A STYLE GUIDE FOR PAPERS SUBMITTED TO THE INTERNATIONAL JOURNAL OF THE ANALYTIC HIERARCHY PROCESS

## ABSTRACT

Uniformity of formatting is a desirable attribute for papers published in the online International Journal of the Analytic Hierarchy Process (IJAHP). This guide is written in the recommended format for papers and outlines the required page length, spacing, margins, font sizes, headings, references, quotations, and other stylistic features that lead to an appealing visual image. The Word version of this document has the recommended styles embedded.

Keywords: papers; uniformity; format; style guide

### Introduction

The first style guide was written by William Wedley of Simon Fraser University in Burnaby, BC, Canada, for the 1996 ISAHP, and it has undergone successive revisions for for the IJAHP online journal. We thank Bill and all those who have made improvements along the way.

Please write your papers using this style guide[[1]](#footnote-2). For more information about references, please refer to the widely accepted American Psychological Association (APA) Basic reference guidelines:

<https://owl.english.purdue.edu/owl/resource/560/05/>

However, do not use the hanging APA guidelines suggested for refererences for lines after the first one. Left-justify all lines as we do in this style guide.

### General requirements

#### In general

Papers for this journal should be no longer than 20 pages, including references, appendices, figures, and tables. Tables and figures should be inserted directly into the manuscript, close to where they are referenced. Both tables and figures should be numbered sequentially from 1 to *n*. Our layout editor will sequentially re-number all the papers in the same issue. The paper should be written in Microsoft Word. We have observed that keeping papers on the shorter side usually improves the writing and makes the logic tighter.

It is important that authors carefully follow our formatting instructions. To help you in this task, we have written this document in the recommended format. For references please use the APA style for Basic rules for references in this link:

<https://owl.english.purdue.edu/owl/resource/560/05/>

#### Page limit

The full manuscript must not exceed 20 pages. It must include an abstract of up to 250 words. The 20 pages should include all tables, figures, and references. This is, however, an online journal where page length is not the issue it once was, so your editor may offer some flexibility.

#### Quality of your document

Please be sure to check your document for spelling and grammar before submitting it electronically, as directed on the home page of [www.ijahp.org](http://www.ijahp.org).

#### Margins

The left and right margins should be 1.5 inches, with text fully justified. The top margin should be 1.25 inches and the bottom margin should be 1 inch. You are encouraged to hyphenate words to obtain more even word spacing. The main text should be in portrait orientation. For tables where landscape orientation makes them easier to read, you may use itt. The best way to do that is to put the landscape page or pages in their own section using Layout Breaks.

#### Spacing

The body text of the paper should be single-spaced and fully justified in 11-point Times New Roman font. Leave a space of one line between paragraphs, but do not indent the first line of a new paragraph. The margins should be set according to the specifications set forth in Section 2.3 of this Guide, with headers 0.5 inches from the top of the page and .62 inches from the bottom of the page. Page numbers should be centered at the bottom, and the first page should be numbered 1. The layout editor will re-number the pages appropriately before publication.

Use a space of one character after punctuation marks such as periods, commas, semi-colons, and colons. No space after internal periods in abbreviations (a.m., i.e., U.S.).

Insert a blank space of one line between paragraphs. Add one line after the final paragraph in a sub-section (after section 2.4 for example) and use two lines after the final paragraph in a main section (after section 2.6 here, for example).

The Abstract, Appendix, and Reference headings should be all caps, 11-point, bolded, and centered, with two line spaces above, and one below.

#### Headings

For the main headings for the abstract, references, and appendices, use 11-point Times New Roman bold font, all caps, centered. Leave a space of two lines before and one line after these headings.

For Level 1 headings such as “Introduction,” use left justified 13-point Times New Roman bold font and capitalize only the first letter of the first word. The Heading 1 style in this paper automatically inserts a 3-point line space after the heading. In addition to the automatically inserted spaces, leave two line spaces before, but no line spaces after.

For Level 2 headings, use left justified 10-point Times New Roman bold font and capitalize the first letter of the first word. The Heading 2 style in this paper automatically inserts a 3-point line space after the heading. Leave a line space before, but no line space after.

#### Headers

Do not put headers in your document. Our layout editor inserts them just before the final publication step. If you use the margins we suggest in section 2.4 there will be ample room for them.

### First page requirements

#### Titles

For the main title, use 13-point Times New Roman bold font, all caps, centered. Leave a space of 4 lines after the title before the abstract. The Abstract title and References title should be in all caps 11-point bold centered. In the article you submit online, remove the authors’ names and any other internal Word references to them that may be hidden. You should submit a separate Cover page document that contains only the title of the article and the authors’ names and affiliations as you want them published. You will need to provide the author(s) information in the metadata, but the layout editor will use whatever is in the Cover page file.

#### Authors

Leave a space of one line after the paper title; and list each author separately, in alphabetical order, with the corresponding author identified with an \*. Place the author’s name on the first line, the affiliation, on the next line, the city, state (if appropriate), and country on the next line; and the e-mail address on the final line for that author. Leave one line between each successive author.

#### Abstract and keywords

After the last author’s name, leave two line spaces before and one line space after the word ABSTRACT, which should be centered and in bold, all caps, 11-point font. Use no more than 250 words in the abstract to indicate the nature of the topic and to briefly summarize the findings of the paper. Leave a space of one line after the abstract text, which should be in fully justified 11-point body text style. Put “Keywords:” on the next line, followed by no more than five keywords separated by semicolons. The first keyword must be selected from the list given in the IJAHP General Guidelines for Authors.

#### The body of the paper

The body of the paper should be separated from the abstract by a space of two lines. Use the “Normal” style which is fully justified 11-point Times New Roman bold font. In the body of the text, leave one character space after each period that ends a sentence. Leave space of one line between paragraphs. Do NOT indent the first word of a new paragraph.

#### Acknowledgments

All acknowledgments should be footnoted at the bottom of the first page and labeled in the usual manner.

### Footnotes, figures, and tables

#### Footnotes

Footnotes are generally discouraged, but may be used when necessary. They should be numbered consecutively and placed at the bottom of the page on which they appear, separated from the body of the text by a line one inch long (or 10 spaces). Two footnotes on the same page should be separated by a line space. Be sure to observe the margin requirements at the bottom of the page. Footnotes should not be attached to equations.

#### Figures and tables

Use an 11 pt Times New Roman font for figure and table captions. Figures and tables should appear soon after their first citation in the text and should be included in a manner that allows easy reference while reading the text. Please try to make them as legible as possible.

Figure captions should be located below the figure, centered and not bolded with no period following the number of the figure, just a single space. There should be no periods at the ends of the lines.

Table captions should be left justified, not bolded, above the table on two lines with the table number on the first line, and the caption on the next line, left-justified and no periods at the end of the table number or the lines. Leave one blank line between the figure caption and the table.

For both table and figure captions, capitalize only the first letter of the first word unless a word is normally capitalized because it is a proper name. Do not use bold fonts. Do not use periods after the table and figure numbers, and no periods at the ends of the lines. Refer to all tables and figures nearby in the text.

Tables should be centered, if possible, across the entire page, as shown in Table 1. The entries in the cells of the table should be left justified. The font used for the cell entries is left to the discretion of the author. In general tables look better and are easier to read if you use very few vertical lines and horizontal lines only when absolutely necessary as shown in Table 1 below.

Table 1

Pairwise comparisons of alternatives with respect to Criterion 1

*Criterion 1*

|  |  |  |
| --- | --- | --- |
|  | Alternative 1 | Alternative 2 |
| Alternative 1 | 1 | 2 |
| Alternative 2 | 1/2 | 1 |

#### Citations

For citations and references please follow the APA Basic Rule for References:

<https://owl.english.purdue.edu/owl/resource/560/05/>

Please left-justify your references and *do not* use the hanging indents preferred by the APA. Books, journals, and other references should be cited in the main document text by enclosing the author’s or authors’ surname(s) and the year of publication in parentheses. Examples: (Saaty, 1994a) or (Wedley, Schoner, and Choo, 1993). If you cite more than one reference by the same author in the same year, use letters after the year to refer to the different publications. Example: (Saaty, 1994b). If a reference contains no author, use the first two or three words of the title and the year. Example: (Scale Reversals, 1991). Arrange the reference section in alphabetical order. Exercise discretion when citing your own work. Remember, the refereeing process is intended to be a double-blind review, so referring to too many of your own papers might give away your identity.

#### Quotations

If a quotation contains two or more sentences and four or more lines, it should be set off from the body of the text with 1.5-inch left and right margins.

#### Formulas

All formulas should be placed on separate lines, centered, and numbered consecutively. Be certain that all symbols are adequately defined. Identification numbers should be placed in parentheses along the right margin.

#### Appendices

Appendices, if needed, should immediately follow the body of the paper and follow the references. Please use appendices sparingly. All tables and figures should be referred to in the text and located in the body of the paper, as near as possible to where they are referred to in the text.

#### Figures and Captions

Figures should be centered with its caption centered under it in Times New Roman 11 font. There should be no period after the figure number and no number at the end of the text.



Figure 1 Group decision-making book published in 2007 by Saaty and Peniwati

#### References

The bibliography of cited sources should be titled “References”, centered in all caps, and placed two lines after the main body of the paper. The references should be the last section in the paper after any appendices. When they are at the very end they are easier to find. Please follow the APA Guidelines Basic Rules for References given in this site <https://owl.english.purdue.edu/owl/resource/560/05/>

## REFERENCES

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1. Style guide updated January 12, 2018. [↑](#footnote-ref-2)