Original article / Review article (delete the unnecessary option)

Paper title

Marija Marković1, Jovan Jovanović2, petar petroviĆ3

1 University of Belgrade, Faculty of Organizational Sciences, Belgrade, [symopis2025@fon.bg.ac.rs](mailto:symopis2025@fon.bg.ac.rs), 0000-0001-5857-6932

2 Mihajlo Pupin Institute, Belgrade, [mail1@fon.bg.ac.rs](mailto:mail1@fon.bg.ac.rs), 0000-0235-5857-6110

3 University of Belgrade, Faculty of Transport and Traffic Engineering, Belgrade, [mail2@fon.bg.ac.rs](mailto:mail2@fon.bg.ac.rs), 0001-0031-5857-5547

**Abstract:** This document is a template for the technical preparation of papers to be included in the Proceedings of Sym-Op-Is 2025 in the English language (M33, according to the Serbian scientific publication categorization). The abstract is an integral part of every paper and should briefly present the main ideas, results, and conclusions. The length of the abstract should not exceed 200 words. It is not allowed to cite references or refer to tables or illustrations within the abstract.

**Keywords:** Operational Research, Sym-Op-Is 2025, Palić.

1. INTRODUCTION

Papers written in the English language that are reviewed and accepted will be published in the Proceedings, categorized under M33 (according to the Serbian scientific publication categorization). **The maximum length of the paper is 6 pages, including images, tables, references, and other appendices.** To format the paper, you should use this template, which defines all parameters, including page dimensions, margins, and styles necessary for proper text formatting.

Before formatting the paper, it is recommended to review the styles using the keyboard shortcut Alt + Ctrl + Shift + S. Styles are applied by first selecting the desired text and then choosing the desired style from the newly opened *Styles* tab. The text will be automatically formatted. Another way to select the desired style is through the *Quick Styles* option in the *Home* section of the main menu. If it is not possible to use the template and predefined styles, please follow the instructions provided in the text below.

2. PAPER FORMATTING

The paper format should be A4 (210 mm × 297 mm). All margins should be 2 cm (top, bottom, left, and right). On the first page of each paper, leave a space of 3 cm at the top reserved for the symposium logo. An example is provided on this page of the instructions.

On the left margin of the first page of the manuscript, below the header space, depending on the type of article, only the appropriate option should be selected.

In the next line, write the title of the paper. Below the title, list the authors' names and their affiliations, as shown on this page of the instructions. After the symbol , be sure to include the ORCID for each author. In the first empty line below the last author's address, apply the "Line" style.

After the title of the paper and the authors' names, provide a brief abstract in Serbian, spanning the width of the page. Then, provide a brief abstract in English in the same font. Below each abstract, list up to six keywords.

Review of Styles for Formatting Mandatory Parts of the Paper:

* **Type of Article:** Times New Roman 11 pt bold italic, Paragraph spacing: Before 12 pt, After 6 pt (style "Type of Article"),
* **Title of the Paper:** Arial 12 pt bold; Paragraph spacing: Before 12 pt

(styles "Title English"),

* **Author Names:** Times New Roman 11 pt; Paragraph spacing: Before 10 pt, After 6 pt

(style "Author"),

* **Affiliation, Email, and ORCID:** Times New Roman 9 pt; Paragraph spacing: Before 0 pt, After 0 pt (style "Affiliation"),
* **Abstract and Summary:** Times New Roman 11 pt italic, Paragraph spacing: Before 12 pt, After 6 pt (styles "Abstract"),
* **Keywords:** The number of keywords should be 3-6, format: Times New Roman 11 pt italic; Paragraph spacing: Before 0 pt, After 0 pt

(styles "Keywords").

Review of Styles for Formatting Other Parts of the Paper:

* **First-level headings (chapter titles):** Arial 11 pt bold, All Caps; Paragraph spacing: Before 12 pt, After 6 pt. Do not include automatic numbering for headings; number them manually. In the *Line and Page Breaks* tab, select *Keep with next* and *Keep lines together*

(style "Numbered Heading"),

* **Second-level headings (subheadings):** Arial 11 pt bold; Paragraph spacing: Before 12 pt, After 6 pt. Do not include automatic numbering for headings; number them manually. In the *Line and Page Breaks* tab, select *Keep with next* and *Keep lines together*

(style "Subheading"),

* **Regular text:** Times New Roman 11 pt; *Alignment:* Justified; Indentation: First line 0.5 cm

(style "Text"),

* **For bullet points formatting:** Bullets, Times New Roman 11 pt; Indentation: Left 0.5 cm, Special hanging 0.5 cm, *Alignment:* Left

(style "Bullet Points"),

* **For text without first-line indentation (e.g., after a mathematical expression):** Times New Roman 11 pt; *Alignment:* Justified; First line: 0 cm

(style "Text without indentation").

3. MATHEMATICAL EXPRESSIONS

Mathematical expressions should be written in a single line, with numbering on the right margin, as follows:

 (1)

where (1) denotes the serial number of the mathematical expression.

For formatting a line with a mathematical expression, use the "Equation" style with the following settings: Times New Roman 11 pt, First line 0.5 cm, Paragraph spacing: Before 6 pt, After 6 pt; Tab stops: 17 cm, Right. The numbering will automatically align with the right margin if you press the "Tab" key after typing the expression.

Mathematical expressions should be typed exclusively using the Equation or MathType software packages.

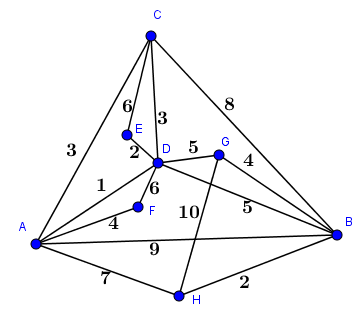
4. FIGURES, GRAPHS, AND TABLES

Figures, tables, and other graphical elements should be adjusted to the width of the page (maximum width 17 cm). Care should be taken regarding the quality of graphical representations. Each figure must be a single object with all necessary elements, without adding text over the image, lines, or other elements using the Draw tool in Microsoft Word.

All figures, illustrations, and tables must be numbered and titled. Figures and tables should be placed in the document after they are referenced in the text.

4.1. Figure and graph numeration

Title and numeration of figures and graphs should be centered in the line below the figure. Use the style "Figure Title" with the following settings: Times New Roman 11 pt, *Alignment:* Centered, Spacing: Before 3 pt, After 6 pt. An example is provided in Figure 1.



**Figure 1**: Figure name

4.2. Table labeling

Write the title and numeration of tables above the table (see Table 1), using left alignment, as shown in this guide. The required style is "Table Title" with the following settings: Times New Roman 11 pt, *Alignment:* Left, Spacing: After 6 pt.

**Table 1:** Table name

|  |  |  |  |
| --- | --- | --- | --- |
| **Plant** | **Production by plant (unit)** | | |
| **2019.** | **2020.** | **2021.** |
| I | 20 000 | 22 000 | 23 000 |
| II | 15 000 | 17 000 | 18 000 |
| III | 24 000 | 26 000 | 27 000 |

The font size in tables can be smaller than the font size of the regular text, but it must be readable, as illustrated in Table 2.

**Table 2:** Styles

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Style** | **Font** | **Other parameters** |
| Mathematical expressions in a separate line | Equation | Times New Roman 11 pt | First line 0.5 cm; Spacing: Before 6 pt, After 6 pt;  Tab stops: 17 cm, Right. |
| Figure name, under figure | Figure name | Times New Roman 11 pt | *Alignment:* Centered,  Spacing: Before 3 pt, After 6 pt. |
| Table name, above table | Table name | Times New Roman 11 pt | *Alignment:* Left;  Spacing: After 6 pt. |
| Text in table | / | Times New Roman 9 pt-11 pt | Arbitrarily |

5. CONCLUSION

In the conclusion, it is essential to clearly emphasize the key advantages and limitations of the research, as well as the potential practical applications of the results.

The paper should be submitted within the designated deadline. For more details, please refer to the information available on the conference website ([www.symopis2025.fon.bg.ac.rs](http://www.symopis2025.fon.bg.ac.rs)).

ACKNOWLEDGMENT

**This section of the paper should include a statement indicating whether the research has received financial support.** If it has not, include the statement: 'This research received no external funding.' Additionally, you may express gratitude to individuals and organizations that have contributed to the research process.

LITERATURE

List only the titles directly related to the topic of the paper. For in-text citations, use the APA style, for example: (Smith, 1922; Mettam & Adams, 2009; Karatas et al., 2022) or see (Smith, 2022). Common Reference Examples Guide you can find [**here**](https://apastyle.apa.org/instructional-aids/reference-examples.pdf)

It is recommended to use the *References* option in the main menu, which significantly simplifies referencing. When using this option, select the APA style from the *Style* dropdown menu. New sources are entered by selecting the *Insert citation → Add New Sources* option, where all required elements must be entered (fields marked with an asterisk after selecting the *Show All Bibliography Fields* option).

The list of references should be organized in alphabetical order at the end of the paper. To format the list of references, use the "Literature" style. An example is provided below.

Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. <https://doi.org/10.1007/978-3-030-05348-2_21>

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Mettam, G.R., & Adams, L.B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

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Strunk, W., Jr., & White, E.B. (2000). *The elements of style* (4th ed.). New York: Longman.