

# JOURNAL OF THE PHILIPPINE INSTITUTE OF INDUSTRIAL ENGINEERS (JPIIE)

## Guide for Authors

### *Submission of Papers*

Authors are requested to submit their original manuscript and figures in electronics and in hardcopy with three copies to the Editor-in-chief/ Managing Editor or any member of the Editorial Board.

When the Editor-in-chief/ Managing Editor receives the manuscripts, he will send them to the most appropriate editor to proceed through the review process, or he may send them out to referees directly. All contributions are sent to two or more referees to ensure both accuracy and relevance to the journal. Manuscripts may therefore be returned to authors for revision if necessary. Revised manuscript submissions should be made as soon as possible after the receipt of the referee's reports. Please send your revised manuscripts to the Editor who contacted you with the referee's reports. Revised manuscripts returned after 6 months will be considered as new submissions and should be sent to the General Editor, and will be subjected to the full review process. The receipt of all manuscripts will be acknowledged.

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere, and that if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher. Translated material, which has not been published in English, will also be considered. All submissions should be accompanied by a written declaration, signed by all authors, that the paper has not been submitted for consideration elsewhere. Authors are solely responsible for the factual accuracy of their papers.

### *Types of Contributions*

The JPIIE shall receive four sections.

#### **MAIN SECTION:**

**Original Research Papers:** Standard research papers of 6000-12000 words (approximately 10-20 manuscript pages) in length, with tables, illustrations and references, in which hypotheses are tested and results reported. Original research papers can be in any of the following IE fields:

- a. Operations Research and Mathematical Modeling  
This includes papers that develop or build optimization models to represent any IE area, including POM. Typical examples are scheduling, resources allocation and optimized layout and location problems.
- b. Production and Operations Management  
This includes non-optimization models in POM. This includes heuristics, regression models, statistical tests and detailed case studies.
- c. Ergonomics and Human Factors Engineering  
This includes studies on tools, workstations and environment using mathematical models, sampling or experimental approaches.
- d. Social Science researches that have impact on IE  
This includes studies on more specific social and other intangible variables that are typically covered in applied psychology or sociology but have direct impact on the study and practice of IE.

## REVIEWS OF RELEVANT MATERIALS:

The reviews are detailed analyses of the materials. They are intended to critically evaluate these materials for their methodologies and presentation, content, assumptions and biases, conclusions and logic and usefulness to its intended audience. The authors are encouraged to use reference and past literature to establish points and arguments.

### Original reviews of new books and articles.

Articles with a maximum of 2000 words.

### Original reviews of new software and videos.

Articles with a maximum of 1000 words.

Reports from conferences. Articles that describe results and developments from attended conferences that include comments and analysis with a maximum of 1000 words.

## INFORMATION BRIEFS:

Educational Initiatives: Reports of research activities, education and training and new courses at academic institutions/industrial training centers with a maximum of 800 words.

Governmental Initiatives: Reports on new or existing government programs and developments, with a maximum of 800 words.

Technical Product News: Concise scientific summaries/reports of approximately 300 words of new products/technologies of relevance to the field of industrial engineering. Illustrations may be included but not company logos.

## CALENDAR OF ACTIVITIES

Call for papers from other organizations: A listing of forthcoming conferences and meetings. Articles that announce the submission of papers and attendance to conferences and provide information on the date, title and venue, and who to contact for further details. Maximum of 200 words per announcement.

### *Manuscript Preparation*

General: Manuscripts must be typewritten, double-spaced with wide margins on one side of white paper. Good quality printouts with a font size of 12 or 10 pt are required. The

corresponding author should be identified (include a Fax number and E-mail address). Full postal addresses must be given for all co-authors. Authors should consult a recent issue of the journal for style if possible. An electronic copy of the paper should accompany the final version. The Editors reserve the right to adjust style to certain standards of uniformity. Authors should retain a copy of their manuscript since we cannot accept responsibility for damage or loss of papers. Original manuscripts are discarded one month after publication unless the Publisher is asked to return original material after use.

**Abstracts:** an abstract of approximately 100 words should be provided, outlining the aims, scope and conclusions of the paper. Include 3-5 keywords after the abstract.

**Text:** Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text, Acknowledgements, Appendix, References, Vitae, Figure Captions and then Tables. Do not import the Figures or Tables into your text. The corresponding author should be identified with an asterisk and footnote. All other footnotes (except for table footnotes) should be identified with superscript Arabic numbers.

**Units:** Measurements and data should be given in SI units, or if SI units do not exist, in an internationally accepted unit.

**Symbols:** Greek symbols should be identified by name in the margin the first time they appear. Abbreviations should only be used for unwieldy terms that occur frequently in the manuscript, and should be used consistently throughout the text. Please clearly define any abbreviations used on first occurrence.

**Mathematics:** Detailed mathematical discussion should be placed in an appendix. Equations should be numbered consecutively with Arabic numerals in parentheses on the right hand side of the page. Special symbols (e.g. Greek letters) should be identified in the margin.

**References:** All publications cited in the text should be presented in a list of references following the text of the manuscript. In the text refer to references by a number in square brackets on the line (e.g. Since Ashford et al. [1]), and the full reference should be given in a numerical list at the end of the paper.

References should be given in the following form:

- [1] Ashford N, Ayers C, Stone R. Using regulation to change the market for innovation. *Harvard Environmental Law Review* 1985;9(2):419-66.
- [2] Matz SA. *Snack food technology*. Westport, CT: AVI Publishing, 1976.
- [3] Gurman AS, Kniskern DP. Family therapy outcome research; knowns and unknowns. In: Gurman AS, Kniskern DP, editors. *Handbook of family therapy*. New York: Brunner/Mazel, 1981:742-75.
- [4] Chaddock TE. Gastric emptying of a nutritionally balanced liquid diet. In: Daniel EE, editor. *Proceedings of the Fourth International Symposium on Gastrointestinal Motility*. Vancouver (British Columbia, Canada), 1974: 83B92.

**Illustrations:** All illustrations should be provided in camera-ready form, suitable for reproduction (which may include reduction) without retouching. Photographs, charts and diagrams are all to be referred to as "Figure(s)" and should be numbered consecutively in the order to which they are referred. They should accompany the manuscript, but should not be included within the text. All illustrations should be clearly marked on the back with the figure number and the author's name. All figures are to have a caption. Captions should be supplied on a separate sheet.

**Line drawings:** Good quality printouts on white paper produced in black ink are required. All lettering, graph lines and points on graphs should be sufficiently large and bold to permit reproduction when the diagram has been reduced to a size suitable for inclusion in the journal. Dye-line prints or photocopies are not suitable for reproduction. Do not use any type of shading on computer-generated illustrations.

**Photographs:** Original photographs must be supplied as they are to be reproduced (e.g. black and white or colour). If necessary, a scale should be marked on the photograph. Please note that photocopies of photographs are not acceptable.

**Colour:** Where colour figures are required, the author will be charged at the current colour printing costs.

**Tables:** Tables should be numbered consecutively and given a suitable caption and each table typed on a separate sheet. Footnotes to tables should be typed below the table and

should be referred to by superscript lowercase letters. No vertical rules should be used. Tables should not duplicate results presented elsewhere in the manuscript, (e.g. in graphs).

#### **Electronic Submission**

Authors should submit an electronic copy of their paper with the final version of the manuscript. The electronic copy should match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Full details of electronic submission and formats can be obtained from <http://www.piie.org> or inquire at the editor-in-chief [ac@tri-isys.com](mailto:ac@tri-isys.com).

#### **Proofs**

Proofs will be sent to the author (first named author if no corresponding author is identified of multi-authored papers) and should be returned within 48 hours of receipt. Corrections should be restricted to typesetting errors; any others may be charged to the author. Any queries should be answered in full. Please note that authors are urged to check their proofs carefully before return, since the inclusion of late corrections cannot be guaranteed.

#### **Offprints**

Offprints and copies of the issue can be ordered at a specially reduced rate using the order form sent to the corresponding author after the manuscript has been accepted. Orders for reprints (produced after publication of an article) will incur a 50% surcharge.

#### **Copyright**

All authors must sign the "Transfer of Copyright" agreement before the article can be published. This transfer agreement enables PIIE to protect the copyrighted material for the authors, without the author relinquishing his/her proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute the article, including reprints, photographic reproductions, microfilm or any other reproductions of a similar nature, and translations. It also includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and incorporation in retrieval systems. Authors are responsible for obtaining from the copyright holder permission to reproduce any material for which copyright already exists.

#### **Author Services**

For queries relating to the general submission of manuscripts (including electronic text and artwork) and the status of accepted manuscripts, please contact the editor-in-chief.