Business Process Management Journal

INSTRUCTIONS FOR TYPESETTING MANUSCRIPTS USING LaTeX*

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The abstract should summarize the context, content and conclusions of the paper in less than 300 words. Typeset the abstract in 8 pt roman with baselineskip of 10 pt, making an indentation of 18 pt on the left and right margins.It should use the following format: Purpose- Design/Methodology/Approach- Findings- Research limitations/implications (if applicable)- Practical implications (if applicable)- Originality/value-

Keywords: Palavra; Palavra; Palavra.

1. The Main Text

Authors are encouraged to have their contribution checked for grammar. American spelling should be used. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g. Latin, French).

The text is to be typeset in 10 pt roman, single spaced with baselineskip of 13 pt. Text area is 5 inches in width and the height is 8 inches (including running head). Final pagination and insertion of running titles will be done by the publisher. Figures and tables are best included at the end of a file [].

*For the title, try not to use more than 3 lines. Typeset the title in 10 pt bold and uppercase.
†Typeset names in 8 pt roman, uppercase. Use the footnote to indicate the present or permanent address of the author.
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2. Major Headings

Major headings should be typeset in boldface with the first letter of important words capitalized.There should usually be no more than three heading levels.

2.1. *Sub-headings*

Sub-headings should be typeset in boldface italic and capitalize the first letter of the first word only. Section number to be in boldface roman.

2.1.1. *Sub-subheadings*

Typeset sub-subheadings in medium face italic and capitalize the first letter of the first word only. Section numbers to be in roman.

2.2. *Numbering and spacing*

Sections, sub-sections and sub-subsections are numbered in Arabic. Use double spacing before all section headings, and single spacing after section headings. Flush left all paragraphs that follow after section headings.

2.3. *Lists of items*

List may be presented with each item marked by bullets and numbers.

Bulleted items

- item one
- item two
- item three.

Numbered items

(1) item one
(2) item two
(3) item three.

The order of subdivisions of items in bullet and numbered lists may be presented as follows:

Bulleted items

- First item in the first level
- Second item in the first level
  - First item in the second level
  - Second item in the second level

- First item in the third level
- Second item in the third level

– Third item in the second level
– fourth item in the second level

- third item in the first level
- fourth item in the first level

Numbered items

(1) First item in the first level
(2) Second item in the first level
  (i) First item in the second level
  (ii) Second item in the second level
    i. First item in the third level
    ii. Second item in the third level
    iii. Third item in the third level
  (iii) Third item in the second level
  (iv) fourth item in the second level
(3) third item in the first level
(4) fourth item in the first level

3. Equations

Displayed equations should be numbered consecutively, with the number set flush right and enclosed in parentheses. The equation numbers should be consecutive within the contribution

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^{t} 1(N(\sigma) = n) d\sigma}\,. \tag{1}$$

Equations should be referred to in abbreviated form, e.g. "Eq. (1)" or "(2)". In multiple-line equations, the number should be given on the last line.

Where possible, equations should be supplied using Mathtype 4. Displayed equations are to be centered on the page width. Standard English letters like x are to appear as x (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

4. Theorem Environments

Theorem 4.1. *Theorems, lemmas, definitions, etc. are set on a separate paragraph, with extra 1 line space above and below. They are to be numbered consecutively within the contribution.*

The citation command can be used as a cross-link for theorem declaration, see Theorem 4.1 and Lemma 4.2.

Lemma 4.2. *Theorems, lemmas, definitions, etc. are set on a separate paragraph, with extra 1 line space above and below. They are to be numbered consecutively within the contribution.*

Proof. Proofs should end with a box. □

5. Illustrations and Photographs

Figures are to be supplied at the end of the article. An indication of where the figure should go should be made on a line after the paragraph in which they are first mentioned, in bold font, e.g. 'Figure 1 here'. Please send one set of originals with copies. If the author requires the publisher to reduce the figures, ensure that the figures (including letterings and numbers) are large enough to be clearly seen after reduction. Photos are acceptable.

Fig. 1. A schematic illustration of dissociative recombination. The direct mechanism, $4m_{\pi}^{2}$ is initiated when the molecular ion S_L captures an electron with kinetic energy.

Figure 1 are to be sequentially numbered in Arabic numerals. The caption must be placed below the figure. Typeset in 8 pt roman with baselineskip of 10 pt. Long captions are to be justified by the "page-width". Use double spacing between a caption and the text that follows immediately.

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6. Tables

Tables should be inserted in the text as close to the point of reference as possible. Some space should be left above and below the table.

Table 1 should be numbered sequentially in the text in Roman numerals. Captions are to be centralized above the tables. Typeset tables and captions in 8 pt

Table 1. Comparison of acoustic for frequencies for piston-cylinder problem.

Piston mass	Analytical frequency (Rad/s)	TRIA6-S_1 model (Rad/s)	% Error
1.0	281.0	280.81	0.07
0.1	876.0	875.74	0.03
0.01	2441.0	2441.0	0.0
0.001	4130.0	4129.3	0.16

Note: Table notes
[a]Table footnote A
[b]Table footnote B

roman with baselineskip of 10 pt. Long captions are to be justified by the "table-width".

If tables need to extend over to a second page, the continuation of the table should be preceded by a caption, e.g. "*Table 1.* (*Continued*)". Notes to tables are placed below the final row of the table and should be flushleft. Footnotes in tables should be indicated by superscript lowercase letters and placed beneath the table.

7. Running Heads

Please provide a shortened runninghead (not more than eight words) for the title of your paper. This will appear on the top right-hand side of your paper.

8. Footnotes

Footnotes should be numbered sequentially in Arabic numbers.[a]

Acknowledgments

This section should come before the References. Funding information may also be included here.Please keep as brief as possible.

Appendix A. Appendices

Appendices should be used only when absolutely necessary. They should come after the References. If there is more than one appendix, number them alphabetically. Number displayed equations occurring in the Appendix in this way, e.g. (A.1), (A.2), etc.

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^{t} 1(N(\sigma) = n) d\sigma} \,. \tag{A.1}$$

[a]Footnotes should be typeset in 8 pt Arabic at the bottom of the page.

References

The references section should be labeled "References" and should appear at the end of the paper. Authors should follow a consistent format for the reference entries. For journal names, use the standard abbreviations. An sample format is given in the following page:

Citations in Text

Since the references are unnumbered, citations to them in the text must identify them by authors' names and year of publication. References should be cited in text in square brackets by giving the last name of the author and the date of publication, e.g. [Wong (1989)]. A comma should be present before the date. For papers by two authors, the last names are joined by "and" e.g. [Al-Hussaini and Abd-El-Hakim (1989)]. Papers by three and more authors should be cited by giving the last name of the first author followed by *et al.* and the date (note that *et al.* is in italics and that a period follows the abbreviation al.).

References are given in brackets unless the author's name is part of the sentence, e.g. "the a-model [Gupta *et al.* (1997)]" but "according to Gupta *et al.* [1997]." If a citation cites two or more papers, they should be separated by a semicolon: [Gurland and Sethuraman (1994); Wong (1989)]. If two or more papers by the same author(s) are cited together, the author(s) should be listed once, with the dates of the papers separated by a semicolon: (Gurland and Sethuraman, 1994; 1995). Papers by the same author(s) published in the same year should be distinguished by appending a, b, c, etc., to the date: e.g. (Gupta and Akman, 1995a; 1995b).

Reference List

Reference entries should be ordered alphabetically, starting with the last name of the first author, followed by the first author's initial(s), and so on for each additional author. For papers with more than three authors, the last name and initials of the first author only should be listed, followed by a comma and *et al.* Multiple entries for one author or one group of authors should be ordered chronologically, and multiple entries for the same year (including references with three authors that may be cited in the text as "*et al.*") should be distinguished by appending sequential lowercase letters to the year; e.g. Gupta and Akman (1995a); Gupta and Akman (1995b).

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Biography

This biography section should introduce each author of this manuscript, which include the name, affiliation, academic career, research interests. The photos of each author should also be presented in this section.

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