Guide for authors

Preparation of manuscripts

Manuscripts should be written in English. They should be typewritten double spaced on one side of the paper with a wide margin. Any corrections to the manuscript should be made in the text, not in the margins. Instructions to the desk editor should be made in the margins.

Footnotes. Do not use page footnotes. Put the material in text or use a normal reference.

References. All references to publications made in the text should be presented in a list of references following the text. The manuscripts should be carefully checked to ensure that the spelling of the authors’ names and dates are exactly the same in the text as in the reference list. In the text refer to the authors’ name (without initial) and year of publication. If reference is made in the text to publications written by more than two authors, the name of the first author should be used, followed by “et al.”. In the list of references, the names of authors and co-authors with initials should be mentioned. The reference should be arranged alphabetically on authors’ names, and chronologically per author. Do not number the references. If the author’s name in the list is also mentioned with co-authors, the following order should be used: (i) publications of the single author, arranged according to publication dates, (ii) publications of the same author with one co-author, (iii) publications of the author with more than one co-author.

Use the following system for arranging your references:


In case of publications in any other language than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be transliterated, and notations such as “(in Russian)” or “(in Greek, with English abstract)” should be added.

Formulae. Formulae should be typewritten, if possible. Subscripts and superscripts should be set off clearly. Greek letters and other non-Latin or handwritten symbols should be explained in the margin where they are first used. Take special care to clearly show the difference between zero (0) and the letter O, and between one (1) and the letter 1. Give the meaning of all symbols immediately after the equation in which they are first used. Equations should be numbered serially on the right-hand side and in parentheses. Only equations explicitly referred to in the text need in general be numbered. The use of S.I. units is encouraged. Money units may be in any principal currency.

Tables. Tables should be numbered according to their sequence in the text. The text should include references to all tables. Tables should be typewritten on separate pages, added to the manuscript. Each table should have a brief and self-explanatory title. Column headings should be brief, but sufficiently explanatory.

Figures. All illustrations are to be considered as figures, and each should be numbered in sequence.
with Arabic numerals. Original finished artwork of all illustrations should be supplied. Each figure should have a caption and these should be listed on a separate sheet. Figures should be planned to fit one column of the printed page (7\(\frac{1}{2}\) cm). Care should be taken that lettering on the original is large enough to be legible after reduction. Each figure should be identified. The approximate place of a figure in the test should be indicated in the margin. Color illustrations cannot usually be included, unless paid for by the author(s).

**Keywords.** From the following list a set of keywords should be chosen which best describe the contents of the paper:

Accounting/operations
Aggregate planning
Assembly line balancing
Batch manufacturing
Capacity management
Case study research
Cellular manufacturing
Computer-integrated manufacturing
Computer simulations
Constraint management manufacturing
Dispatching
Engineering/Operations
Environmental issues
Empirical research
Facility design
Facility layout
Facility location
Financial/economic analysis
Flexible manufacturing systems
Flow shop
Focused factory
Forecasting
Government regulation
Group technology
Human resource/OM interface
Implementation
Innovation
Interdisciplinary
International issues
Inventory control
Just-in-time/kanban
Job design
Job shop
Lead time
Logistics/distribution
Lot sizing
Maintenance and reliability

Manufacturing control systems
Marketing/operations interface
Master production scheduling
Materials management
Material requirements planning
Mathematical programming
Measurement and methodology
MIS/OM interface
Operation strategy
Operations control
Process design
Process industries
Product development
Production planning
Productivity
Project management
Project planning
Personnel and shift
Scheduling
Purchasing
Quality
Reengineering
Safety
Scheduling
Service operations
Shop floor control system
Staffing
Statistical analysis
Statistical process control
Supplier management
Technology management
Time-based competition
Vehicle scheduling
Warehousing
Work measurement
Yield management

**Submission of manuscripts**

Manuscripts to be submitted for publication must be previously unpublished, and not under consideration for publication elsewhere. They should be sent in 5 legible copies, to:

The Journal of Operations Management
The Editor
Jack Meredith
The Babcock Graduate School of Management
Wake Forest University
P.O. Box 7659, Winston-Salem
NC 27109-7659, USA
Tel.: 336/758-4467
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In order to publish the paper as quickly as possible after acceptance, authors are encouraged to submit the final text also on a 3.5” or 5.25” diskette. Both double density (DD) and high density (HD) diskettes are acceptable. The diskette may be formatted with either MS-DOS/PC-DOS or with Macintosh OR. See the Notes for Electronic Text Preparation at the back of this issue for further information. The final manuscript may contain parts (e.g. formulae, complex tables) or last-minute corrections which are not included in the electronic text on the diskette; however, this should be clearly marked in an additional hardcopy of the manuscript. Authors are encouraged to ensure that apart from any such small last-minute corrections, the disk version and the hardcopy must be identical. Discrepancies can lead to proofs of the wrong version being made.

**Processing**

All contributions are refereed. Copy editing of manuscripts is performed by Elsevier staff. The authors are asked to check the page proofs for typographical errors and to answer queries from the desk editor. Authors are requested to return the proofs without delay, to ensure uninterrupted processing. In the proof-stage, the publisher will not accept new material
unless permission from the editor has been obtained for the addition of a "note added in proof". Authors may be charged for extensive corrections in the proof-stage. Upon acceptance of an article, the author(s) will be asked to transfer copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information. A total of 50 offprints of each paper will be supplied free of charge to the author(s). Additional offprints can be ordered at prices shown on the offprint order form which will accompany the proofs.

**Further information**

All questions arising after the acceptance of manuscripts, especially those relating to proofs, should be directed to Elsevier Science Ireland Ltd., Elsevier House, Brookvale Plaza, East Park, Shannon, Co. Clare, Ireland. Tel.: (353) 61-709600, fax: (353) 61-709114.

To facilitate communication, authors are requested to provide their current e-mail address, telephone and fax number.