

**Style Guide**  
**Journal of Purchasing and Supply Management**  
**Version: 2009.1**

**1. General.**

1. Articles should be 4000-7000 words long (exclusive of references and tables).  
Articles longer than 7000 words will be accepted on an occasional basis, if the topic demands this length of treatment. Shorter articles may be suitable for our Notes and Debates category.
2. The manuscript should be written double-spaced (throughout), in 12 pt. font.
3. Use A4 page format, with 2.5 cm margins all around. Number all pages.
4. Use full justification, i.e., use a constant right-hand margin.
5. Ensure that each new (sub)section and paragraph is clearly indicated.
6. Present tables and figures on separate pages, at the end of the manuscript.
7. Italics are not to be used for expressions of Latin origin; for example, *in vivo*, *et al.*, *per se*.
8. Use decimal points (not commas); use a space for thousands (e.g. 10 000 and above).
9. Please write your manuscript in good English (UK spelling and punctuation).

Consult a recent (on-line) issue of the journal to become familiar with layout and conventions. Manuscripts will be returned to the author if they are not submitted in the form prescribed.

**2. Title page.**

Provide the following data on a separate title page (in the order given).

*2.1. Title.*

Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

*2.2. Author names and affiliations.*

Present the author's affiliation addresses below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Provide the full postal address of each affiliation and the e-mail address of each author.

*2.3. Corresponding authors.*

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Ensure the telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

*2.4. Number of words.*

Clearly state the number of words (exclusive of references and tables).

*2.5. Acknowledgements.*

Make sure to acknowledge any funding or feedback provided to the research underlying the manuscript. Collate acknowledgements on the title page of the manuscript and do not, therefore, include them at the end of the manuscript, as a footnote or otherwise.

Apart from this title page, the manuscript may not contain any explicit or implicit reference that may reveal the identity of the author(s).

If an author has moved since the work described in the article was done, or was visiting at the time, the affiliation at which the author actually did the work may be indicated as a footnote to that author's name. (Superscript Arabic numerals are used for such footnotes.)

### 3. Main text.

Please start your manuscript with title, abstract, and keywords.

#### 3.1. Title.

(see above)

#### 3.2. Abstract.

A concise and factual abstract is required (maximum length 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

#### 3.3. Keywords.

Immediately after the abstract, provide a maximum of three keywords or phrases (maximum 10 words in total), avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes, so make sure they are appropriate, relevant and precise.

#### 3.4. Introduction.

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

#### 3.5. Subdivision of the article.

Divide your article into clearly defined sections and subsections, with appropriate headings. Headings should be in Sentence case and numbered with Arabic numbers, with a maximum of three levels. The first level headings should be in bold script, the other headings in italics. Each heading should appear on its own separate line, preceded by a blank line (not after). For instance:

<p><b>3. Research method</b> .....</p> <p><i>3.1. Data collection</i> ....</p> <p><i>3.1.1. Sampling frame</i> .....</p>
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Use these headings also for internal cross-referencing; do not just refer to 'above .....' or 'below...!'

#### 3.6. Conclusions.

The main conclusions of the study may be presented in a Conclusions section. These may stand alone or form a subsection of a Discussion or Results and Discussion section.

#### 3.7. Appendices.

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: (Eq.A.1), (Eq.A.2), etc, in a subsequent appendix, (Eq.B.1) and so forth.

#### 3.8. References.

See separate section, below.

#### 3.9. Footnotes.

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article (i.e. as Endnotes), after the Reference list.

#### 3.10. Figures, tables, schemes.

Present these, in this order, at the end of the article. To indicate their position in the main text, use e.g.: "Insert Figure 1 about here" – on a separate line. They are described in more detail below.

### 3.11. Text graphics.

Present incidental graphics (elaborate drawings, pictures etc.) not suitable for mention as figures, plates or schemes at the end of the article and number them 'Graphic 1', etc. Their precise position in the text can then be defined similarly (both on the manuscript and in the file). High-resolution graphic files must always be provided separate from the main text file.

### 3.12. Figures.

Number figures with Arabic numbers, consecutively in accordance with their appearance in the text. Make sure to provide appropriate sources when based on the work of others. A straight copy of someone else's figure (or table) requires copyrights to be arranged by the author(s).

### 3.13. Tables.

Number tables with Arabic numbers, consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. Make sure to provide appropriate sources when based on previous literature.

### 3.14. Units.

All units should be given in metric (SI) units.

## 4. References.

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

### 4.1. General.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

### 4.2. Citing and listing of web references.

As a minimum, the full URL should be given and the date visited. Any further information, if known (author name etc.), should also be given. Web references should be included in the general reference list.

### 4.3. In-text citations.

Citations in the text should be in the following style:

(Author1 and Author2, Year). For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Examples: "(Yin, 2003)", "(White and Poynter, 1990)", "(Harland et al., 2005)", "(Van Raaij et al., 2007; Yin, 2003)".

### 4.4. Reference list.

JPSM uses its own style for references in the reference list:

- Use Title Case for all titles of journals and books (i.e., capitalise the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and all proper verbs, nouns, pronouns, adjectives, and adverbs).
- Use Sentence case for all titles of journal articles and of book chapters (i.e., capitalise only the first letter of the first word of a title and subtitle, and the first word after a colon or a dash in the title).
- No elements of the references are to be italicised.
- Note that journal names are not to be abbreviated.

Please see the following examples.

Reference to a journal publication:  
Harland, C., Knight, L., Lamming, R., Walker, H., 2005. Outsourcing: Assessing the risks and benefits for organisations, sectors and nations. *International Journal of Operations & Production Management* 25 (9), 831–850.

Reference to a book:

Yin, R.K., 2003. *Case Study Research: Design and Methods*. Third ed. Sage, Thousand Oaks, CA.

Reference to a chapter in an edited book:

White, R.E., Poynter, A.T., 1990. Organizing for world-wide advantage. In: Bartlett, C.A., Doz, Y., Hedlund, G. (Eds.). *Managing the Global Firm*. Routledge, New York, NY, pp. 95–113.

Reference to conference proceedings [include page numbers if available]:

Van Raaij, E.M., Brandon-Jones, A., Reunis, M.R.B., 2007. The impact of e-procurement quality factors on user acceptance of e-procurement systems. In: Lamming, R. (Ed.). *Purchasing & Supply Research: Practice makes Perfect*. Proceedings of the 16th IPSE Conference, 1–4 April 2007, Bath (UK).

References should be arranged alphabetically by first author name. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. Order such works alphabetically by first noun of the title.

For multiple works with the same (first) author, use the following rules:

- First list all single-authored works in chronological order.
- Then list all double-authored works, first in alphabetical order of the second author and then, if needed, in chronological order.
- Then list all other works with more than two authors, in alphabetical order of second author. Works from the same year must be identified with "a", "b", "c", even if names of co-authors vary, as these works are cited in-text with "et al." and thus can only be traced back by the reader by first author name and year.

#### **5. Electronic format requirements.**

We accept most word processing formats, but Word is preferred. Save your files using the default extension of the program used. It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of your word processor.

Please note that our electronic submission system (EES) requires you to separately upload the following documents (in sequence): cover letter; revision notes (response to reviewers); title page; manuscript; figures; tables.

#### **6. Preparation of supplementary data.**

Elsevier now accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier web products, including ScienceDirect: <http://www.sciencedirect.com>. For more detailed instructions please visit <http://authors.elsevier.com>.