

# INFORMATIONS FOR AUTHORS

## Manuscript proceedings:

1. Authors should submit the full paper before the **June 30<sup>th</sup>, 2017**, to [ifal@agrifoodlogistics.eu](mailto:ifal@agrifoodlogistics.eu) as an electronic version, only in English.
2. Submission of the paper implies that it has not been published previously, that it is not under consideration for publication elsewhere, and that if accepted it will not be published elsewhere in the same form without the written permission of the editor.
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4. All papers will be independently refereed, double blind reviewing is employed. In cases where a manuscript is returned to an author for revision, it must be resubmitted (together with its electronic version) within 30 days otherwise it will be assumed to be withdrawn.
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6. Proofs will be sent to the corresponding author and should be returned within 48 hours of receipt, preferably by e-mail. Correction should be restricted to type settings errors only.

## The text.

The manuscript should be arranged according to the following pattern:

### First page (separate)

- **names of authors** (with first names spelled out, middle names as initial, and last name CAPITALIZED),
- **affiliations of all authors** (with e-mail addresses),
- **Acknowledgements** and **Funding Source Declaration** (funding or research grants and their source received in the course of study).
- detailed mailing address of the corresponding author with the phone and fax numbers, and e-mail address,

### Second page and more

- **title** (please use capital letters only when needed),
- **structured summary**,  
While writing the summary please keep in mind that it may be also reprinted separately by abstracting/indexing journals or databases. In research notes or review articles a short conventional abstract should be written instead of a structured summary.

The summary should be divided into small chapters:

- Background (Why the study was initiated? Why this type of study is needed? and What is the aim of the present paper?),
- Methods,
- Results, principal
- Conclusion (with a closing remarks—What is the importance of the present findings? and What directions it sets for future research?) Please note that the Conclusion is not a summary of the results, but a more general statement.
- up to 6 **key words**,
- Introduction, Materials and methods, Results, Discussion, tables, and figures. Figure captions (including full legend describing the figure and explaining all the symbols used) must be pasted below respective figures (do not repeat them). An excess of headings and subheadings should be avoided. Only generic and specific names should be set in italics. Any issue not covered by the present instruction should be resolved based on “The scientific style and format”. The CBE Manual for Authors, Editors, and Publishers. Sixth Edition 1994, Cambridge University Press.

### Last page

- title, abstract, keywords in Polish (Polish speaking authors only).

## Manuscript preparation:

1. **Manuscripts for publishing** in LogForum must confirm to the Manuscript proceedings of Journal's Editor. All submitted papers written in English must be prepared according to the following rules.
2. **Paper length**-in general papers - 12-14 pages (A4-format) inclusive of tables and illustrations.
3. The main text and abstracts and references must be saved as one text file. Tables, figures, graphs and other appendices must be saved to separate files, in applicable file format.
4. **Manuscripts' style**- the use of font type of Times New Roman and size of 12 pt 1,5 - spaced is required. Font styles like bold and italic ones are accepted but without underlining of letters, words and sentences.
5. **Tables and illustrations** should not exceed B-5 format (12.5 cm x 19.5 cm). All descriptions should be printed with a font size 9 pt. Text inside tables should be printed with a font size 8 pt. Single-spaced. Vertical lines are not desirable. Extension of table files of \*.doc or \*.rtf is required.
6. **Tables descriptions**, descriptions of illustrations and figures must be written in English and Polish or German. Tables and figures numbers in Arabic numerals.
7. **Units**-only SI units should be used, e.g. g×dm<sup>-3</sup> (not g/dm<sup>3</sup>).
8. **Literature references** in text - the author's last names and year of publications should be given in brackets e.g. [Kowalski and Lewandowski 2000, Lewandowski 2001, Zalewski et al. 2001] or "...according to Kowalski [2000]...".  
The cited literature should be published in scientific papers of international range (LogForum included) and only exceptionally the manuals positions should be included. The literature references should not be given in illustrations, figures, tables und under the page.

**All titles must be original (e.g. Polish) and translated into English.**

**DOI number (*digital object identifier*) for all references is required (if exist).**  
**Please ensure that every reference cited in the text is also present in the reference list (and vice versa).**

**Original papers should not contain more than 30 references.**

**Review articles should not contain more than 60 references.**

8. **Literature references** - must be listed alphabetically in the form as following: author's last names with initials, year of publication (if more than one publication of the same authors, each one should be marked by the letter a, b, c, etc placed after year), article's title, publisher's shortcut, place, volume number, issue number, page numbering. All title must be translated to English.

Examples:

*Yao J., Gu M., Optimization Analysis of Supply Chain Resource Allocation in Customized Online Shopping Service Mode, Mathematical Problems in Engineering, vol. 2015, Article ID 519125, 11 pages, 2015. doi:10.1155/2015/519125*

*Craig R. C., Rogers D.S., 2008, A framework of sustainable supply chain management: moving toward new theory", International Journal of Physical Distribution & Logistics Management, 38 5, 360-387, DOI: 10.1108/09600030810882816*

*Yin R.K., 2003, "Introduction", in Robinson, S. (Ed.), Case Study Research Design and Methods, Sage Publications, Thousand Oaks, CA. 1-15.*

*Lee Y.Ch., Oh H.J., Koo Ch., Sarkis J., 2011, Logistics decision model for environmental aspect using the analytic network process., AMCIS Proceedings - All Submissions. Paper 331. [http://aisel.aisnet.org/amcis2011\\_submissions/331](http://aisel.aisnet.org/amcis2011_submissions/331)*

*Pande, P.S., Holpp L., 2001, What Is Six Sigma? McGraw-Hill Trade Logon Baltic project website. 2008. Available from Internet:<<http://www.logonbaltic.info>>.*

*Tripathy A.K., Singh A.K., 2004, An efficient method of eliminating noisy information in web pages for data mining. Proceedings - The Fourth International Conference on Computer and Information Technology (CIT 2004) 978-985.*

*Krzyżaniak St., 2015. Model of the impact of parameters controlling replenishment in the BS (min-max) continuous review system on the actual inventory availability. Logforum 11 (3), 283 - 294. DOI : 10.17270/J.LOG.2015.3.8*

*Koliński A., 2014, Problem pomiaru efektywności procesu produkcji w aspekcie zarządzania łańcuchem dostaw [The problem of efficiency measurement of production process in terms of supply*

*chain management]*, *Gospodarka Materialowa i Logistyka* 66 (6), 10-16.

*Krafft M., 2007, Kundenbindung und Kundenwert [Customer loyalty and customer value], Physica-Verlag, Heidelberg.*

*Cyplik P., Hadaś L., 2015. Transformation of a production – Logistics system in the enterprises of broad assortment offer and a varied customer service strategy. Premises- Methodology- Evaluation. Polish Scientific Publishers PWN, Warsaw*

9. **The example paper:** Cyplik P., Hadaś L., 2011, Production system virus analysis tool (PSVA) - problems identification and analysis framework - case study. LogForum 7,1,1. : ([www.logforum.net/pdf/7\\_1\\_1\\_11.pdf](http://www.logforum.net/pdf/7_1_1_11.pdf))

## The procedure of reviewing

1. Each publication is evaluated by editor-in-chief and if the basic requirements are fulfilled the text is sent to review.
2. Each publication is evaluated by at least two independent Reviewers.
3. At least one of the Reviewers is affiliated in a foreign institution, which is different than the Author's nationality.
4. The *double-blind review process* is applied, where neither the Authors nor the Reviewers know each other's identities.
5. The review is a written document, which ends with a definite conclusion whether the article should be published or rejected.
6. The following evaluation criteria and procedures are applied:
  - **A – very good** article – accept  
The article is accepted for printing without sending back to the Author. The Author receives a message about the positive review.
  - **B – good** article – accept when the Reviewer's comments have been fulfilled  
The article is sent back to the author to make changes suggested by the Reviewer. Then the Author resends a corrected copy of the article with the opinion about the remarks in the review to the editors. The Editor-in-Chief makes a decision whether the article should be accepted for printing
  - **C – acceptable after general reconstruction**  
The article is sent back to the Author to make general changes suggested by the Reviewer. Then the Author sends a corrected copy of the article with the opinion about the remarks in the review to the Editors. The Editors send the article for another review. The Author may be committed to pay extra costs of the review of the corrected article.
  - **D – poor** – the article should not be published in Logforum  
The article is not accepted for publication and cannot be resent to the Editors.