

## Author Guidelines

Contributions to BJOPM can be submitted anytime, through the "Submission Management System" at <http://www.uff.br/bjopm/>.

### General Instructions

BJOPM publishes original and high quality articles, which have a significant impact on POM theory and practice. Also the articles accepted for publication in the BJOPM should meet strong theoretical basis and rigors on methodological aspect.

### Manuscript

The article should be done on an A4 paper size (ISO 210 × 297 mm), double line spacing, wide margins and Times New Roman font, 12, justified. Articles should have within 4,000 and 8,000 words in length (papers below or exceeding this limit will not be considered for reviewing). The following sequence for the paper structure is suggested: Title; Abstract; Keywords; Introduction; Main body; Conclusions; acknowledgments when applicable; and References.

### Title

A not too long title should be provided. The title should precisely accomplish the main idea of the paper and must be typed in Times New Roman font, 14, all caps, centered.

### Introduction

The introduction should contain information intended for all readers of the journal, not just for specialists. It should describe the problem statement, its relevance, significant results and conclusions from prior works and also the objectives of the work described in the manuscript submitted.

### Research Methodology

It should be clearly described under a separate heading. The methodology must justify the main results presented in the paper.

### Headings

Headings must be short, clearly defined and not numbered. Heading sections should be typed boldface, all in capital letters, flush with left-hand margin. Leave one line before and after headings. Subheadings should be typed bold-faced, flush with left-hand margin and only the first letter of each word should be capitalized. Notes or endnotes should not be used.

### Figures and Tables

Figures and tables must be included in the main text and, individually, numbered and captioned with a brief title. They must be black and white with minimum shading and numbered consecutively using Arabic numerals. Captions should be put below figures and above tables. Leave one line before (tables) and after (figures).

### Equations

Equations should be typed flush with the left-hand margin and numbered consecutively with the numbers in brackets, justified on the right. Leave one line above and before equations.

### References

References to other publications should be complete and in Harvard style. They should contain full bibliographical details and journal titles should not be abbreviated. For multiple citations in the same year use a, b, c immediately following the year



of the publication. References should be shown within the text by giving the author's last name followed by a comma and year of publication, all in round brackets, e.g.

(Fox, 1994). There should be, at the end of the article, a reference list, in alphabetical order, as following:

- a) **for books:** surname and initials of author(s) and year of publication by brackets, title, publisher, place of publication, e.g.

Suh, N.P. (2001) *Axiomatic design – advances and applications*. New York: Oxford University Press.

- b) **for chapters in edited books:** surname and initials of author(s) and year by brackets, title, editor's surname, initials, title, publisher, place, pages, e.g.

Bessley, M. and Wilson, P. (1984) Public policy and small firms in Britain, in: Levicki, C. (Ed.), *Small Business Theory and Policy*. London: Croom Helm, pp. 111-26.

- c) **for articles:** surname and initials of author(s) year by brackets title, journal, volume, number, pages, e.g.

Coughlan, P. and Coughlan, D. (2002) Action research for operations management. *International Journal of Operations and Production Management*, Vol. 22, No. 2, pp. 220-240.

#### Notes:

Electronic sources should include the URL of the electronic site at which they may be found or the DOI code (if available), as following:

Neuman, B.C. (1995) Security, payment, and privacy for network commerce. *IEEE Journal on Selected Areas in Communications*, Vol. 13, No. 8, pp. 1523-31. <http://dx.doi.org/10.1109/49.464720>

#### Authors' Affiliation and Biography

Authors' names and details must not be included anywhere in the article. Instead, a brief autobiographical note (about 100 words) must be supplied, including full name, affiliation, email address and full international contact details, on a separated sheet of paper.

#### Abstract and Keywords

Authors must supply an abstract (100-200 words). Up to 5 keywords should be included which encapsulate the principal subjects covered by the article. The abstract should mention the objective, the research method and main contributions of the paper.