**MANUSCRIPT GUIDELINES**

JTOM publishes theoretical and empirical research papers in the field of industrial engineering.

The journal publishes manuscripts either in English, Turkish, Persian, or Arabic.

**Page Margins:** Manuscripts should be prepared in a standard A4 page size (210mm \* 297mm) with margins 25mm on the left, right, top and bottom. Use the JTOM template given at <https://dergipark.org.tr/en/pub/jtom/writing-rules>

**Font:** Manuscript files should be provided in Microsoft Word format(.docx). All text of the manuscript should be written in Times New Roman, 10 pt. Paragraphs should start at the beginning of the line (no indent, no tab) and there should be 6 pt line spacing before each paragraph.

Articles should not exceed 8000 words including abstract and references.

After the title of the article, the author information will be included. This information will be transferred from the author information file after article acceptance. Two columns have been created for the keywords and abstract. The keywords should be included in the left column and the abstract in the right column.

**Title:** The title of the article should be written in 14 pt, only the first letter of the title should be capitalized, and the title should be left-aligned.

**Abstract:** Abstracts are required for all manuscripts regardless of the language of the manuscript. Following the title, an abstract of 250 words, briefly stating the purpose and the results of the paper, should be included in the paper. Abstract should not include any references. It should be written in Times New Roman, and 9 pt.

**Keywords:** At the left side of the abstract maximum of five keywords should be provided with one keyword per line.

**Introduction and Other Parts**

Following the abstract, the manuscript should be divided into various sections starting with introduction section and should end with references.

Main (first level) headings must be in capital letters. Main and sub-headings should be numbered, and left-aligned with Times New Roman, 12 pt. Second level headings should be bold and first letters of each word should be capitalized. Subsequent sub-headings should be italic. There should be one line spacing before each heading.

**Abstract**

**1. Introduction**

**2. Method**

**2.1. Participants**

**2.2. Experiments**

**2.2.1. Devices To Be Used**

**2.2.2. Experimental Process**

**3. Results**

**4. Discussion**

**5. Conclusion**

**References**

**Appendices**

The line spacing of the text should be set to 1 and each paragraph must start at the beginning of the line (there should be no indent). The use of footnotes in the text should be avoided as much as possible.

**Citations**

American Psychological Association (APA) 6th edition rules should be applied in references and in-text citations. For detailed information, visit <https://apastyle.apa.org/style-grammar-guidelines/>

Each work cited must appear in the reference list, and each work in the reference list must be cited in the text (or in a table, figure, footnote, or appendix). The number of sources you cite in your paper depends on the purpose of your work.

To cite a study just by **one author**, use the following citation style:

(Saaty, 1995)

Saaty (1995) pointed out that ...............

To cite a study with **two authors**, use the following citation style:

Such facilities as garbage dump sites, landfills, chemical plants, nuclear reactors, military installations and polluting plants are undesirable for the surrounding population, which avoids them and tries to stay away from them (Colebrook and Sicilia, 2007).

Mahler and De Lima (2003) proposed a methodology for assessing and ranking a predefined universe of objects to assist in the selection of suitable areas for the construction of sanitary landfill.

To cite a study with **multiple authors**, use the following citation style:

They can be defined as facilities that can be useful to the whole population but that generate negative externalities in the surrounding environment (Flahaut et al., 2002).

To use **multiple citations at the same sentence**, please use the following style:

Some other examples of the effective ANP applications on decision making areas are as follows: product design (Saaty and Takizawa, 1986; Karsak et al., 2002) …

**Tables**

Tables should be placed in the text following the paragraph where they are referred for the first time. Table caption should be positioned on top of the table. A period should be inserted after the table number in the caption. In the table caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase. Table and the table caption should be both centered.

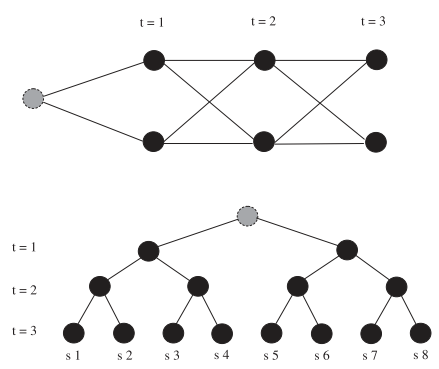
**Table 1.** Colors and prices by products

|  |  |  |
| --- | --- | --- |
| Product | Color | Price($) |
| 1 | Yellow | 20 |
| 2 | Blue | 30 |
| 3 | Green | 25 |

**Figures**

All images (such as photographs, drawings, diagrams, graphics, maps, etc.) that do not contain a table should be named as a figure. All figures should be of high quality and legible, and should be placed in the text following the paragraph where they are referred for the first time. The figure should be created/supplied in .jpg or .docx image format. Figure caption should be placed below the figure. A period should be inserted after the figure number in the caption. In the figure caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase. Figure and the figure caption should be both centered.

The tables and figures must be referred within the text such as "as given in Table 1 ..." or ".... (Figure 1)".



**Figure 1.** Scenario tree (Nagi and Pan, 2010)

**Nomenclature, Symbols, and Abbreviations**

In general, the recommendations of the SI units should be followed. Symbols, formulas, and equations should be written with great care, capitals and lower case letters being distinguished where necessary. Particular care should be taken in typing mathematical expressions containing superscripts and in proof-reading such equations. Mathematical expressions should be written by an equation editor (Word format) in 9 point size. Indices font should be 8 point size. Each equation in the text should be numbered in parenthesis ( ). Unusual symbols employed for the first time should be defined by name in the left-hand margin. Abbreviations require definition when first used.

**References**

All references cited within the text should be listed in references section. References should be arranged in alphabetical order by the surname of the first author.

If the source has DOI (Digital Object Identifier) or URL information, it must be given.

The DOI or URL is the final component of a reference list entry. Because so much scholarship is available and/or retrieved online, most reference list entries end with either a DOI or a URL.

A DOI is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works. Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which as of this publication is as follows:

https://doi.org/xxxxx

A URL specifies the location of digital information on the internet and can be found in the address bar of your internet browser. URLs in references should link directly to the cited work when possible.

Present both DOIs and URLs as hyperlinks (i.e., beginning with “http:” or “https:”).

The list of references should be prepared in accordance with the following examples:

**Journal article**

The surname of each author followed by initials of the author’s given name are provided (there should be comma between the authors and a period after the last author). If there are multiple authors, use the conjunction "and" between the last two authors. The year should be specified in parentheses. The format for remaining parts of the reference should be as the following:

The title of the article. *Journal title in italics* (No abbreviation should be used). *Volume*(number), page range.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. doi: <https://doi.org/10.1037/ppm0000185>

**Book**

The surname of each author (space), initials of the author’s given name(s) in capital letters (there should be comma between the authors and a period after the last author).

The format for remaining part of the reference should be as the following:

*Book title in italics*. Publication issue (if any). Place of publication: city, state, country, the publisher, the year.

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. doi: <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst.* Penguin Books.

**Edited Book Chapter**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. doi: <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

**Conference Presentation**

Provide the names of the presenters in the author element of the reference. If video of the conference presentation is available, include a link at the end of the reference.

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. Retrieved from: <https://convention.apa.org/2019-video>

**Conference Proceeding**

Conference proceedings published in a journal follow the same format as journal articles. Conference proceedings published as a whole book follow the same reference format as whole edited books. The format for conference proceedings published as an edited book chapter is the same as for edited book chapters.

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences*, USA, 116(47), 23499–23504. doi: <https://doi.org/10.1073/pnas.1910510116>

**Dissertation or Thesis**

A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive. Include the description “Doctoral dissertation” or “Master’s thesis” followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number.

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. Retrieved from: <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. Retrieved from: <https://repository.arizona.edu/handle/10150/620615>

**Report by Government Agency**

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. Retrieved from: <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

**Report with Individual Authors**

Baral, P., Larsen, M., & Archer, M. (2019). *Does money grow on trees? Restoration financing in Southeast Asia. Atlantic Council*. Retrieved from: <https://www.atlanticcouncil.org/in-depth-research-reports/report/does-money-grow-on-trees-restoring-financing-in-southeast-asia/>

Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary lists of crew tasks* (Report No. NASA/CR-2018-220043). National Aeronautics and Space Administration. Retrieved from: <https://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/20190001401.pdf>

**Appendices**

If there is one appendix, it should be named as "Appendix 1", if there are multiple appendices, then, these should be named as "Appendix 1", "Appendix 2" and so on.