

Second Annual Student Paper Competition Guidelines (2016)

Eligibility. An eligible paper is:

- The original work of one student, or multiple students submitting a single paper
- Authored by a part-time or full-time student attending a college or university that is geographically located in the NWA Chapter's region. For example:
 - a. University of Arkansas, Fayetteville
 - b. University of Arkansas, Fort Smith
 - c. Northwest Arkansas Community College, Bentonville
 - d. John Brown University, Siloam Springs
 - e. Arkansas Tech University, Ozark
- Related to one of the following five topics/focus areas:
 - a. The impact of **3D Printing** on **Manufacturing**
 - b. How **E-commerce** is/will change the **Transportation Industry**
 - c. The challenges of **Forecasting Demand** for **E-commerce**
 - d. Innovations in **Warehouse Management Systems** (such as **computers/robotics**)
 - e. The use of **Drones** as a viable **Logistics** option for any aspect of the supply chain
- Written in English
- In compliance with the contest manuscript guidelines listed below

Entries may be written specifically for this competition, or **they may be assignments that are already completed** as part of the student/author's coursework.

Please contact the **APICS NWA VP of Student Affairs** if you have questions or need clarification regarding eligibility. (Mandy.Bohannon@cox.net)

Manuscript Guidelines. All entries must be submitted in Microsoft Word format. They must be written in English, using settings for 8.5 x 11-inch paper in portrait orientation. Text must be double spaced, margins must be at least 1-inch all around, and the bottom of each page must be numbered. The title of the paper or an abbreviated version of the title of the paper should also appear in the footer section of each page (except the cover page). There is no specific requirement for total number of pages. Ten to twenty is considered an acceptable range.

Cover Page. The first page of the manuscript should not be numbered. It shall serve as the cover page and should include the paper's title, the name of the author(s), the email address and phone number of the

contact author, the university affiliation of the author(s), and a short statement indicating the author's present position, highest degree completed, and any degree currently being pursued.

Abstract. The second page of the manuscript should include the title of the paper and an abstract of no more than 100 words. This page should be numbered as page one. Please use the title "Abstract" for this page. The manuscript text should begin on page two.

Headings. Use main headings to designate the major sections of the manuscript. Most papers have three or four main headings. Center headings on the page in all capital letters. Secondary headings should be aligned with the left margin and typed in title case. Any paragraph (third-order) headings are typed using standard paragraph indentation in title case and should be underlined.

An example of acceptable formatting is:

MAIN HEADING

Secondary Heading

Third Order Heading

Tables. All tables should be typed, double spaced and included in the body of the manuscript. At the top of each table, enter the word "TABLE" in capital letters, and then use a number to identify the table. Tables should be numbered consecutively from the beginning to the end of the paper.

Figures. Use graphs, charts, diagrams and/or other figures if they contribute *substantially* to the reader's understanding of the text. These should be titled as "FIGURE", followed by the figure number, followed by a brief title of the figure (in title case). The title information should appear underneath each figure, and should be centered. The numbering system for figures is the same as the numbering system for tables. However, keep them separate.

Bibliography. A list of references that were cited in the text must be included on separate pages at the end of the paper. They should be numbered and alphabetized by the author's last names. Center the word "REFERENCES" at the top of the page. The exact format of the information in the bibliography should conform to the standards used by the student's university, whether they be APA, MLA or otherwise.

Annotations. Cite references throughout the text using either the university's standards, or by using reference numbers in parenthesis. An example of the latter format is:

Several studies (3, 7, 10) support this conclusion.

If following this format, use page numbers in the citation only if they are a direct quotation. An example of this is:

Adams has said, "writing a book is a long and tedious task" (1, p. 3).

Footnotes. Footnotes are not used for citing references. Rather, they should be used for parenthetical discussion of material that is pertinent to the text. A general footnote relates to the table as a whole and is designated by the word Note, followed by a colon.

A specific footnote refers to a table, column or individual item and is designated by a superscript lowercase letter (a, b, c, etc.) placed by the head of the table or the column to which it refers and corresponding to the footnote for each separate table.

The third type of footnote indicates the probability level of tests of significance. Asterisks correspond to the value in the table and the probability level noted at the foot of the table. One asterisk is used for the lowest probability level, two for the next higher, and so on (* $p < .05$, ** $p < .01$, etc.)

Submission Requirements. In an effort to support sustainable practices, all entries are to be submitted electronically.

1. Email paper to VP of Student Affairs at Mandy.Bohannon@cox.net no later than **Sunday, March 20, 2016**.
2. Complete the Student Paper Submission Form and attach it to the email with the submission. (No entry will be considered without the Submission Form).
3. There is no contest entry fee.