



# Journal of Operations & Production Management (BJO&PM)

## Guide for Authors

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## 1. Drafting of the article

The overall structure of the article must include the following:

- Title, Abstract, and Keywords
- English title, *abstract* and *keywords*
- Text (introduction, development and conclusion)
- References

To insure the "blind review" process, please make sure that the authors' names, biographical notes and acknowledgments are not in the document, not in the file properties.

## 2. General formatting

The page should be size A4 with these margins: top 2.5 cm, left 3.0 cm, 2.5 cm lower and right 2.5 cm. The font should be Calibri and point size is specified below according to section. Paragraphs should be single-spaced with the first line indented 0.5 cm.

## 3. Title, abstract, keywords, and text

The scientific journal BJO&PM only accepts articles in English.

**Title:** as objective as possible and without abbreviations or jargon. It should be centered, in lower case, bold, and a font size of 16.

**Summary/Abstract:** maximum 200 words, avoid acronyms, and tell what the study is about, its purpose, how it was done, and what its results are. It is important at this point the reader understand "what, why, and how the study was done" as well as what its results are.

**Keywords:** from 3 to 5. Should be simple and indicate the article content, ranging from its subject area to the singularities of the approach to the subject. The keywords are important instruments for search. So imagine what words typed by a user would bring up your article.

**Text:** maximum of 8,000 words (not including references). Each table or graph is equivalent to 200 words. Calibri 11-pt. font, single-spaced, justified alignment, and 6 pt. before and after spacing.



#### 4. Sections and subsections

They must be numbered in Arabic numerals and have at most three levels, following the formatting patterns given below.

##### 1. Example of level 1 (bold, size 12, with 18pt spacing before and 0pt after)

1.1. Example of level 2 (size 12 with 10pt spacing before and 0pt after)

1.1.1. *Example of level 3 (italic, size 12, with 10pt spacing before and 0pt after)*

#### 5. Foreign words

When used, they must be italicized. The title and summary in English do not count as foreign words, so should not be in italics.

#### 6. Tables, figures and equations

Tables, figures, and equations should be cited in the text at least once before exhibited.

##### 6.1. Tables

The table itself should be centered and follow the pattern shown in Table 1. Table titles should be at the top, enumerated, and centered, as in Table 1. The spacing should be 6 pt before and 0 after. Note that in the title of the table only the first word is capitalized.

The source must be cited below, centered and in font size 10, with 6 pt spacing before and 0 after. If the source is the author himself, it should be written as "Source: The author(s) own." If the data were organized by the author, but taken from another source, it should be cited as follows: "Source: Compiled from **Source (year)**", as in Figure 2.

**Table 1.** Stratification of Bovespa ISE companies 2011 by economic subsector

<b>Subsector</b>	<b>Total</b>	<b>Participation %</b>
Electricity	11	28.95
Financial Intermediaries	6	15.79
Wood and Paper	3	7.9
Steel and Metallurgy	2	5.26
Mobile	2	5.26
Water and Sanitation	2	5.6
Other	12	31.58

Source: Aded *et al.* (2012)

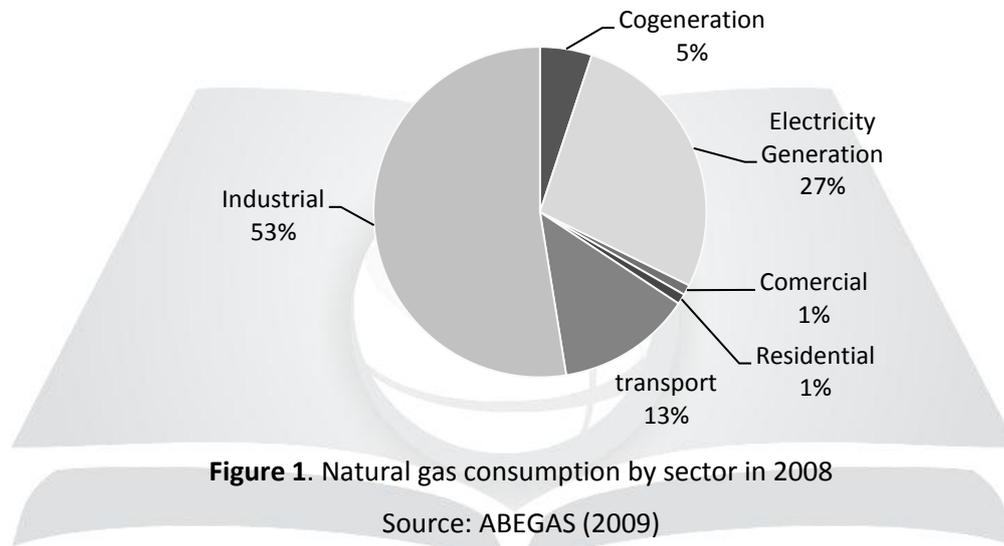
## 6.2. Figures

Figures are considered to be: schematic patterns, flowcharts, graphs etc.

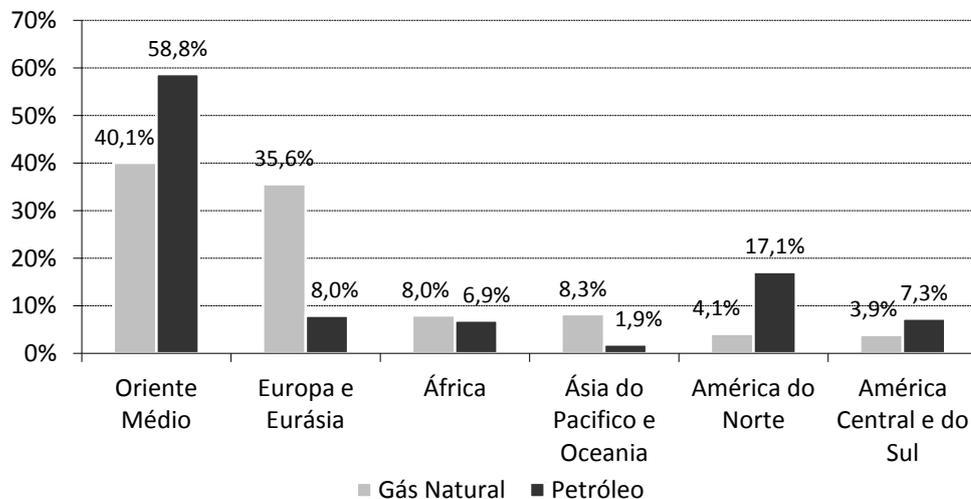
The figure should be centered. Try to use grayscale or hatching to help distinguish subtitles. Depending on the information, the author should choose the most suitable type of organization/graphic layout (rows, columns, circular etc.).

The title should appear below, be numbered, and centered. The font should 11-pt Calibri and spacing should be 6 pt before and 0 after. Note that only the first word of the title is capitalized.

The source should be cited just below the title, centered, and in 10-pt font, with spacing of 6 pts before and 0 after. If the source is the author himself, it should be written as "Source: The author(s) own." If the data were organized by the author, but taken from another source, it should be cited as follows: "Source: Compiled from **Source (year)**", as in Figure 2.



Another example of a figure can be seen in Figure 2.



**Figure 2.** Distribution of proven oil reserves in the world

Source: Compiled from BP Statistics (2006), WEO (2006)



### 6.3. Equations

You should use the Equation (Microsoft Word <sup>®</sup>) or equivalent. The equations should be mentioned in the text and listed sequentially, according to Equation 1. The alignment should follow the right edge alignment and equation centralized. For more details, visit the [guide](#).

$$E = m * c^2 \quad (1)$$

where,

*E*: energy [J]

*m*: mass [Kg]

*c*: speed of light in vacuum [m/s]

## 7. Units of Measure

The units of measurement should follow the International System (IS), unless the use of another system is more appropriate for the article.

## 8. Citations and references

If you have questions about issues related to plagiarism, visit the [booklet on plagiarism](#).

The standard adopted in this journal is the Harvard style.

### 8.1. Citations

For **three or more** authors: Aded *et al.* (2012) argue that the use of *apud* should be avoided and should be used only when the original work can not be accessed in any way by the author. If possible, you should avoid using old references and prioritize bringing the latest current debates on the proposed topic (Aded *et al.*, 2012). The term "*et al.*" Should be in italic format, because it is a foreign phrase in Latin meaning "and others".

The use of Latin in this context is a convention for citation form. Somehow this convention brings dynamism, organization, and elegance to scientific production. In order to follow this line of reasoning and seeking a more consistent and appropriate form for the quote, we adopted the use of Latin also for quotes with 2 (two) authors, as detailed below.

For **two** authors: According to Aded *et Hill* (2012) - not "Aded and Hill" or "Hill & Aded" – all authors cited should be referenced in the "References" section. Likewise, whatever is in the references should be properly cited throughout the text (Hill *et Aded*, 2012).

For **one** author: According to Aded (2012), this is the standard citing throughout the text. However, it is possible that the quotation comes at the end of a paragraph (Aded, 2012). For Aded (2013a), if two works are by the same author, each should carry a letter in alphabetical order after the date (Aded, 2013b).



## 8.2. References

References should appear after the "Conclusion" section, entitled "References", in the same format as Level 1, but without numbers. The paragraph should have a hanging indent, offset 1.25 cm (paragraph / back / special / displacement), and justified according to the standards listed below:

### Article from print journal

Jordão, R., Souza, A. and Teddo, A. (2012), "Governança Corporativa e ética de negócios: uma análise nos principais modelos internacionais de controle interno", *Sistemas & Gestão*, Vol.7 No.1, pp. 76-92.

### Article from online journal

Jordão, R., Souza, A. and Teddo, A. (2012), "Governança Corporativa e ética de negócios: uma análise nos principais modelos internacionais de controle interno", *Sistemas & Gestão*, Vol.7 No.1, available at: [www.uff.br/sg/index.php/sg/article/view/V7N1A5/V7N1A5](http://www.uff.br/sg/index.php/sg/article/view/V7N1A5/V7N1A5) (Acesso em 08 de Agosto de 2012).

### Book

Kaplan, R. et Norton (2004), *Mapas estratégicos: convertendo ativos intangíveis em resultados tangíveis*, 1 ed., Elsevier, Rio de Janeiro, RJ.

### Book chapter

Estrin, S., Meyer, K. and Bytchkova, M. (2006), "Entrepreneurship in transition economies", in Casson, M. et al. (Ed.), *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford, pp. 693-725.

### Ebooks

Aded, L. et Hill, M. (2012), *Como referenciar ebooks nas Referências*, 1 ed., Pensar Editora, Niterói, RJ, available at: <http://faculty.vassar.edu/lowry/intro.html> (Acesso em 1 de Fevereiro de 2009).

### Dissertations and Theses

Côrtes, R. (2011), *Análise da viabilidade econômica da ecoeficiência em construções: o caso da construção civil no Estado do Rio de Janeiro*, Tese de Doutorado em Engenharia Civil, Universidade Federal Fluminense, Niterói, RJ.

### Symposiums and Conferences

Cruz, A., Benzecry, J., Almeida, M., Rezende, M. (2012), "Avaliação de empresas em condições de incerteza", paper presented at CNEG 2012: Congress Management Excellence, Rio de Janeiro, RJ, 8-9 June 2012, available at: [www.excelenciaemgestao.org/pt/anais.aspx](http://www.excelenciaemgestao.org/pt/anais.aspx) (Accessed on 8 August 2012).

**Note:** if there are references to several works by the same author, the order of presentation in references should follow the logic below:

Aded, L. (2010)

Aded, L. (2012a)



Aded, L. (2012b)

Aded, L. *et* Hill, M. (2009)

Aded, L. *et* Hill, M. (2010a)

Aded, L. *et* Hill, M. (2010b)

Aded, L., Hill, M. *et* Pimentel, L. (2010a)

Aded, L., Hill, M. *et* Pimentel, L. (2010b)

