Standard template for BEJ submission

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Abstract: A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. An abstract of not more than 200 words. (10 Font size)

Keywords: Provide a maximum of 6 keywords separated by semicolon.

# Introduction (12 font size)

You will find here BEJ’s guidelines for the preparation of articles to be published in the journal, in printed and electronic form. Your contribution may be prepared in Microsoft Word. Technical Instructions for working with BEJ’s style files and templates are provided in separate documents which can be found on our website. Authors must use a BEJ’s template. Manuscripts should be single spaced on double side of A4 paper only with wide margins throughout. (11 font size)

# Literature Review (12 font size)

**2.1 Theoertical Perspective (11 font size)**

Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the title, be aligned to the left. Only the first two levels of section headings should be numbered, as shown in Table 1. The respective font sizes are also given in Table 1. Kindly refrain from using “0” when numbering your section headings. (11 font size)

Table 1. Authors guideline

|  |  |  |
| --- | --- | --- |
| Heading Level & Captions | Example | Font size and style |
| Title (centered) | BEJ Title | 14 point |
| 1st level heading (BEJ Table text) | Introduction | 12 point |
| 2nd level heading | Abstract | 11 point |
| 3rd level heading | Level | 10 point |
| Table & Figure captions | Figure 2.2 | 9 point |

# Material and Methods (12 font size)

Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author. (11 font size).

# Findings and Discussion (12 font size)

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# Conclusion and Recommendations (12 font size)

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# References (13 font size)

Anthony, R. N. (1965). *Planning and control systems: a framework for analysis*. Division of Research, Graduate School of Business Administration, Harvard University.

Giffler, B., & Thompson, G. L. (1960). Algorithms for solving production-scheduling problems. *Operations research, 8*(4), 487-503. <https://doi.org/10.1287/opre.8.4.487>

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