



Interfaces

Publication details, including instructions for authors and subscription information:
<http://pubsonline.informs.org>

Interfaces: Instructions to Authors

To cite this article:

(1982) Interfaces: Instructions to Authors. Interfaces 12(5):1-3. <https://doi.org/10.1287/inte.12.5.1>

Full terms and conditions of use: <https://pubsonline.informs.org/Publications/Librarians-Portal/PubsOnLine-Terms-and-Conditions>

This article may be used only for the purposes of research, teaching, and/or private study. Commercial use or systematic downloading (by robots or other automatic processes) is prohibited without explicit Publisher approval, unless otherwise noted. For more information, contact permissions@informs.org.

The Publisher does not warrant or guarantee the article's accuracy, completeness, merchantability, fitness for a particular purpose, or non-infringement. Descriptions of, or references to, products or publications, or inclusion of an advertisement in this article, neither constitutes nor implies a guarantee, endorsement, or support of claims made of that product, publication, or service.

© 1982 INFORMS

Please scroll down for article—it is on subsequent pages



With 12,500 members from nearly 90 countries, INFORMS is the largest international association of operations research (O.R.) and analytics professionals and students. INFORMS provides unique networking and learning opportunities for individual professionals, and organizations of all types and sizes, to better understand and use O.R. and analytics tools and methods to transform strategic visions and achieve better outcomes. For more information on INFORMS, its publications, membership, or meetings visit <http://www.informs.org>

INTERFACES

Instructions to Authors

The goals of *Interfaces* are to improve the exchange of information between managers and professionals in management science and operations research (MS/OR) and to inform the academic community about practice. Therefore, the most appropriate papers are descriptions of the practice of MS/OR in commerce, industry, government, or education with strong emphasis on implementation. Each issue of *Interfaces* features at least one article describing an application with demonstrable value. The symbol of the organization involved and the title of the paper are displayed on the cover. Authors of papers describing applications are asked to obtain letters from the organizations verifying the actual use and resulting benefits.

Interfaces also publishes opinion papers describing operational problems with less quantifiable results, reports on MS/OR training programs, news items on specific applications, state-of-the-art reviews and surveys of use, and comments from corporation managers. Papers that detail the design or development of a model or algorithm — especially those that are largely mathematical — should be sent to *Management Science* or to *Operations Research*.

All papers should be submitted to the Editor-in-Chief:

Gary L. Lilien
310 Business Administration Building
The Pennsylvania State University
University Park, Pennsylvania 16802

Articles suitable for a particular column may be submitted to the appropriate editor, but a copy should be sent to the Editor-in-Chief.

It is understood that papers submitted have not been submitted elsewhere, accepted for publication, or published. Normally, authors are notified within two to six weeks that their papers have been accepted, rejected, or need revision.

Form:

Papers should be submitted in triplicate, typed double-spaced with generous margins on one side of 8½" by 11" paper. Long quotations, figure captions, the list of references, and the abstract should all be double spaced for ease in typesetting. Separate pages should be devoted to each figure, each table, the list of references, and the abstract, and all pages after the first should be numbered. A cover sheet should be attached listing the paper title, and the name, position, and mailing address of each author.

Authors are asked to include a short, informal note (under 300 words) about their lives, activities, and interests, not a professional vita.

Writing Papers:

The following outline suggests an effective way of organizing a paper:

- (1) a description of the problem;
- (2) what was done, how it was done, and what obstacles were encountered;

- (3) the resulting benefits, both quantitative and qualitative; and
- (4) an appendix giving the particulars of the model or data.

In writing your paper, explain your work so readers outside the field can understand it. If you must use a specialized term or acronym, make sure it is defined; write out an acronym the first time it appears and enclose it in parentheses immediately afterwards. Use the active voice rather than the passive, the first person rather than the third. Don't hesitate to take credit or blame for your work.

Length:

Make papers as concise and brief as possible; usually under ten pages. Only in exceptional cases will longer papers be considered, and these will probably be edited to less than ten pages. Please do not cram your paper onto ten pages by using less spacing and miniature margins.

Title:

Make your title short and specific. Instead of "Systems Analysis and Order Processing in a Multi-Echelon System," try "Systems Analysis Speeds Telephone Orders." When we are told we're going to read about a telephone company, we have a vivid image that includes the notion of a "multi-echelon system." Preferably, titles should be five or six words long, never more than ten.

Abstract:

You should write a brief abstract (no more than 250 words) that sets forth the main point of the paper. Many people decide whether to read the paper on the basis of the abstract. Write the abstract in a clear and vigorous way, in the active voice. Eliminate all unnecessary words. Instead of:

"This paper describes the application of a vertex coloring procedure to ..."

say:

"Vertex coloring applied to ..."

Headings:

Please use only one level of heading.

Figures:

Copies of any figures should be submitted on separate sheets of paper. Figures and tables should have captions that are interesting and self-explanatory without reference to the text.

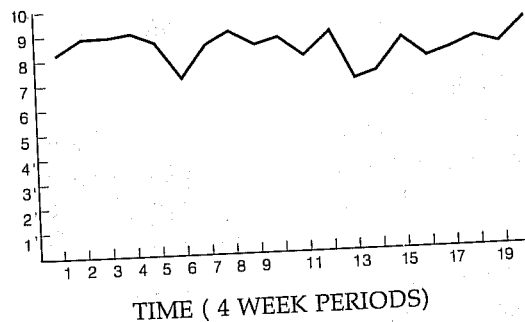


FIGURE 4. The healthy sales of a line of unadvertised food products show that advertising is not always required in order to sell something.

Source: Little, 1979

Conversely, the reader should not have to refer back and forth from the text to the figures in order to understand the paper. The text should refer to figures where appropriate, with "(Figure 1)," but you should explain the meaning and implications of your data fully in the text. Do not require the reader to interpret the figure in order to understand what you have done, as in "Figure 1 shows the outcome of this survey."

After the paper is accepted, authors must send reducible camera-ready drawings of all figures and tables that cannot

INSTRUCTIONS TO AUTHORS

be typeset. These must be professionally prepared in black ink on vellum or a good quality white paper. Show the figure number and, if necessary, the vertical direction on the reverse side of the paper. Since the captions will be typeset, they should be typed on a separate sheet, not on the drawings.

Equations:

If equations will be referred to elsewhere they should be numbered. Equation numbers are enclosed in parentheses flush with the right margin.

References:

Cite references in the body of the text: "... Thrump [1978] quibbled that ..." or if 1978 was a prolific year for Thrump, "[1978b]." If the author is not cited in the text, then use [Thrump, 1978]. Alphabetize the list of references according to the name of the first author. For articles use the form:

Smith, James Q. 1978, "Title of article," *Interfaces* Vol. 10, No. 5 (October), pp. 45-50.

and for books:

Toklas, Alice B. 1947, *Book Title*, Publisher's name, City.

and for collections of papers:

Beedle, Albert A. 1979, "Title of chapter," in *Book Title*, ed. J. J. Fox, Publisher's name, City, pp. 556-572.

Avoid references to your own publications; you may use the same ideas again without fear of plagiarism. Refer to your previous publications only if the current subject absolutely requires it.

Footnotes:

Avoid them. If what they contain is important, it deserves a place in the text.

If not, don't distract the reader from what is important.

Editing:

Papers will be edited to improve their effectiveness in communicating to the reader. When the editing is extensive, with the danger of altering the meaning, the paper will be returned to the author for correction and approval.

For a fine discussion of writing, read: Strunk, William, Jr., and White, E. B.

1979, *The Elements of Style*, Macmillan, New York.

For a more complete, formal treatment of style see:

The University of Chicago Press 1969, *A Manual of Style*, University of Chicago Press, Chicago.