Transportation Journal

A journal of the Association for Supply Chain Management

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Contributor Guidelines

Submission Information
All articles, notes, comments, and book reviews must be submitted electronically to www.editorialmanager.com/TransJour. *Articles* are received with the understanding that they have not been either published or submitted for review elsewhere. For more information, please e-mail the co-editors, Yoshinori Suzuki or David Swanson. For questions about *book reviews* or *Industry Notes*, please contact Robert Overstreet.

Adherence to the following guidelines will facilitate the publication of articles after they undergo the review process.

1. Manuscripts must be submitted electronically in Microsoft Word format (Times New Roman font, size 12, flush left, double spaced). Printed copy submissions or submissions in other digital formats will not be accepted. Pages must be numbered. Length of text (not including tables, figures, endnotes, and references) should be within the range of 3,000–6,000 words. For a manuscript submitted as an Industry Note, the length of text should be approximately 3,000 words. The manuscript must be accompanied by an abstract of 100–200 words, which clearly states the principal conclusions of the article.

2. Documents should not contain automated formatting. The following represent some examples of formatting that should be avoided:
   A. No function of "Track Changes" should be in use.
   B. The "Style" field should read "Normal" throughout the text.
   C. The article title should be set flush left (do not tab or format an indent).
   D. The "tab" key should be used for paragraph indentation, not the paragraph indent function or the space bar.
   E. Headings should not have bold type but should be set off with line spaces (subheads may be placed in italic to distinguish them from a full heading).
   F. Do not use automated lists. All numbers or bullets must be keyed.
   G. The endash (–) should be used for inclusive numbers, not a hyphen (-).
   H. Epigraphs and extractions from other published works should be set off with line spacing. Do not format an indent.

3. A title page must be submitted as a separate file from the article text. Information of each co-author should contain, name, job title, affiliation, and mailing address. For a corresponding author, please also provide email address and phone number.

4. Tables, figures, charts, and photos must be submitted as a separate file from the article text with an indication in the text for placement, i.e., <Table 1>, <Figure 2>, <Photo 3>. They must be submitted in the original format at the size the author would like them to appear.
   I. Tables should be submitted in Word.
   J. Charts and graphs should be submitted in Excel.
   K. Figures and diagrams created in PowerPoint should be submitted in PowerPoint.
   L. Digital images should be submitted in either .tiff, .eps, or .jpeg files at 300 dpi in order for the images to be print-worthy.
   M. All digital files should be grey scale.

N.   Please ensure readable font size of text used in all figures, diagrams, and images.

5   Endnotes are used to elaborate on information presented in the article text. If endnotes are used, they must be numbered consecutively throughout the article and be indicated by superscript numerals following the punctuation. The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period. All endnote entries must be double-spaced at the end of the article and must appear before references. If it is necessary to cite a source or sources pertaining to a particular endnote, citation formation must be identical to that used for references (see #6 below).

6.   Manuscripts must consistently conform to the current edition of *The Chicago Manual of Style (CMS)*. References should follow author-date documentation. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*.
   O.   Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed in alphabetical order as follows: (Author 2000, 3); (Murphy 2000, 48–51; Poist and Allen 1999).
   P.   Books and journals in the reference list: References citing source materials must be listed at the end of the article and must include, in order, the following information: **Journal:** Author last name, first name initial. Year of publication. "Title of article." *Title of Journal* Volume(issue):page numbers.
   Q.   **Books:** Author last name, first name initial. Year of publication. *Title of Book,* city: name of publisher.

   For other types of citations, please check the *CMS*.

7.   *Industry Notes* is a section of the *Transportation Journal* intended for articles with an emphasis on transportation, logistics, and supply chain topics that are managerially relevant and timely. An Industry Note should be a thesis-driven exploration of a topic. In most cases, except for conceptual-based research, the exploration would involve the collection, compilation, and analysis of data to make original observations, to show relationships between the data, and to make conclusions that would add to the existing knowledge of the topic/subject. To this end, a paper submitted as an Industry Note is expected to utilize a variety of methodological approaches. Research that examines new areas and/or the study of traditional approaches in different perspectives is also appropriate for an Industry Note. An Industry Note should be approximately 3,000 words in length and should follow the style guidelines of the *Transportation Journal.*

8.   Book reviews should be approximately 750 words in length. The review must be headed by the following information: title of publication; name of author or editor; publisher; publisher's address; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s). The text of the review must be double-spaced. The reviewer's name, full professional title, employer affiliation, and address must be indicated at the end of the review.

Guidelines for writing an abstract:
   An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them. The abstract should begin with a clear sense of the research question and thesis. It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline. And finally, briefly state the conclusion.

   Abstracts at a Glance:
   * Condensed version of the article
   * Highlights the major points covered
   * Concisely describes the content and scope of the work

- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–250 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind… Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title