

Manuscript Guidelines

General Instructions

A manuscript file with no author's identification should be submitted to: bjopm@abepro.org.br together with a separate page with author(s) details. The article should be prepared using an A4 paper size (ISO 210 x 297 mm) in double line spacing with wide margins, and Times New Roman font 12 points, justified. Articles should be between 4,000 and 8,000 words in length (papers below or exceeding this limit will not be considered for reviewing). The following sequence is suggested (paper structure): title; abstract; keywords; introduction; main text and subject; conclusions; acknowledgements when applicable; and references.

Title

A title not too long should be provided. The title should precisely represent the subject of the paper in Times New Roman font 14 points, all caps and centred.

Authors Affiliation and Biography

All authors not included whose details must be printed on a separate sheet and the author should not be identified anywhere else in the article.

A brief autobiographical note (about 100 words) should be supplied including full name, affiliation, e-mail address and full international contact details.

Abstract and Key words

Authors must supply an abstract (100-200 words). Up to 5 keywords should be included which encapsulate the principal subjects covered by the article.

Introduction

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

Research Methodology

It should be clearly described under a separate heading.

Headings

Headings must be short, clearly defined and not numbered. Section headings should be typed bold-face, 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 should be capital. Notes or Endnotes should not be used.

Main Text and Subject

Times New Roman font 12 points, justified. Paragraphs should not have any space indentation.

Figures and Tables

Figures and tables must be included in the main text and must be individually numbered and captioned with a brief title. They should be provided both electronically and as good quality originals and 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) or after (figures).

Equations

Equations should be typed flush with the left-hand margin and numbered consecutively with number in brackets 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 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). At the end of the article should be a reference list in alphabetical order as follows:

(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 chapter in edited book

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.

If there are three or more authors, the expression 'et al.' can be used.

Electronic sources should include the URL of the electronic site at which they may be found, as follows: 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. Available: <http://www.research.att.com/jsac>. Access: 27th March, 2005.

- From October 2008, papers submitted to the journal should be sent electronically to:

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