Instructions for the Authors of Extended Abstract for the ICServ2020

*Extended Abstract of ICServ2020*

Firstname Lastname1, Firstname Lastname2 and Firstname Lastname2

1 Institute of Sample Chapter, Postal Address 000-0000, Country

E-mail: f.m.author@org.com

2 Institute of Template, Tokyo

E-mail: f.m.author@org.com

**Keywords**:

Serviceology, healthcare, optimization (3-5 keywords)

# introduction

Your extended abstract (no less than 1000 words, up to 2000 words), should be sent to icserv2020@easychair.org by October 30th. The Package must contain: 1) The final version of the abstract in PDF format, 2) The abstract source: For Microsoft Word: all source files (Word files with all the associated style files, special fonts, and rtf files) including bib files (\*.bbl) and images. Please submit the package in ZIP format via email to icserv2020@easychair.org until October 30th, 2020. If the document exceeds the maximum allowed size, please provide us a download link for it.

Although the use of specific headings is not required, it almost follows this structure.

- Introduction (such as purpose of the work, its significance, literature, hypotheses)

- Materials and methods (detail to allow others to replicate and build on published results)

- Results

- Discussion (such as the findings, their implications, limitations)

- Conclusion

# Identifying your paper

## Official language

The official language of the proceedings is English. Please use a consistent spelling style throughout the paper.

If English is not your mother tongue, provide a good translation into English, and make sure that the English is checked by a competent editor. Use of the first person (“I”, “we”, etc.) must be strictly avoided.

Poor English will be a reason for rejection of the paper.

## Type-style and Fonts

Wherever Times New Roman is specified, Times New Roman may be used. If not available in your word processor, please use a font closest to Times New Roman that you have access to.

Type the main text in 9-points Times New Roman, single spaced. Do not use double-spacing. All paragraphs should be indented 1 pica. All the text should be fully justified, flush left and flush right. Please do not place any additional blank lines between paragraphs.

## Tables

Number tables consecutively (e.g., Table 1, Table 2,) and ensure that all the tables are cited in the text in the correct order.

- Do not use the space bar to separate columns, and do not use Excel to create tables.

- If a table cell is to be left empty, please type a hyphen ( - ) in it.

Table 1 Example of the table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wheel | Thickness of web (mm) | Web curve | Symmetry | Axial gap(mm) |
| A | 15 | Straight | axisymmetric | - |
| B | 18-22 | Radial direction | 10 |

## Figures

All graphics, charts, illustrations, photos, etc. should be numerically ordered. Figure parts should be denoted by lowercase letters (a, b, c, etc.). Each figure should have a concise caption describing accurately what the figure depicts. Do not include titles or captions into your illustrations. Figures should be referred to like Fig. 1.



Fig.1 Example of the figure

# Reference

Number the references chronologically: [1] [2] [3]. Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

The format for references is as follows:

Last name, initial, year of publication, full paper title, journal name, volume, first and last page. Use only common abbreviations in journal names.

Here are some examples of a reference list:

[1] Roy, R., Kerr, C., Sackett, P., Corbett, J., 2005, Design Requirements Management Using an Ontological Framework, CIRP Annals-Manufacturing Technology, 54: 109-112.

[2] Samet, H., 1990, Applications of Spatial Data Structure, Addison-Wesley, Reading, MA

[3] Achanga P, Shehab EM, Roy R and Nelder G, 2006, Design of Lean Implementation Based on Cost Analysis, The 16th CIRP International Design Seminar, Kananaskis, Alberta, Canada, 16-19 July: 555-562.