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## Back Matter

Journal of Transportation Management Editors

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# **Guidelines for Journal of Transportation Management Submission/Publication**

## **GENERAL**

1. Editor Contact Information – Dr. John C. Taylor, Associate Professor of Supply Chain Management, Department of Marketing and Supply Chain Management, School of Business, Wayne State University, Detroit, MI 48202. Office Phone: 313 577-4525. Cell Phone: 517 719-075. Fax: 313 577-5486. Email: [taylorjohn@wayne.edu](mailto:taylorjohn@wayne.edu)
2. Articles should be submitted electronically to Dr. Taylor at [taylorjohn@wayne.edu](mailto:taylorjohn@wayne.edu).
3. Articles should be submitted using Microsoft Word for Windows in either doc or docx formats. Articles prepared on Mac systems should be saved in Word for Windows compatible format. Accepted articles, in final form, are also submitted via email.
4. Article length should be in the range of 6000-7000 words including references. Tables and figures are in addition to the word count. However articles including all text, references, appendixes, tables and figures (but excluding front matter) should not exceed 30 double spaced pages in the format described below. Shorter articles are also acceptable. It will be difficult to publish articles much longer than 7000 words.

## **FRONT MATTER**

1. First Page - Title of the paper, name and position of the author(s), author(s) complete address(es) and telephone number(s), e-mail address(es), and any acknowledgment of assistance. Times New Roman with 12 point font.
2. Second Page - A brief biographical sketch of each author including name, degree(s) held, title or position, organization or institution, previous publications and research interests. Include each author's email address at end. Maximum of 90 words per author. Times New Roman with 12 point font.
3. Third Page - Title of the paper without author name(s) and a brief abstract of no more than 125 words summarizing the article in Times New Roman 12 point font. The abstract serves to generate reader interest in the full article.

## **FORMATTING**

1. Manuscripts should be typed, double-spaced (body of text only).
2. The entire manuscript should have 1" margins on all sides.
3. Text body font should be Times New Roman 12 point.
4. The entire manuscript must be typed LEFT-JUSTIFIED, with the exception of tables and figures.

## **TITLE PAGE AND ABSTRACT PAGE (after 3 pages of Front Matter)**

1. The manuscript title should be printed in Times New Roman 12 point and in all capital letters and bold print.
2. Author(s) and affiliation(s) are to be printed in upper and lower case letters below the title. Author(s) are to be listed with affiliation(s) only. Times New Roman 12 point.
3. The abstract should be 125 words or less on a separate Abstract Page. Title should be repeated as in 1) followed by ABSTRACT in caps, bolded and 12 point also. The abstract should be in 12 point font.

## **BODY OF MANUSCRIPT**

1. Main headings are 12 point, bolded and in all caps (please do not use the small caps function).
2. First level headings are 12 point, upper/lower case and bolded.
3. Second level headings are 12 point upper/lower case.
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5. A full blank line should be left between all headings and paragraphs.
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## **TABLES AND FIGURES**

1. ONLY Tables and Figures are to appear in camera-ready format! Each table or figure should be numbered in Arabic style (i.e., Table 1, Figure 2).
2. All tables MUST be typed using Microsoft Word for Windows table functions. Tables should NOT be tabbed or spaced to align columns. Column headings should not be created as separate tables. Table titles should NOT be created as part of the table. Table Titles should be 12 point upper case and bold. All tables MUST be either 3 1/4 inches wide or 6 7/8 inches wide.
3. All graphics MUST be saved **in** one of these formats: TIFF or JPG.
4. Tables and figures are NOT to be included unless directly referred to in the body of the manuscript.
5. Please remember that *JTM* is printed in **black and white**. Use of color and/or shading should be avoided.
6. For accepted manuscripts, each table and/or figure should be printed on a separate page and included at the end after References with the Table Title at the top in 12 point, upper case and bold.

7. Placement of tables and figures in the manuscript should be indicated as follows:

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Table or Figure (#) About Here

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## **EQUATIONS, CITATIONS, REFERENCES, ENDNOTES, APPENDIXES, ETC.**

1. Equations are placed on a separate line with a blank line both above and below, and numbered in parentheses, flush right. Examples:

$$y = c + ax + bx$$

$$y = a + 1x + 2x + 3x + ax$$

2. References within the text should include the author's last name and year of publication enclosed in parentheses, e.g. (Wilson, 2004; Manrodt and Rutner, 2004). For more than one cite in the same location, references should be in chronological order. For more than one cite in the same year, alphabetize by author name, such as (Wilson, 2001; Mandrodt, 2002; Rutner, 2002; Wilson, 2003). If practical, place the citation just ahead of a punctuation mark. If the author's name is used within the text sentence, just place the year of publication in parentheses, e.g., "According to Manrodt and Rutner (2003) ...". For multiple authors, use up to three names in the citation. With four or more authors, use the lead author and et al., (Wilson et al., 2004). References from the Internet should contain the site name, author/organization if available, date the page/site was created, date page/site was accessed, and complete web addresses sufficient to find the cited work.

3. Endnotes may be used when necessary. Create endnotes in 10-point font and place them in a separate section at the end of the text before References. (1, 2, etc.). Note: Endnotes should be explanatory in nature and not for reference purposes. Endnotes should NOT be created in Microsoft Insert Footnotes/Endnotes system. The Endnotes section should be titled in 12 point, uppercase and bolded.

4. All references should be in block style. Hanging indents are not to be used.

5. Appendices follow the body of the text and references and each should be headed by a title of APPENDIX (#) in caps and 12 Point, and bolded.

6. The list of references cited in the manuscript should immediately follow the body of the text in alphabetical order, with the lead author's surname first and the year of publication following all author names. The Reference Section should be headed with REFERENCES in caps, bolded, and in 12 point font. Work by the same author with the same year of publication should be distinguished by lower case letters after the date (e.g., 1996a). For author names that repeat, in the same order, in subsequent cites, substitute a .5 inch underline for each name that repeats. Authors' initials should have a space between the initials, e.g., Smith, Jr., H. E., Timon, III., P. S. R., etc. A blank line should separate each reference in the list. Do not number references.

7. All references to journals, books, etc., are *italicized*, NOT underlined. Examples are as follows:

**Journal Article:**

Pohlen, Terrance L. (2003), "A Framework for Evaluating Supply Chain Performance," *Journal of Transportation Management*, 14(2): 1-21.

**Book Chapter:**

Manrodt, Karl (2003), "Drivers of Logistics Excellence: Implications for Carriers," In J. W. Wilson (Ed.), *Logistics and Transportation Research Yearbook 2003* (pp. 126-154) Englewood Cliffs, NJ: Prentice-Hall, Inc.

**Book:**

Coyle, John J., Bardi, Edward J., and Novack, Robert A. (2004), *Transportation*, 6th ed., Cincinnati, OH: South-Western College Publishing.

**Website:**

Wilson, J. W. (2003), "Adapting to the Threat of Global Terrorism: Reinventing Your Supply Chain," [On-line]. Available: <http://georgiasouthern.edu/coba/centers/lit/threat.doc>. Created: 11/01/02, Accessed: 11/12/03.

**MANUSCRIPT SAMPLE****A FRAMEWORK FOR EVALUATING SUPPLY CHAIN PERFORMANCE**

Terrance L. Pohlen, University of North Texas

**ABSTRACT**

Managers require measures spanning multiple enterprises to increase supply chain competitiveness and to increase the value delivered to the end-customer. Despite the need for supply chain metrics, there is little evidence that any firms are successfully measuring and evaluating inter-firm performance. Existing measures continue to capture intrafirm performance and focus on traditional measures. The lack of a framework to simultaneously measure and translate inter-firm performance into value creation has largely contributed to this situation. This article presents a framework that overcomes these shortcomings by measuring performance across multiple firms and translating supply chain performance into shareholder value.

**INTRODUCTION**

The ability to measure supply chain performance remains an elusive goal for managers in most companies. Few have implemented supply chain management or have visibility of performance across multiple companies (Supply Chain Solutions, 1998; Keeler et al., 1999; Simatupang and Sridharan, 2002). Supply chain management itself lacks a widely accepted definition (Akkermans, 1999), and many managers substitute the term for logistics or supplier management (Lambert and Pohlen, 2001). As a result, performance measurement tends to be functionally or internally focused and does not capture supply chain performance (Gilmour, 1999; *Supply Chain Management*, 2001). At best, existing measures only capture how immediate upstream suppliers and downstream customers drive performance within a single firm.

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Table 1 about here

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### **Developing and Costing Performance Measures**

ABC is a technique for assigning the direct and indirect resources of a firm to the activities consuming the resources and subsequently tracing the cost of performing these activities to the products, customers, or supply chains consuming the activities (La Londe and Pohlen, 1996). An activity-based approach increases costing accuracy by using multiple drivers to assign costs whereas traditional cost accounting frequently relies on a very limited number of allocation bases.

$$y = a^2 - 2ax + x^2$$

### **REFERENCES**

Manrodt, Karl (2003), "Drivers of Logistics Excellence: Implications for Carriers," In I. W. Wilson (Ed.), *Logistics and Transportation Yearbook 2003* (pp. 126-154) Englewood Cliffs, NJ: Prentice-Hall, Inc.

Coyle, John J., Bardi, Edward J. , and Novack, Robert A. (2004), *Transportation*, 6th ed., Cincinnati, OH: South-Western College Publishing.

Wilson, J. W. (2003), "Adapting to the Threat of Global Terrorism: Reinventing Your Supply Chain," [On-line]. Available: <http://georgiasouthern.edu/cobaJcenters/lit/threat.doc>. Accessed: 11/12/03.

*Revised August 30, 2011*  
*Dr. John C. Taylor, Editor*



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