

AMERICAN JOURNAL OF MATHEMATICAL AND MANAGEMENT SCIENCES

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Dear Author:

Your manuscript has now completed the process of review by an Editor, Editorial Board Member, and expert referees, followed by a final review for both **content** and conformance to journal **style** (including standards of explication) in the office of the Editor-in-Chief.

The letter from the Editor-in-Chief, plus any enclosed referees' reports and annotated manuscript pages, will detail any final revisions of content requested before final acceptance of your manuscript. This letter* details journal style requirements. Since your copy will be used for final reproduction, the instructions for final preparation of manuscripts are quite detailed, and they must all be followed.

At this point, we suggest proceeding as follows:

1. First, study the **content** revisions suggested in the Editor-in-Chief's letter/referees' reports/annotated ms. pages, and revise your manuscript to fully account for them. (If questions arise, write to the Editor-in-Chief for clarification; do not ignore any content comments, as that will delay your ms. at the final approval stage.)
2. Second, study the **journal style** requirements specified below, and see that your manuscript is carefully prepared to fully and completely follow them. (If questions arise, contact the Editor-in-Chief for clarification; do not ignore any journal style requirements, as that will delay your ms. at the final approval stage, and may necessitate complete retyping.)

In particular, we would like to emphasize the following points (some of which are also discussed in the enclosures):

a. Word Processor vs. Typewriter. If your manuscript is on a letter-quality word processor which can prepare output in accord with the journal style requirements, then it is preferable to use that system to print the manuscript on good quality white paper. (Note that output from a dot-matrix quality printer is generally not acceptable.)

b. MatMaster Sheets vs. White Paper. The text needs to be typed with a width of 5.5", and a height of 9" (of which the top 0.5" is reserved for the running head). This may either be done on good quality white paper, or on MatMaster sheets (which the Editor-in-chief will supply gratis on request).

MatMaster sheets are recommended if your paper will be typed, as they greatly simplify the typist's task in keeping to the correct size typing area. White paper is recommended if a word processor will be used (as many word processors cannot accommodate the large size of the MatMaster sheets in their printers). In either case, the typing is to be 5.5" wide and 9" high (of which the top 0.5" is reserved for the running head). No indentation should be used inside this typing area. Over-wide and over-long pages are not acceptable, as they are chopped off in the production process.

*A sample manuscript in correct form with marginal notations on aspects of its form, and a MatMaster™ sheet, used to be sent, but are no longer necessary in most cases—please see a recent issue, or ask the Editor-in-Chief (dudewicz@syr.edu) about any questions.

- c. **Symbols.** All symbols need to either be typed (such as Δ or Σ or Θ , which can be obtained on an IBM Selectric with the Symbol element), or symbol transfer sheets used to enter onto the ms. symbols which are not available on the typewriter or word processor used. (Hand-drawn symbols are not acceptable, as they look bad in the final published version.)
- d. **Spacing and Characters-per-Inch.** Note that most typing is at space-and-a-half, and typing should be at elite size (12 characters per inch), not larger (such as pica, which is 10 characters per inch), and not smaller (such as the 15 characters per inch available on some word processors). (Due to the photographic reduction in the publication process, sizes other than 12 characters per inch either become unreadable (if >12) or waste journal space (if <12).)
- e. **Equations.** Equations should be centered, and punctuated at their end (as they are part of the text of the manuscript, hence require commas, periods, etc. just like any other text). Equations should be numbered consecutively throughout the text, as (1), (2), ..., (48), (Do NOT number anew in each section as (1.1) in the first section, (3.1) in the third section, etc.) Equation numbers are given in parentheses, and typed flush to right margin.
- f. **Numbering of Theorems, Lemmas, Corollaries, Examples, etc.** These items are all numbered in the same system as the Equations, in order to ease the readers' task in finding items which are referred to in the text. (For example, a reader seeking Theorem 18 knows, on finding an equation numbered (15), to look further on in the paper for the theorem of interest.) Thus, a paper might have equations (1), (2), and (3), followed by Theorem 4, Example 5, and equations (6) and (7). (The fact that a paper has a "Theorem 4" does not mean that the paper necessarily has four theorems; rather, it means that in the numbering system used for such entities, the theorem referred to has number "4"...and these numbers are assigned for ease of reader reference and cross-reference, not for ease of those who would value a paper by its number of theorems, as though there were some specific discrete value which was the same for each and every theorem.)
- g. **Tables and Figures.** Each table, and each figure, needs a number and a descriptive title. It is acceptable to number as Table 1, 2, 3, etc.; and, as Figure 1, 2, 3, 4, (The Tables and Figures need not be numbered in the same system as the equations, since when writing the paper one generally does not know where the tables and figures will be located in the final ms. due to space requirements which dictate final placement. However, if one wishes to aid the reader by also having the tables and figures in the same numbering system as the equations, that is acceptable. In that case care needs to be used to assure numbers are in increasing order throughout the ms.)
- h. **Citations.** When citing references, cite authors (year). Do not use "et al." even if there are many authors (but use of an acronym is acceptable if a reference with many authors is cited repeatedly). Thus, one cites a book by Gibbons, Oikin, and Sobel by referring to Gibbons, Oikin, and Sobel (1977), or (after first introducing the acronym at the first reference) as GOS (1977). However, "Gibbons et al. (1977)" is not used in AJMMS.
- i. **Boxing.** Tables are "boxed" in AJMMS style. Boxes are typed (not hand-drawn).
- j. **Running Heads.** Running heads are to be entered (but page numbers are not to be entered by your typist—they will be entered in the production process after final approval of your ms.). See the attached sheet titled "Running Heads" for full details.
- k. **Title Page Format.** The format of the title page is different from that of the other pages. Namely, the title starts 2" down, followed by the authors, followed by the Synoptic Abstract; the Key Words and Phrases comes at 7" down. (Width is the same 5.5".)
- l. **Computer Code.** To aid readers wishing to implement algorithms given in papers, we request that the original FORTRAN (or other language) computer code be provided in an Appendix (which would go just before the References section). While this expands the paper, AJMMS policy is that a paper worth publishing, is worth publishing in a form in which users will be able to put the material to use as soon as possible.

The Appendix giving the computer code should include: (i) The INPUT needed for one of the examples of the main text; (ii) The OUTPUT provided by the program, as these will be a valuable aid to readers seeking to implement the program at their installations.

- m. **Examples.** Virtually all papers should include a numerical example illustrating the results of the paper and (where appropriate) comparing them with competing alternatives. Where possible, real data should be used.
- n. **Explication.** The audience at which AJMMS aims is Ph.D.'s in the mathematical and management sciences broadly conceived. Thus, explication should be such that more than the "six other experts" in the field of each paper can read it (though not necessarily its proofs) and understand where it "fits into" its area of research. In particular, therefore, technical details and jargon which are (while possibly well-known in one area of the mathematical and management sciences) not certain to be known to all well-trained Ph.D.'s in all of the mathematical and management sciences should be at least briefly defined at first use. (Bear in mind that while your research area may be Mathematical Programming, or Statistics, or Quality Control, or Probability, or Quantitative Management Sciences, or Simulation, or Industrial Engineering, etc., your paper will be read by those in the other areas as well.)
- o. **Graphs and Art.** Graphs and art should be prepared to professional standards. If they or figures are to be reduced, then a photostat (PMT is the term many printers use for this) should be made in the appropriate reduced size and waxed onto the master copy. While typing you will need to leave room for all such material (including computer code, charts, etc.). Note that tape should never be used to affix such art; also, photocopies made in a reduced size are not acceptable in place of a PMT (as reduced photocopies do not reproduce well in the final published form).
- p. **Underscoring.** Key results, items being defined, and items customarily italicized should be underscored (or given in **bold** type) for reader ease.
- q. **Spellings and punctuation.** American spellings (e.g., realize, finalize, honor) and punctuation (e.g., period at end within the parentheses in a parenthesized complete sentence) should be used, as this is our house style.

3. After completing 1. and 2., return your final typed manuscript, with two reading copies (photocopies) and an executed copyright transfer form for each author (keep copies for your and your co-authors' files). If possible, also send your final manuscript as an e-mail attachment in Word (.doc) or .pdf format.

Upon final acceptance, a reprint order form will be sent and should be returned promptly.

Congratulations on your research work and scholarship which has brought your manuscript to this point in the evaluation and publication process. We encourage you to use the same diligence in this final phase, so that your manuscript may be quickly approved for final publication, and will have maximal impact on its field of research. Note that all papers published in the **AMERICAN JOURNAL OF MATHEMATICAL AND MANAGEMENT SCIENCES** are automatically considered for the Thomas L. Saaty and Jacob Wolfowitz Prizes in the year of their publication, and no special action is needed on your part in order to receive full consideration in that competition.

Papers are scheduled for publication in the next available issue after their final approval. While rapid publication of acceptable papers is sought, papers in Special Issues devoted to particular topics may be subject to longer time gaps as all papers for this issue must be in-hand before that issue can go to press. (Similarly, papers slated for such an issue, but where the authors are unable to provide a final acceptable copy in time, may not be able to be included in the issue for which they were considered and/or invited.) We encourage you to provide your final materials in as short a time as possible, consistent with adhering carefully to all guidelines.

We look forward to receiving your materials.

Sincerely yours,

Editorial Office,
AMERICAN JOURNAL OF
MATHEMATICAL AND MANAGEMENT SCIENCES

Running Heads

Authors are responsible for having the RUNNING HEADS entered onto their papers. Instructions are as follows:

-**RUNNING HEADS** are the authors' names and (short) paper title which appear at the top of each page of the paper

-**the first page of the manuscript** (the one with the Synoptic Abstract) does not have a running head; do not type one on that page

-**all other pages (i.e., pages 2,3,4,5,6,7,8,...)** do have a running head; those running heads go above the main typing area

-**pages 2,4,6,8,...:** on these pages, the **names of the authors** are used as the running head, in **all upper case** (capitals), and **top-justified** and **right-justified**.

For example, if your names are James R. Evans and Richard A. Hall, then the tops of pages 2,4,6,8,... will look like the following:

EVANS & HALL

-**pages 3,5,7,...:** on these pages, the **(shortened) title of the paper** is used as the running head, in **all upper case** (capitals), & **top-justified** and **left-justified**.

For example, if your paper is titled "Probabilistic Analysis of Assignment Ranking: The Traveling Salesman Problems," then the tops of pages 3,5,7,... will look like the following:

TRAVELING SALESMAN PROBLEMS
