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MANUSCRIPT SUBMISSION INFORMATION

Authors. As an official academic journal of the National Institute of Governmental Purchasing, Inc. (a professional association of government procurement officials in the United States and Canada), the *Journal of Public Procurement (JoPP)* welcomes manuscript submissions from academicians and practitioners from the United States and other countries.

Types of Manuscripts. The *JoPP* publishes research studies, narrative essays, exemplar cases, commentaries, book reviews, and on occasion, reprints of informative published government reports. Although The *JoPP* is read by both academicians and practitioners, a majority of readers are NIGP members who are purchasing officers and managers in the public sector. Thus, *JoPP* is particularly interested in:

- Exemplar procurement practices in various government entities, and non-profit organizations in the United States and other countries; and
- Academic manuscripts including applied and theoretical research. Academic manuscripts should be analytical in nature and may discuss theories, principles, and applications; report relevant research; analyze procurement-related issues; or describe procurement techniques and practices. *JoPP* particularly welcomes manuscripts dealing with concepts from various academic disciplines including public policy/administration, economics, law, management, political science, information systems, behavioral sciences, supply chain management, and other disciplines that contribute to the advancement of knowledge in the various areas of public procurement.

Writing Tips for Articles. The general format of the manuscript should be as follows: title of article, names of author, abstract, and text.

The **ABSTRACT** should not have more than 120 words in length, covering (1) a statement of the background situation that led to the development of the manuscript; (2) a clear statement of the problem or the basic issues involved; (3) a brief summary of the key findings or conclusions of the research; and (4) a brief description of the methodology used.

Whenever possible, the text discussion should be divided into such major sections as **INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSION, ACKNOWLEDGMENTS, and REFERENCES**. Manuscripts should be submitted typed, double-spaced, on one side only. The entire typing area on the title page should be four and one-half inches wide by five and one-half inches long. The major headings should be separated from the text by two lines of space above and one line of space below. Each heading should be in capital letters, centered, and in bold. Secondary headings, if any, should be flush with the left margin, in bold characters, and have the first letter of all main words capitalized. Leave two lines of space above and one line of space below secondary headings. All manuscripts should be left- and right-hand margin justified.

ACKNOWLEDGMENTS of collaboration, sources of research funds, and address changes for an author should be listed in a separate section at the end of the paper after the section on References.

EXPLANATORY FOOTNOTES should be kept to a minimum and be numbered consecutively throughout the text and aggregated in sequence under the heading **NOTES**, at the end of the text but before **REFERENCES**.

REFERENCES. The references section serves to provide the reader with sufficient information so that he or she can easily locate the work cited in the research. Overall, each reference should include the following information author(s)' name (first name, initial name and last name); title of work; journal, serial, proceedings, or book in which the work was published; volume and number of the issue [example: volume 1, number 1 would appear as 1(1)]; date the work was published; page numbers (in the case of journals, serials, and proceedings).

Writing Tips for Book Reviews. Book reviews in *JoPP* generally run three to six double-space pages. Occasionally, a slightly longer review is appropriate, but as a rule, readers prefer getting right to the heart of the matter without too much editorializing by the reviewer.

Major points that should be covered in a review include the following:

- The purpose of the book;
- The book's intended audience;
- The basic thrust of the book;
- A brief discussion of the scope and breadth of coverage of material in the book;
- Discussion on the depth of coverage and balance of topics covered, possibly including some analysis of the important parts or topics; and
- Identification and discussion of the book's strengths and weaknesses.

A cover letter must accompany each submission indicating the name, address, and e-mail address of the corresponding author.

Review Procedure. All manuscripts are reviewed by three peer reviewers, who are selected on the basis of their specialized expertise, and usually by the editor-in-chief. Manuscripts are assigned a code number before being mailed to peer reviewers so the author(s) remain anonymous. The *JoPP* Editorial Board and peer reviewers consist of an equal number of academicians and purchasing professionals, with both national and international representation. Reviewers make suggestions to the editor-in-chief if a revision is needed. Revisions are recommended for approximately 70 to 80 percent of accepted articles.

Accepted Manuscript Preparation. All accepted manuscripts will be copy-edited by a professional copy editor.

Copyright. Only original papers will be accepted, and copyright of published manuscripts will be vested in the publisher. In other words, contributors release the copyright of their articles to PrAcademics Press by signing a [Copyright Release Form](#). Please note that employees of certain governmental and profit entities may not be authorized to release the copyright of their articles.

Manuscript Submissions/Symposium Proposals. Electronic submissions are required and sent to Professor Khi V. Thai, Editor, School of Public Administration, Florida Atlantic University at thai@fau.edu.

For questions concerning journal policies, and proposals for manuscripts/symposia; and other information about *JoPP*, please contact him.