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 10-point Century, single-spaced with 6-point interline spacing. Do not use double-spacing. Be sure your text is fully justified—that is, flush left and right. Please do not place any additional blank lines between paragraphs. The paper should be no longer than 20 pages. Third-order headings (7.7.1, etc.) are discouraged.

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

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

3. Author name(s)

The author(s) name(s) should be inserted beneath the article title in the same format as the main text. Multiple authors may be shown. If that is the case, each author must be inserted in each line.

4. Abstract

An abstract, not exceeding 600 characters in length (including spaces), should be included following the author's name.

5. Keywords

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

6. Figures and Tables

All figures and tables must be placed within the text. At the initial submission stage, authors must ensure that any figures included are of adequate quality to be legible. When submitting a revised manuscript, all figures must also be uploaded as separate figure files, ensuring a resolution of at least 300 dpi. All figures must be numbered and have captions beneath them. Table titles and numbering should be centred above the tables. It is imperative that the number, title, and any accompanying text within figures or tables be composed in 9-point Century, with the number and title being prominently displayed in bold. Remember to take into account the width limit (6.5 cm) for these elements.

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

7. Scientific annotation

All scientific annotations must be written through the Equation Editor or Mathtype software (and be editable). All displayed equations must be numbered. Sequential numbering throughout the manuscript is preferred. Authors should ensure that mathematical notation is clear, distinct, and consistent throughout the manuscript to avoid 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 (in a separate sheet) before the references.

10. References

Provide a list of all bibliographical references in alphabetical order, with each entry separated by a line, with no spaces preceding or following the entry. When referenced in the text, enclose the Author(s) surname and year in round brackets, for example (Costa & Tavares, 2012). If there are more than 2 authors, reference as (Tavares et al., 2013). If there are two or more references with the same surname and year, use (Tavares a, 1999) (Tavares b, 1999).

Subsequently, an example of a reference in compliance with the established guidelines is presented:

Costa, A. A. & Tavares, L. V. (2012). Social e-business and the Satellite Network model: Innovative concepts to improve collaboration in construction. Automation in Construction, 22, 387-397.

https://doi:10.1016/j.autcon.2011.09.017.

See other 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/

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

Jane Doe

John Doe

Abstract

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Keywords

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

1. Introduction

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2. Methods

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3. Results

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Table 1 - Example table

Name		
First name	Last name	Grade
John	Doe	7
Jane	Doe	8

4. Discussion

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A. Subsection

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References

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

Costa, A. A., Arantes, A. & Tavares, L. V. (2013). Evidence of the impacts of public eprocurement: The Portuguese experience. *Journal of Purchasing and Supply Management, 19(4)*, 238-246.
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