



EUROPEAN JOURNAL OF OPERATIONAL RESEARCH

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AUTHOR INFORMATION PACK

TABLE OF CONTENTS

•	Description	p.1
•	Audience	p.1
•	Impact Factor	p.2
•	Abstracting and Indexing	p.2
•	Editorial Board	p.2
•	Guide for Authors	p.4



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DESCRIPTION

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 errors found in 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

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GUIDE FOR AUTHORS

INTRODUCTION

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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. 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. Analytics, 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 errors found in papers published in EJOR during the last 5 years.

• **Invited Reviews**

An Invited Review is expected to be a creative synthesis of the work recently done in an important field. Presentation of models and solution methods proposed up to now should be followed by definition of open problems, and indication of prospective research directions. It should also be strongly based on papers previously published in OR journals, including EJOR. A literature review cannot be just a list of papers with their short summaries and classification statistics, but should also contain an outline of adopted methodologies, their reference to practice, and a thorough analysis of their properties. Usually, the Invited Review papers are written by authors having a strong record of publications in the field and well known to EJOR as authors and reviewers. 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 by one of the editors. 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.

- The authors should refrain from submitting simultaneously more than one paper on a similar topic.

BEFORE YOU BEGIN

Ethics in publishing

Please see our information on [Ethics in publishing](#).

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.

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An author of a paper submitted to EJOR is considered to be an individual who has made a significant intellectual contribution to the study. Four criteria must all be met to be credited as an author:

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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

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PREPARATION

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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.

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

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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.

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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.

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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**.

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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.

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

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

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New Submissions: file inventory

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Optional

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- Highlights*
- Supplementary materials*

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- 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
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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.

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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
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- **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

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Abbreviations, formulae and acronyms are not permitted.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) 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. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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Abstract

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