

## IEOM Paper Checklist - Implement the following marked by “☒”.

- Add the conference header and footer both in your paper. Check the conference paper/abstract template for the correct header and footer.
- Add five (5) keywords.
- Make sure that your paper writing flows smoothly by sensibly linking adjacent paragraphs. The paper should be written as a story connecting all the parts in a logical way.
- Strictly follow IEOM paper/abstract formatting guidelines such as **line spacing**, **table** and **figure formats**, and **reference listing format**. Check the conference paper/abstract template for detail.
- Add some recent references and provide an in-depth literature review. No numbering in the citation. Last name and year. For two authors, two last names and year and for more than two authors, first author last name and et al. year.
- Fix table numbering. All tables should be numbered as Table 1, Table 2, Table 3, ... and table titles should be placed above the tables.
- Mention each table at appropriate locations within the text in your paper.
- Describe each table in detail so that the cell inputs are well understood by readers.
- Fix figure numbering. All figures should be numbered as Figure 1, Figure 2, Figure 3, ... and figure titles should be placed below the figures.
- Mention each figure at appropriate locations within the text in your paper.
- Describe each figure in detail so that the readers understand the purpose of this visual representation.
- Numerical and graphical results and analysis. Authors should include some data, some results, some tables, some figures, and possibly some statistical/numerical analysis into their paper.
- Add discussion and inferences in your paper.
- Authors should provide the validation of their research contribution in the form of comparing their research outcomes with other relevant published research, or in some other way.
- Thoroughly check your paper for English grammatical corrections. It is advised that you can arrange a professional English proofreader to revise the English of your paper in order to improve its readability.
- Make sure the list of references in your paper by strictly following the reference listing guidelines provided in the conference paper template. No numbering in the citation.
- Add a biography of each author.