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ISSN: 0377-2217

### DESCRIPTION

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The *European Journal of Operational Research (EJOR)* publishes high quality, original papers that contribute to the methodology of **operational research (OR)** and to the practice of **decision making**. *EJOR* contains the following types of papers:

- Invited Reviews, explaining to the general OR audience the developments in an OR topic over the recent years
- Innovative Applications of OR, describing novel ways to solve real problems
- Theory and Methodology Papers, presenting original research results contributing to the methodology of OR and to its theoretical foundations,
- Short Communications, if they correct important deficiencies of papers previously published in *EJOR*

The Theory and Methodology Papers are classified into one of the seven headings:

- Continuous Optimization
- Discrete Optimization
- Production, Manufacturing and Logistics
- Stochastics and Statistics
- Decision Support
- Computational Intelligence and Information Management
- Interfaces with Other Disciplines

In addition to these types of papers, *EJOR* contains Book Reviews.

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Please see our [Guide for Authors](#) for information on article submission. If you require any further information or help, please visit our [Support Center](#)

### AUDIENCE

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Researchers and practitioners working in the area of operational research/management science

## IMPACT FACTOR

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2017: 3.428 © Clarivate Analytics Journal Citation Reports 2018

## ABSTRACTING AND INDEXING

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International Abstracts in Operations Research  
Science Citation Index Expanded  
Zentralblatt MATH  
COMPENDEX  
Current Contents/Engineering, Computing & Technology  
CompuMath Citation Index  
Research Alert  
Mathematical Reviews  
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# GUIDE FOR AUTHORS

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## INTRODUCTION

### *Editorial policies*

The *European Journal of Operational Research* (EJOR) publishes high quality, original papers that contribute to the methodology of operational research (OR) and to the practice of decision making. Extended versions of papers published in conference proceedings are not solicited. The relation with ongoing research should be demonstrated by providing proper reference to the recent OR literature. With application papers, originality should be demonstrated by applying OR to a problem with interesting new aspects or by providing fresh insights leading to successful implementation. Practitioners often suffer from the need to conceal commercial secrets. Referees will take this into sympathetic consideration when advising on an application paper, but it will not be allowed to detract from the clarity of the presentation.

#### *Types of paper*

EJOR includes the following types of papers:

#### • **Theory and Methodology Papers**

Papers presenting original research results contributing to the methodology of OR and to its theoretical foundations. The Theory and Methodology Papers will be classified by the Editors into one of seven sub-headings, based on the List of EJOR Keywords:

1. Continuous Optimization
2. Discrete Optimization
3. Production, Manufacturing, Transportation and Logistics
4. Stochastics and Statistics
5. Decision Support
6. Computational Intelligence and Information Management
7. Interfaces with Other Disciplines

#### • **Innovative Applications of OR**

Papers describing novel ways to solve real problems. A paper presenting an Innovative Application of OR may be worthy of publication simply because it can be used to convince managers of the value to be gained by applying OR to particular problems.

#### • **Short Communications**

Short Communications are considered, but only if they correct important deficiencies of papers published in EJOR during the last 5 years.

#### • **Invited Reviews**

Review papers, submitted by invitation only, which explain to the general OR audience the developments in an OR topic over recent years. An Invited Review may be either on a specific research topic, a tutorial, or a bibliographic survey. Note: Anyone interested in writing a review is requested to suggest a topic to one of the Editors, or to a member of the editorial board of EJOR before submitting a paper. If the topic is considered suitable, an invitation to submit will then be given. Unsolicited review papers will be returned to the authors.

#### • **Special Issue Papers**

EJOR occasionally publishes groups of papers on topical themes. Submissions are handled by one or more Guest Editors. Special issues that are open for new submissions will each have their own paper type available in the submission system. Please visit the current list of [Calls for Papers](#) to see which special issues are open for new submissions.

#### *Advice from the Editors*

EJOR has a very high volume of submissions and acceptance is competitive. Therefore, papers that do not contain a major new research finding, or novel approach to the application of OR, are likely to be rejected. A paper may also be rejected because - in the opinion of the Editor - it does not make a sufficient scientific contribution.

All papers will be subject to an initial screening and technical check by the EJOR Managing Editor. Please carefully read the guidelines for **NEW SUBMISSIONS** below. If your article is written in poor English or does not contain all of the required components, it will not progress to peer review stage.

Articles that do not pass the Managing Editor screening or do not conform to the Editorial Policy are likely to be rejected without peer review.

#### • **Are you making a new submission?**

All papers will be screened by the EJOR Managing Editor to make sure they conform to all Journal requirements. Please carefully read the **PREPARATION** section of this Guide for Authors for more details on each of the required components for New Submissions. We recommend you check this even if you have submitted to EJOR recently, as some requirements may have changed.

• **Has your submission been returned by the Managing Editor?**

The Editorial Policy of EJOR is such that your paper will not be able to progress to peer review until it is of a good standard of English and contains all of the required components. If you have received the message Send Back to Author then your paper has not passed the technical checks and unfortunately does not comply with one or more of the Journal policies. Please carefully read the feedback from the Managing Editor to establish the reason your paper was returned, then consult the relevant **PREPARATION** section below for more information on how to improve and progress your paper.

• **Have you received an Editorial decision of Revise?**

If an Editor has made the decision that you need to revise your paper, for example Minor Revision or Major Revision, please carefully read the decision letter and any Editor and reviewer comments in order to make the required changes to your paper. When you are ready to resubmit, visit the **REVISED SUBMISSIONS** section. It contains advice, and details of the extra components required with your resubmission.

## **BEFORE YOU BEGIN**

### **Ethics in publishing**

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

### **Ethical statement**

Papers going through the peer-review process, before being accepted for publication, obtain an average of over five reports from three reviewers. For each paper that enters the review process, several fellow scientists devote their time and efforts to reading this work and providing comments. To keep this process operational and ensure a fair distribution of the workload, we expect that all submitting authors and co-authors are willing to review papers. We understand there may be reasons you cannot accept a request at certain times, however, refusing many requests over a long period of time is unwanted and not fair on other reviewers. After all, if you have time to write papers, then there should be time to review other papers, despite other teaching, administrative or editorial duties.

As editors, we observe increased concerns of authors regarding the proper re-use of published material. In general, copying copyrighted material constitutes plagiarism unless there is an agreement of the copyright holder and the copied material is referenced appropriately (the identical material needs to be highlighted and the source reported with the page number from which the text is taken). EJOR prohibits plagiarism of any kind. Papers extending previously published results (e.g., as is common for conference proceedings) therefore need to ensure that previously copyrighted material is not re-published. In general, the journal does not consider extended versions of conference proceedings.

Finally, we expect that all authors of a submitted paper have read the complete paper and have played an important part in the research. Acting as or allowing a "ghost-author" (for financial remuneration) is unethical and may lead to a submission ban for all involved authors. We highly disapprove of such behavior and would like to raise awareness in the community about the fact that it is against ethical rules in publishing. Any suggested change in the set of authors after a first submission has to be carefully explained in the submission letter of a new version, and will typically not be accepted after a minor revision decision.

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### **Changes to authorship**

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

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## Submit your article

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## Peer review

The continuing success of EJOR relies not only on high quality submissions, but also on high quality reviews. The editors therefore ask all authors to act also as reviewers and to register for an account in EES if they are not already registered.

This journal operates a single blind review process. All contributions will be screened by the EJOR Managing Editor for language and completeness and, if they pass, assessed by an EJOR Editor for suitability for the journal. Papers deemed suitable are typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. [More information on types of peer review](#)

## PREPARATION

### NEW SUBMISSIONS

New submissions should be submitted as a single file, which will be used in the refereeing process. The single manuscript file can be a PDF file or word document. If you prefer to do so, you may still provide some or all source files in addition to the single file. Please note that individual figure files larger than 10MB must be uploaded separately. The total size of the combined submitted files must not exceed 30MB.

If your source files are in LaTeX, please visit our [LaTeX site](#).

### Requirements for New Submissions

Your article will be screened by the EJOR Managing Editor and must conform to the following guidelines in order to progress:

#### 1. Standard of English

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop.

Papers written in poor English will immediately be returned to the authors.

#### 2. Article format

##### • Page extent

The article should not exceed 30 pages (or 10 pages for Short Communications). The page limit includes the abstract, figures and tables, the main manuscript and the references. If necessary, Appendices can be uploaded as Supplementary Materials.

##### • Format of text

The article should be A4 or letter size, in single column pages, with 11pt font and 1.5 line spacing. Please do not use double column format or line numbering; line numbers will be added to your paper by the submission system.

##### • Figures and tables

Please ensure that figures and tables embedded in the single manuscript file are placed next to the relevant text in the article, not at the bottom or top of the file.

Figures should be of a high enough quality for refereeing.

##### • Reference format

References should follow the style used by the American Psychological Association (APA), with the reference list arranged alphabetically. The use of DOIs is encouraged. Please see the references section in **MORE INFORMATION** for details.



### 3. Article structure

The structure should be easy to follow. Sections should be clearly defined and numbered, with headings on separate lines.

Please include the following sections, taking into account the requirements for each:

- **Title page**

**Article title.** Please avoid formulae wherever possible. Abbreviations and acronyms are not permitted.

**All author names and affiliations,** including email addresses and postal addresses.

Clearly indicate which author is the **corresponding author.**

- **Abstract**

A 50-250 word summary of the article.

Please do not include formulae.

Please do not include unqualified abbreviations or acronyms. Any abbreviation or acronym that you have defined in the abstract should be redefined in the manuscript text.

References should be avoided, but if necessary, include the full reference.

- **Keywords**

The first keyword should be selected from the list of EJOR Keywords.

Please note that the first keyword should also be **entered separately under Section/Category in the submission system.**

Please include up to 4 additional keywords of your choice.

### 4. Supplementary materials

If your article contains any videos or other supplementary materials, these should be included in your initial submission for peer review purposes.

Please upload supplementary materials as separate files. Note that they will be available in the online version only.

#### **New Submissions: file inventory**

##### **Mandatory**

- Manuscript file in PDF or Word format

##### **Optional**

- Cover letter
- Manuscript source files
- Graphical abstract\*
- Highlights\*
- Supplementary materials\*

Please note that for new submissions of previously rejected papers, an additional "Comments to reviewers" file must also be included.

#### **New Submissions: checklist**

Before submitting a new manuscript to EJOR, please ensure that your article:

- Conforms to Elsevier's Ethical Guidelines for Journal Publication
- Is written in good British or American English
- Does not exceed 30 manuscript pages (or 10 pages if a Short Communication)
- Uses single column formatting, 11pt font, 1.5 line spacing, and has no line numbers
- Has figures and tables embedded next to relevant text
- Includes references in APA format, with an alphabetical reference list\*
- Includes a Title Page, containing all of the essential title page information\*
- Includes one keyword from the list of EJOR Keywords and no more than 4 additional keywords\*
- Does not contain formulae, abbreviations or acronyms in the Title
- Does not contain formulae or unqualified abbreviations or acronyms in the Abstract
- Does not contain unqualified abbreviations or acronyms in the main text
- Is in a single PDF or Word document (source files and/or supplementary materials\* can be uploaded separately if needed)

\*Please see the relevant sections in **MORE INFORMATION** for details.

## **REVISED SUBMISSIONS**

After peer review, if an editorial decision of "Revise" is made, authors are asked to update their manuscript, according to the advice given by the Editors and referees. Authors are advised to revise and resubmit their manuscript no later than 6 months after the decision. If the revision is not submitted within this time, the review process of the paper will be terminated, and the revised paper will need to be submitted as a new submission.

### **Requirements for Revised Submissions**

All revised submissions will be screened (again) by the EJOR Managing Editor, before being passed back to the relevant Editor.

In order for the Editor and/or referees to be certain that the requested changes have been carried out, please clearly outline all of the changes made to the article since its last submission, for example by colouring any new text in red. Changes should also be referred to in the 'Comments to reviewers' file. If there are too many changes, please explain this in the 'Comments to reviewers' file. Note that there is no need to include an additional, clean, version of the manuscript.

At revision stage, several additional components are needed. These should be submitted as separate files:

#### **• Highlights**

A short collection of bullet points that convey the core findings of the article.

Please see the Highlights section in **MORE INFORMATION** for details.

#### **• Comments to reviewers**

A separate document containing author responses to each of the Editor and/or reviewer queries and suggestions. Each of the changes made to the manuscript since the last review should be explained in this file.

#### **• Manuscript source files**

Regardless of the file format of the original submission, at revision stage authors must provide editable files of the entire manuscript.

These source files (e.g. Word, LaTeX) are required to typeset your article for final publication, in the event that an editorial decision of "Accept" is later made.

### **Revised submissions: file inventory**

#### **Mandatory**

- Manuscript file, with changes clearly shown
- Highlights\*
- Comments to reviewers
- Manuscript source files

#### **Optional**

- Cover letter
- Graphical abstract\*
- Supplementary materials\*

### **Revised submissions: checklist**

Before submitting a revised manuscript to EJOR, please ensure that your article (still):

- Conforms to Elsevier's Ethical Guidelines for Journal Publication
- Is written in good British or American English
- Does not exceed 30 manuscript pages (or 10 pages if a Short Communication)
- Uses single column formatting, 11pt font, 1.5 line spacing, and has no line numbers
- Has figures and tables embedded next to relevant text
- Includes references in APA format, with an alphabetical reference list\*
- Includes a Title Page, containing all of the essential title page information\*
- Includes one keyword from the list of EJOR Keywords and no more than 4 additional keywords\*
- Does not contain formulae, abbreviations or acronyms in the Title
- Does not contain formulae or unqualified abbreviations or acronyms in the Abstract
- Does not contain unqualified abbreviations or acronyms in the main text
- **Shows changes made to the manuscript**
- **Includes a separate Highlights\* file**
- **Includes a separate Comments to reviewers file**
- **Includes separate source files**

\*Please see the relevant sections in **MORE INFORMATION** for details.

## **MORE INFORMATION**

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