

# THE EUROPEAN JOURNAL OF PUBLIC PROCUREMENT MARKETS

## Instructions for the preparation of manuscripts

### 1. Introduction

Please follow the steps outlined below when submitting your initial manuscript. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscripts to be reviewed.

### 2. Formatting your paper

Type your main text in 11-point Calibri, single-spaced with 6-point interline spacing. Do not use double-spacing. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. The paper should be no longer than 10 pages. Third order headings (7.7.1, etc.) are discouraged.

The initial manuscript should be printed within the margins (2 cm). **Take into consideration that the final manuscript will be printed in a 2-column style, which limits the size of certain elements. Figures and tables should have a maximum width of 6.5 cm.**

To help the production of the manuscript to be reviewed, a template is provided with the main structure.

### 3. Author name(s) and affiliation(s)

Multiple authors may be shown. Affiliation should be included after the author name as well as the electronic address.

### 4. Abstract

After the author name, an abstract with a maximum number of 600 characters (including spacing) should be included.

### 5. Keywords

No more than 7 keywords should be included, separated by semicolons.

### 6. Figures and Tables

All figures and tables must be inserted within text. At the initial submission stage, authors must ensure that any inserted figures are of sufficient quality to be clearly legible. When submitting a revised manuscript, all figures must also be uploaded as separate figure files ensuring a resolution of at least 300dpi.

All figures must be numbered and with captions below them. Table titles and numbering are to be centered above the tables Do not forget to take into consideration the size-width limit (6.5 cm) for these elements.

If necessary, longer sets of data must be presented in Appendices.

### 7. Scientific annotation

All scientific annotation must be written through the Equation Editor or Mathtype software (and be editable). All displayed equations must be numbered. Plain sequential numbering through the manuscript is

preferred. Authors should ensure that mathematical notation is clear, distinct, and consistent throughout the manuscript to avoid any possible ambiguity

## 8. Footnotes

To help the readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## 9. Acknowledgements

These should be brief and, if necessary, placed at the end of the text before the references

## 10. References

List, in alphabetical order, all bibliographical references at the end of your paper. When referenced in the text, enclose the Author(s) surname and year in square brackets, for example [Costa & Tavares, 2012]. If there is more than 2 authors, reference as [Tavares et al., 2013]. If there's two or more references with the same surname and year, use [Tavares a, 1999] [Tavares b, 1999]. Before each item in the reference list, write the corresponding reference as mentioned in the main text as shown below:

[Costa & Tavares, 2012] Costa, A. A., & Tavares, L. V. (2012). Social e-business and the Satellite Network model: [Costa & Tavares, 2012] Innovative concepts to improve collaboration in construction. *Automation in Construction*, 22, 387-397. doi:10.1016/j.autcon.2011.09.017

See the others examples on the template.

The reference list titles should be printed accordingly to the APA style guide

Examples guide at: <http://www.bibme.org/citation-guide/apa/>

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## Copyright forms

You must include a copyright release form or communicate an authorization for publishing when your paper will be accepted for publication.

# Article Title

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## Abstract

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## Keywords

Nteger; Sit; Amet; Laoreet; Aliquam; Cursus; Urna;

## 1. Introduction

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## 2. Methods

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$$e = mc^2 \quad (1)$$

### 3. Results

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**Table 1** – Example Table

Name		
First name	Last name	Grade
John	Doe	7
Filipe	Tiago	8

### 4. Discussion

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#### A. Subsection

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### References

- [Costa & Tavares, 2012] Costa, A. A., & Tavares, L. V. (2012). Social e-business and the Satellite Network model: [Costa & Tavares, 2012] Innovative concepts to improve collaboration in construction. *Automation in Construction*, 22, 387-397. doi:10.1016/j.autcon.2011.09.017
- [Costa et al., 2013] Costa, A. A., Arantes, A., & Tavares, L. V. (2013). Evidence of the impacts of public e-procurement: The Portuguese experience. *Journal of Purchasing and Supply Management*, 19(4), 238-246. doi:10.1016/j.pursup.2013.07.004
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