyphenate words to obtain more even word spacing.

### **2.4 Spacing**

Spacing should adhere to the following format:

The body text of the paper should be single-spaced and fully justified in 11-point Times New Roman font. Leave one line space between paragraphs, but do not indent the first line of a new paragraph. The margins should be set to one inch all around, with headers .5 inches from the top of the page. Page numbers should be centered at the bottom, and the first page should be numbered.

Use one space after punctuation marks such as periods, commas, semi-colons, and colons. No space after internal periods in abbreviations (a.m., i.e., U.S.).

Insert a line space between paragraphs and after the final paragraph in a section.

First level headings should be left justified and bolded. Insert one line space before a first level heading. The Heading 1 style used in this document will automatically insert a 3-point line space below the heading.

Second level headings should also be left justified and bolded, with one line space above it. The Heading 2 style used here automatically leaves a 3-point line space below the heading.

The Abstract, Appendix, and Reference headings should be all caps, 11-point, bolded, and centered, with two line spaces above, and one below.

### **2.5 Headings**

For the main title, use 13-point Times New Roman bold font, all caps, centered. Our MAIN TITLE style leaves a 12-point line space before and a 3-point line space after the title. Insert one line space after the title and before the name of the first author.

For the main headings for the abstract, references, and appendices, use 11-point Times New Roman bold font, all caps, centered. Leave two line spaces before and one line space after.

For Level 1 headings such as “Introduction,” use left justified 13-point Times New Roman bold font and capitalize only the first letter of the first word. The Heading 1 style in this paper automatically inserts a 3-point line space after the heading. In addition to the automatically inserted spaces, leave two line spaces before, but no line spaces after.

For Level 2 headings, use left justified 10-point Times New Roman bold font and capitalize the first letter of the first word. The Heading 2 style in this paper automatically inserts a 3-point line space after the heading. Leave a line space before, but no line space after.

## **2.6 Headers**

You may put the headers in your paper if you wish, but the editors will do it if you do not. The header style in this document is set up to suppress the header on the first page of an article. The header at the top of the even pages identifies the Proceedings and year as shown here. The header at the top of the odd pages lists the names of the authors including initials and the title of their article (abbreviated if necessary). The editors will include as many author names as possible, but they may resort to *et al.* if there are too many to fit. The font is 10 point Times Roman, Italics, centered text.

## **3. First page requirements**

### **3.1 Titles**

Do not use a separate title page. Center the title at the top of the page in all caps and bold font, with 12-point line spacing before and 3-point line spacing after. The MAIN TITLE style in this document will automatically do this for you. Leave one line space after it.

### **3.2 Authors**

Leave one line space after the paper title; place the author’s (or authors’) name(s) on the next line; place the affiliation (one or two lines) starting on the next line; place the city, state (if appropriate), and country on the following line; and put the e-mail address on the last line. Repeat for each author, leaving a line space between each one.

### **3.3 Abstract and keywords**

After the last author’s name, leave two line spaces before and one line space after the word ABSTRACT, which should be centered and in bold, all caps, 11-point font. Use no more than 250 words in the abstract to indicate the nature of the topic and to briefly summarize the findings of the paper. Leave one line space after the abstract text, which should be in fully justified 11-point body text style. Put “Keywords:” on the next line, followed by no more than five keywords. The first keyword must be selected from the list given in the IJAHP General Guidelines for Authors.

### **3.4 The body of the paper**

The body of the paper should be separated from the abstract by two line spaces. The “body text” style used here is left justified 11-point Times New Roman bold font. In body text, space once after each period that ends a sentence. Leave a line space between paragraphs. Do NOT indent the first word of a new paragraph.

### **3.5 Acknowledgments**

All acknowledgments should be footnoted at the bottom of the first page and labeled in the usual manner.

## **4. Footnotes, figures, and tables**

### **4.1 Footnotes**

Footnotes are generally discouraged, but may be used when necessary. They should be numbered consecutively and placed at the bottom of the page on which they appear, separated from the body of the text by a line one inch long (or 10 spaces). Two footnotes on the same page should be separated by a line space. Be sure to observe the margin requirements at the bottom of the page. Footnotes should not be attached to equations.

### **4.2 Figures and tables**

Figures and tables should appear soon after their first citation in the text and should be included in a manner that allows easy reference while reading the text. Please try to make them as legible as possible. Table titles go above the table and figure captions below the figure. Refer to them in the text, for example, as Table 1 or Figure 1.

The table number should be left justified on a line by itself with one blank line between the preceding text and the table number and with no periods. The table description should be left justified on the next line, with only the first letter of the first word capitalized (unless the word is normally capitalized because it is a proper name). The table should begin on the next line and be centered across the entire page as shown below. Place the description of the row items on the first row of the table and the descriptions of the column items on the second row of the table as shown below. The entries in the cells of the table should be left justified. See the example below.

Table 1. This is an example of a table title.


### **4.3 Citations**

Follow the APA rules for citations and references, but follow our guidelines otherwise. See <http://www.psywww.com/resource/apacrib.htm> for a detailed explanation. Books, journals, and other references should be cited in the text by enclosing in parentheses the author's or authors' surname(s) and the year of publication. Examples: (Saaty, 1994a) or (Wedley, Schoner, and Choo, 1993). If you cite more than one reference by the same author in the same year, use letters after the year to refer to the different publications. Example: (Saaty, 1994b). If a reference contains no author, use the first two or three words of the title and the year. Example: (Scale Reversals, 1991). Arrange the reference section in alphabetical order. Exercise discretion when citing your own work. Remember, the refereeing process is intended to be a double-blind review.

### **4.4 Quotations**

If a quotation contains two or more sentences and four or more lines, it should be set off from the body of the text with 1.5-inch left and right margins.

#### 4.5 Formulas

All formulas should be placed on separate lines, centered, and numbered consecutively. Be certain that all symbols are adequately defined. Identification numbers should be placed in parentheses along the right margin.

#### 4.6 Appendices

Appendices, if needed, should immediately follow the body of the paper and precede the references. Please use appendices sparingly. All tables and figures should be referred to in the text and located in the body of the paper, as near as possible to where they are referred to in the text.

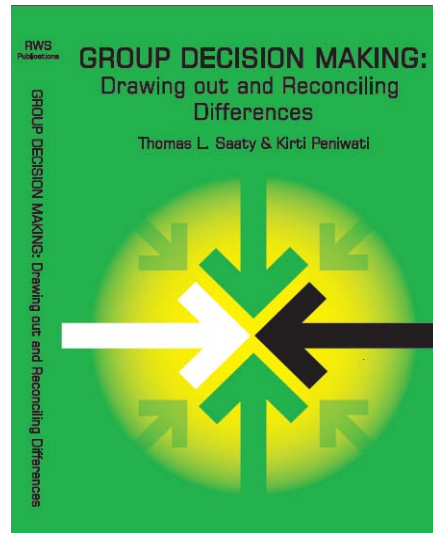


Figure 1. Group decision-making book published in 2007 by Saaty and Peniwati.

#### 4.7 References

The bibliography of cited sources should be titled “References” and should appear at the end of the paper. This section should immediately follow the main body of the paper, after any appendices. The style guide for reference formats will follow the APA Guidelines. Below are some examples of book and journal references. Go to the following site for more information and examples:

<http://www.psywww.com/resource/apacrib.htm>

### REFERENCES

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