

## **Towards Operational Excellence**

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## GUIDELINES FOR PREPARING PAPERS

Papers must be original and should have no commercial purpose. The mention of brands is allowed but with no advertising message.

Both the abstracts and the papers can be submitted in Spanish or English.

The size limit for papers is 25 pages, including figures and literature cited. Make sure to use A4 pages.

Please use:

Main Title: Times New Roman 12 Text: Times New Roman 11

Papers should be headed by the title, authors' names, company or institution they belong to, and email addresses:

## **Title**

Authors' name, company or institution they belong to, and email addresses

The text must follow a logical order: Abstract, introduction, development, conclusions, literature cited and brief Cv (Eduaction, Companies you have worked, Current Job)

Every figure, graph and/or image inserted in the text must have a .jpg format, be numbered and restricted to a maximum size of 17 x 25.5 cm. They can be interspersed or altogether at the end of the text. Inside legends must be clear and large so as to be readable even if reduced 50%.

Scanned images and/or graphs must be saved with a minimum resolution of 200 dpi to the size required in the document.

Statistical graphs and charts should be preferably done in Microsoft Excel since these keep the vector format.

When an abbreviation appears in the text for the first time, it must be specified in its complete form between brackets. Do not use footnotes.

The unit system to be used will be the **SI** (**International System of Units**), otherwise it will be necessary to include the equivalent in SI units between brackets.

References, nomenclature and bibliography must be stated at the end of the paper, as well as a brief resume of the authors, according to the model.