

# *Decision Sciences Journal* Manuscript Preparation Guide

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## OVERVIEW

*Decision Sciences Journal* (DSJ), the premier journal of the Decision Sciences Institute, publishes peer-reviewed scholarly research about decision-making within the boundaries of an organization (individual, group, and firm), as well as decisions involving inter-firm coordination and collaboration. Such research results in research contributions guiding managerial decision-making focused primarily on operations/supply chain management and information systems/technology.

*Decision Sciences Journal* is a business journal and its audience is primarily business school faculty. Although we welcome contributions from affiliated fields, authors are asked to write their manuscripts with our audience in mind. Furthermore, it is expected that authors thoroughly review the relevant literature, including current and preceding publications at *Decision Sciences Journal*, prior to submission.

Our scope includes research explicitly focused in these areas as well as the manner in which operations and systems capabilities inform other functional areas and industries, such as healthcare, analytics, and new product development. The journal is relatively liberal in terms of methodological choice; the range of methodologies may include case-oriented studies, survey-based research, experimental research, secondary data analysis, simulation, game theoretical modeling, analytical modeling, and optimization amongst other choices. Theoretical/conceptual type manuscripts in the realm of decision-making are also welcome. The journal would also consider methodological contributions that substantively add to the literature. We look for originality and novelty. We seek manuscripts from established and emerging scholars whose research advances decision making.

It is essential that authors motivate their respective research by real business problems and challenges. The journal seeks important, relevant, and rigorous research that advances knowledge and furnishes insights to practice.

Several questions ought to be addressed early on in a manuscript:

- Why should the reader and respective audience care about your topic and study?
- What do we know about the topic already? Are there any gaps and are those gaps important and relevant enough? The authors also have to address the “so what?” question effectively.
- What makes the specific inquiry important and relevant? What makes the authors think that? **We ask all researchers who prepare manuscripts to visit with industry, practitioners, users, and other constituents and acquire first-hand knowledge of the respective problems/challenges, conditions, assumptions, performance measures, etc. This can be a very insightful exercise as it can help motivate the specific topic and it can render more credibility to the authors’ work. Manuscripts that are not motivated via direct interactions with relevant constituents will be “Desk Rejected”.** Note that we are not asking for a full empirical inquiry here. We are looking for enough information that demonstrates that the inquiry is driven by real challenges that keep the relevant constituents at a quandary. We are looking to see if the setting is realistic and based on current business practices and

**assumptions and that the choice of variables invoked in a given study is informed by relevant constituents.**

- What would this inquiry do to address the important and relevant gaps?
- How is this research adding to the literature and practice?

This document serves to guide authors through the preparation and submission of manuscripts. Please review these guidelines carefully. Submissions that do not meet DSJ’s requirements may be returned to the authors for corrections prior to review. Should you have questions not answered by this or the [DSJ publication website](#), please use the table below to direct inquiries to the appropriate person.

<b>Topic of Inquiry</b>	<b>Contact</b>
Thematic fit, clarification of manuscript decision or feedback, plagiarism policy, publication schedule, becoming an associate or senior editor	Editors-in-Chief: Xen Koufteros ( <a href="mailto:XKoufteros@mays.tamu.edu">XKoufteros@mays.tamu.edu</a> ); Sri Talluri ( <a href="mailto:Talluri@broad.msu.edu">Talluri@broad.msu.edu</a> )
Submission process, file designations, manuscript preparation, revision extension request, review process, status update on submission, becoming a reviewer	Managing Editor: Katherine Negele ( <a href="mailto:knegele@mays.tamu.edu">knegele@mays.tamu.edu</a> )
ScholarOne Manuscripts assistance or troubleshooting	<a href="mailto:s1help@Clarivate.com">s1help@Clarivate.com</a> (or visit <a href="#">ScholarOne Support</a> )

## PREPARATION GUIDELINES

DSJ employs a **double-blind review process**. Files intended for the review team (main manuscript, supplementary material, response to review team) must be blinded throughout all stages of review, unless specific information is requested by the editors. File names are to be blinded as well. Please exclude any identifying information, including, but not limited to, names, institutions, affiliations, and locations that could be tied to the authors. If a manuscript is accepted for publication, authors will supply the previously blinded information when uploading their final files.

### Submission Format

Submissions are made electronically through our ScholarOne Manuscripts review site: [mc.manuscriptcentral.com/dsj](http://mc.manuscriptcentral.com/dsj). All submission materials must be written in English, and authors are expected to proofread their work. Review teams tend to view error-free, well-organized, and easy-to-follow manuscripts most favorably.

**Manuscripts may not exceed 40 double-spaced pages.** This page count includes the abstract, main text, references, tables, figures, and appendices. All text should be in 12-pt Times New Roman font, double-spaced, and flushed left. Authors should use standard paper (8.5 x 11 inches or A4) in portrait orientation with 1-inch margins on all sides.

Authors are strongly encouraged to prepare manuscripts in Microsoft Word or LaTeX, as the publisher requires a copy of accepted papers in one of these two formats. However, manuscripts should be submitted as Microsoft Word or PDF files for the duration of the review process; any LaTeX files shall be supplied upon acceptance. Please include all equations, tables, and charts in the body of the manuscript, with the exception of items specifically intended for an appendix.

All authors are to enter the word count and other relevant information as requested; **a failure to furnish the relevant information may lead to desk-rejection** and obvious delays in considering a manuscript for publication purposes.

### **Cover Letter**

Authors are required to submit a brief cover letter with their manuscript. **The following must be attested within the cover letter:**

- (1) no content from the manuscript has been copyrighted, published, or accepted for publication elsewhere;
- (2) no content is or will be under review by another journal while under consideration by DSJ;
- (3) the manuscript uses appropriate citations for the reproduction of someone else's original words or expression of ideas;
- (4) the manuscript has not been submitted to DSJ before (or the authors were invited to submit a revised version of an earlier submission);
- (5) **this research study was motivated and informed via direct interactions with relevant constituents and such interactions and insights were documented in the manuscript;**
- (6) **all working papers, prior drafts, and final versions of the manuscript that were posted online have been removed and will remain offline during the review process.** Authors whose manuscripts utilize data that are reported in any other manuscript, published or not, are required to inform the editors and explain the duplication in the cover letter, and
- (7) (where applicable), you did have **explicit authorization** to acquire data via **Scraping or Other Means** from the respective company/organization (**You should accompany the documentation with your submission at the bottom of your cover letter**).

### **Title Page**

To facilitate a double-blind review, the title page with the full manuscript title and author order must be submitted as a separate file. The document should also contain the following information for each author: (1) affiliation, including department and address; (2) contact information/email address; and (3) brief bio. Acknowledgements may be placed at the bottom of the page. Do NOT include additional information, such as a summary, abstract, or submission and revision dates, in this document.

## **Main Manuscript**

All papers must meet high scholarly research standards. In general, submitted manuscripts must address a well-known or emerging problem that is of interest and concern to practicing decision makers. As noted earlier, it is the responsibility of the authors to demonstrate the managerial and theoretical relevance of the problem being addressed and to explain the managerial implications of the research results.

Manuscript pages should be numbered consecutively. The title should appear in bold at the top of the first page and be accompanied by a structured or unstructured abstract of no more than **250 words**. The main text, including all tables, figures, and references, will follow. No appendices are to be included in the main manuscript file.

Please note that equation-heavy manuscripts prepared in Microsoft Word may need to be split into multiple files for submission. The number of embedded objects must be limited to 100 per file to ensure proper conversion to the PDF proof. To identify the number of embedded images in a Microsoft Word file, press CTRL+F and set the search criteria to ^g. If the results exceed 100 or there is an error generating the PDF proof, please separate the manuscript into multiple files as needed.

## ***Headings***

Headings and subheadings may be used as needed. Section headings are to be put in **BOLD CAPS**, subheadings in **Bold Title Case**, and third-level headings in ***Bold italics sentence case***. All headings should be flushed left. Section headings are neither numbered nor followed by a colon.

## ***Footnotes***

Footnotes should be avoided as much as possible. Otherwise, they should be set as numbered footnotes at the bottom of the page.

## ***Abbreviations and acronyms***

Spell out all acronyms on first mention, followed by the acronym in parentheses. The acronym should be used in all subsequent mentions.

*Example:* The approach relies on the use of an agent building shell (ABS)...

## ***Numbers***

In nonmathematical-notation text, numbers zero through ten should be written out, and those greater than ten should be presented as numerals so long as they are not at the beginning of a sentence. Numerals should be used for all mathematical expressions. Unless occurring at the beginning of a

sentence, percentages should be denoted by numerals and the percent sign (%) rather than the word “percent.” Equations should be numbered sequentially using a numeral in parentheses that are flushed right against the equation.

### ***Commas***

Use the serial (Oxford) comma. In complex lists, semicolons may take the place of commas.

### ***Dashes and hyphens***

Use an en dash for compound adjectives and number ranges. Do not use an en dash when the span is preceded by the words “from” or “between.” In such cases, the words “to” or “and” should be used.

*Examples:* supply chain–centric view; implantable device–based case, buyer–supplier relationship, managers had 10–15 years of experience, experience ranged between 10 and 15 years.

Use a hyphen when its absence would create ambiguity. Well-known compound terms do not need to be hyphenated.

### **Tables and Figures**

Tables and figures ought to be placed within the body of the main manuscript, not at the end or in separate files. Table and figure titles should be in sentence-case, regular text, and preceded by “**Table #:**” or “**Figure #:**” in bold.

*Example:* **Table 1:** Descriptive title that is comprehensible without reference to the text.

### **References**

Authors are responsible for the accuracy of their references. All sources cited in the text must have a corresponding entry in the reference list, and all references must be cited in the text. References follow **Harvard style**, i.e., the author-date system. Specifications are noted below.

### ***In-text citations***

All mentions of authors in the running text should be in the format of Author's Last Name (year), and should include the word "and" rather than an ampersand (&).

*Examples:* Schaffer (1985) uses the theory....  
Brown and Sambamurthy (1999) noted....  
Vollman, Berry, and Whybark (1997) proved....

In-text citations should be in the format of (Author's Last Name, year). When multiple sources are noted within the same in-text citation, they are to be listed alphabetically. Citations are separated by a semicolon.

*Examples:* (Schaffer, 1985)  
(Barney, 2004; Schaffer, 1999; Smith, 1999)

In-text citations for sources with multiple authors should use an ampersand (&) to join the last two authors' names.

*Examples:* (Brown & Sambamurthy, 1999)  
(Vollman, Berry, & Whybark, 1997)

Once a multiple author citation has been used, subsequent citations of that publication can be in the format (First Author's Last Name et al., year).

*Examples:* 1st use: (Vollman, Berry, & Whybark, 1997)  
2nd use: (Vollman et al., 1997)

### ***Reference list***

The reference list must appear at the end of the main manuscript text and be arranged alphabetically by the last name of the first author. Up to 6 authors are allowed to be listed; for more, the first 6 should be listed and followed by "et al."

Book, article, chapter, dissertation, and website titles should be provided in sentence case (only capitalize the first letter of the first word). In article titles, the first word following a colon should be capitalized.

Book and dissertation titles should be italicized. Periodical and newspaper names should be italicized as well, with the first letter of every word capitalized.

Periodical entries follow this format: Author's Last Name, First Initial. Middle Initial. (year). Article title. *Periodical Title*, *Arabic volume number*(Arabic issue number), pages x–y.

*Examples:* Barney, J. B. (1991). Firm resources and sustained competitive advantage. *Journal of Management*, 17(1), 99–120.  
Bourland, K. J., Powell, S. A., & Pyke, D. M. (1996). Exploiting timely demand information to reduce inventories. *European Journal of Operational Research*, 92(2), 239–253.  
Jeuland, A. P., & Shugan, S. M. (1983). Managing channel profits. *Marketing Science*, 2(3), 239–272.

Book entries follow this format: Author's Last Name, First Initial. Middle Initial. (year). *Book title* (*edition number*). City, State of publication: Publisher.

*Examples:* Bollen, K. A. (1989). *Structural equations with latent variables*. New York, NY: Wiley.  
Brown, C. V., & Sambamurthy, V. (1999). *Repositioning the IT organization to facilitate business transformation*. Cincinnati, OH: Pinnaflex Press.  
Nunnally, J. C. (1978). *Psychometric theory* (2<sup>nd</sup> ed.). New York, NY: McGraw-Hill.  
Silver, E. A., Pyke, D. F. & Peterson, R. (1998). *Inventory management and production planning and scheduling*. New York, NY: John Wiley & Sons.

Chapters in books follow this format: Chapter Author's Last Name, First Initial. Middle Initial. (year). Chapter title. In Book Editor's First Initial. Last Name, (Ed.), *Book title*. City of publication: Publisher, pages x–y.

*Examples:* Winter, S. A. (1987). Knowledge and competence as strategic assets. In D. J. Teece (Ed.), *The competitive challenge: Strategies for industrial innovation and renewal*. Cambridge, MA: Ballinger, 159–184.  
Zeithaml, V. A. (1981). How consumer evaluation processes differ between goods and services. In J. H. Donnelly, & W. R. George (Eds.), *Marketing in services*. Chicago, IL: American Marketing Association, 186–199.

Proceedings, published reports, monographs, and specific editions follow this format: Author's Last Name, First Initial. Middle Initial. (year). Proceeding/Report/Monograph title. *Proceedings of the Conference Name*, City, State: Publisher, pages x–y.

*Examples:* Christy, D. P., & Nandkeolyar, U. M. (1986). A simulation investigation of the design of group technology cells. *Proceedings of the 1986 Annual Meeting of the Decision Sciences Institute*, Atlanta, GA, 22–32.  
Schaffer, J. D. (1985). Multiple objective optimization with vector evaluated genetic algorithms. *Proceedings of the First International Conference on Genetic Algorithms*. Hillsdale, NJ: Lawrence Erlbaum Associates, 93–100.

Websites and online sources follow this format: Author's Last Name, First Initial. Middle Initial. (year). Title of reference, accessed Month day, year, available at [insert URL here](#).

*Example:* Bitpipe (2004). Readership and usage of white papers by corporate and IT management, accessed July 14, 2004, available at [http://itresearch.forbes.com/detail/RES/1079371988\\_689.html&src=FEATURE\\_SPOTLIGHT](http://itresearch.forbes.com/detail/RES/1079371988_689.html&src=FEATURE_SPOTLIGHT).

## **Appendices, Supplementary Review Files, and Online Supplements**

Supplementary documents such as appendices and example surveys may be made available online at the time of publication, however, they will not be copyedited. Such documents may be referred to in the main manuscript text, but must be submitted as separate files. When uploading a supplementary file to the submission site, please designate the file as “Supporting Information for review and online publication only” if it is intended for publication as an online supplement or appendix. Supplementary files submitted for review only—not to be made available at the time of publication—should be designated as an “Additional File for Review but NOT for publication.”

## **Response to Review Team**

If authors are invited to revise a submitted manuscript, they will be required to provide a point-by-point response to the review team at the time of resubmission. This may be submitted in one of two ways: (1) by entering text in the text box provided or (2) uploading a separate file and designating it as an “Additional File for Review but NOT for publication.” Contents of both the text box and additional file, if applicable, must be blinded for review.



## SUBMISSION PROCESS

### Plagiarism and Degree of Similarity

To uphold academic integrity and copyright laws, *Decision Sciences Journal* employs a plagiarism detection system. By submitting a manuscript to DSJ, **all authors/coauthors accept that their manuscript will be screened for plagiarism against previously published works.** While some level of similarity is unavoidable, the typical paper has less than 10% similarity on the aggregate. We are concerned with the degree of similarity for three reasons: (1) failing to give credit to prior work, (2) disclosing the authors' identity if the authors use text from their prior work, and (3) demonstrating significant contribution vis a vis prior work.

### Acquisition of Data via Scraping or Other Means

We note that many companies and organizations have instituted strict policies regarding the use of the data that appears on their sites. They specifically restrict third party software or other self-engineered software, including bots, browser plug-ins, or browser extensions (also called "add-ons"), that "scrape" or copy reviews, purchasing instances, transactional data, business pages, photos, or profile information. Such tools frequently violate the terms of service. In essence, without an explicit authorization, as a researcher **you may not exploit the site** by taking content, even if you have modified or altered it, scrape or index any portion or segment of the site for any period of time, or record, process, or mine information about users or company offerings. There is presently a petition regarding this specific issue with the US Supreme Court (see *hiQ Labs, Inc. v. LinkedIn Corp.*) and until a ruling is issued, we will not process any papers that do not furnish proof of authorization. **If you did exploit data in this fashion, you will need to accompany your submission with documentation that testifies that you did have explicit authorization from the respective company or companies.** In the interest of protecting the rights of the journal, the publisher, and the editors, the failure to provide evidence of legitimate acquisition of the data will result in a desk rejection decision.

### Submissions

Manuscript submissions must be made electronically through our ScholarOne Manuscripts submission and review site: <https://mc.manuscriptcentral.com/dsj>. First-time users will need to create an account. Submitting authors will also need to have an ORCID iD associated with their DSJ ScholarOne account. Authors without an ORCID iD will be able to register for one when prompted. Submitting agents who did not author the manuscript being submitted will not be asked for an ORCID iD. Instead, the corresponding author will be asked to provide one at a later time. For more information about associating accounts, please view the ORCID-ScholarOne Guide for Authors under the "Instructions & Forms" tab in the top right-hand corner of the submission site.

After logging in to the site, the submitting author/agent should navigate to the "Author" tab and follow the steps for submitting a manuscript. Preparing the elements of submission ahead of time will make the submission process easier to navigate. As authors will be asked to choose several topic and methodological areas that describe the manuscript, we recommend viewing this list and discussing the choices with all coauthors prior to submission. The complete list is available under the "Instructions & Forms" tab on the submission site.

## **Authors will be asked to recommend members of the review team.**

- **The list of Department Editors and Associate Editors appears here:**

<https://docs.google.com/spreadsheets/d/19mrnhyDb5s0gfZX9LsYNt6Yp5Nnci7LMnBhlGjjlvW0/edit#gid=1531924082>

- **The list of Reviewers (Members of the Editorial Board) appears here:**

[https://docs.google.com/spreadsheets/d/1klYQgLLh\\_0b0qCfkYoyzKgmOFeyK1SeGoSAKAm7Ehd8/edit#gid=0](https://docs.google.com/spreadsheets/d/1klYQgLLh_0b0qCfkYoyzKgmOFeyK1SeGoSAKAm7Ehd8/edit#gid=0)

## **Conflict of Interest with Reviewers & Associate Editors**

Authors are required to suggest at least three recommended reviewers and three recommended associate editors. These suggestions are for guidance only and the Editor is not bound by them. **Please be aware that all suggested reviewers will be vetted for legitimacy. You should only suggest reviewers with expertise relevant to the content of the manuscript.**

**When you recommend reviewers and editors, please consider the potential for conflicts of interest.**

**The following relationships invoke conflicts and should be avoided:**

- Co-authoring publications with at least one of the reviewers/editors in the past 3 years
- Being colleagues within the same section/department or organizational unit in the past 3 years
- Supervising/having supervised the doctoral work of the reviewer/editor or being supervised/having been supervised by the reviewer/editor.
- Having a personal relationship (e.g. family, close friend) with the reviewer/editor