

FORESIGHT

The International Journal of Applied Forecasting

Guidelines for Authors

FORESIGHT's mission is to advance the practice of forecasting by publishing easy-to-read, easy-to-digest, and easy-to-apply perspectives on forecasting principles, methods, and processes. *FORESIGHT* seeks contributions providing informative content, based on evidence and reason, and that take a critical look at issues having an impact on forecasting practice.

We encourage submissions from forecasting professionals in all areas of business and public service, as well as articles from academics that develop the practical implications of their research.

Familiarity with FORESIGHT is your best authorial guide.

Go to forecasters.org/foresight to subscribe or request a sample issue.

Suitable Topics

FORESIGHT publishes material with interest and application to forecasting practitioners.

Examples of suitable topics include:

- Forecasting models and methods, including statistical and machine learning approaches.
- Design, implementation, and management of forecasting processes.
- Forecast evaluation and performance measurement/metrics, including setting performance objectives.
- Probabilistic forecasting, and ways of representing and coping with uncertainty.
- Judgmental forecasting, including psychological issues and forecasting biases.
- The impact of artificial intelligence on forecasting.
- Communicating/presenting forecasts.
- Case studies on forecasting challenges and solutions.
- Insights on the utility of forecasts in specific applications and their implications for decision making.
- Forecasting approaches in specific fields such as consumer goods and retail, services, finance, energy and utilities, environment, manufacturing, pharmaceuticals, transportation, government and public policy, etc.
- Intermittent demand forecasting.
- Forecasting software and support systems, including reviews of forecasting software.
- Reviews of books on forecasting and related subjects.

- Tutorials on forecasting concepts or methods.
- Forecasting application issues in related fields such as demand planning, inventory and supply planning, strategic planning, marketing, and macroeconomics.

Types of Content

- **Article** Generally 1,500-4,500 words (including references). The editors may solicit contributions (either privately, or publicly through a Call for Papers) on a specific topic, and organize multiple articles and commentaries into a Special Feature section.
- **Commentary** Generally 500-1,500 words, providing an endorsement or critique of an accompanying article, or topic in a Special Feature.
- **Tutorial** Educational/training content on a specific technical topic or method. Longer tutorials may be published in parts across multiple issues.
- **Minitutorial** Preferably in “infographic” format, up to two printed pages, on a forecasting concept or method.
- **Opinion-Editorial** Up to two printed pages (1,000 words).
- **Book Review** Generally 1,000-2,500 words. Should include critical discussion of the book’s material and viewpoint – not just a recap of the table of contents.
- **Spotlight** Interviews (up to 1,000 words) of *Foresight* authors, editors, and advisors, ISF speakers, and other prominent members of the IIF and the forecasting community. Interviews are by invitation of the Editor.

General Instructions for Manuscript Preparation

Manuscripts should be prepared in Microsoft Word or another application that results in doc or docx files. We are not able to handle manuscripts submitted in LaTeX, pdf, or other formats.

Manuscripts should not include elaborate styles or formatting, such as multiple columns, automatic hyphenation, or embedded page breaks. Keep the style and formatting simple (normal text and section headings, left-justified, one (not two) spaces between a period and the next sentence), as this makes it easier for our designer to create the print layout.

All submitted manuscripts should include:

- **Title** Briefer is better, and titles may be changed at discretion of the Editor.
- **Author(s)** Just the name(s) – no degrees, certifications, or affiliations.
- **Author Photo** High-resolution (300dpi) headshot of each author.
- **Author Bio** Brief biography (max 100 words) of each author including email address. Bio can include affiliation and position, academic degrees, research interests, significant publications or other accomplishments, etc.

In addition to the above, **Article** submissions should begin with:

- **Abstract / Executive Summary** Up to ~100 words presenting the thesis of the article and relevant context.

- **Key Points** Bullet list of 3-5 sentences or short paragraphs, outlining the argument made in the article and the key takeaways. These will accompany the article to benefit the reader. Authors should use these points as a guide to maintain the brevity and focus of their manuscript, and to avoid straying into peripheral areas.

Note: Abstract and Key Points are required for Articles only, not for other types of content.

All graphics / exhibits should be provided separately in their source files, as well as embedded within the manuscript (along with a caption) to indicate their placement. See *Guidelines for Graphics* section below for details.

Writing Style

FORESIGHT manuscripts should be accessible to a wide range of readers with varying levels of education, experience, and technical skills.

- **Write concisely and directly.** Strive for clarity and brevity. Avoid long, convoluted sentences that are difficult to follow. If a sentence is longer than 17 words it probably needs to be rewritten or broken into shorter sentences.
- **Stick to the key takeaways for practitioners.** Avoid straying into peripheral areas that are outside the main point of the manuscript.
- **Limit citations and references to key conclusions and recommendations.** Don't turn the manuscript into a reference farm (especially of your own publications) – our audience is practitioners, and doesn't require a reference for every statement. Seek to avoid citing multiple sources for a single point – use the best source and delete any others.
- **Strive for clear, simple exposition of your points.** Don't frustrate the reader by making it difficult to follow your argument.
- **Write in the active voice.** Use the first person (“I” or “we”) rather than the third (“the author” or “the authors”).
- **Avoid undue formality.** It is fine to write in a more casual, conversational tone if that is the best way to convey your message.
- **Provide meaningful descriptions for all graphics.** All exhibits should have a brief description in the caption and be more fully described within the body of text. Clearly explain and interpret your exhibits. Don't make it difficult for the reader to figure out what they mean.
- **Avoid expressions that may be appropriate in lectures but not in writing.** For example, refrain from prefacing sentences with extraneous language such as “Of course...” or “Obviously...” If what you are about to say is truly obvious, you wouldn't need to say it. And if “It goes without saying...” then you don't need to say it.
- **Minimize use of mathematical symbols and expressions.** If it is necessary to provide lengthy mathematical support for your argument, make this available in an appendix or (preferably) via a link to an online resource like a blog post or pdf.

- **Do not use footnotes or endnotes.** If what you want to say is important, put it in the text. If something needs further explication, we can create a boxed “Sidenote” as a last resort rather than a footnote.

FORESIGHT uses American English punctuation and spelling (e.g., “color” rather than “colour”).

Citations Within the Text

FORESIGHT generally follows APA citation and reference guidelines.

- If you refer to a particular publication, use the authors’ last names and the year of publication: (Baker, 1997), (Reed and Kupper, 2001), (Makridakis and colleagues, 1998).
- When two or more studies are cited, separate by semicolon: (Armstrong, 2001; Fildes and Hastings, 1994).
- If you paraphrase an idea from another source, give the names of the authors, followed by the year in parentheses: “Jackson (2002) shows that . . .”
- If you quote or cite a particular statement from a source, provide the page number: “This contrasts directly with the findings of Pope and Peel (1988, p. 324).”
- For internet citations, provide the briefest URL that works (e.g., don’t include www., https://, etc. if they aren’t needed to reach the website).

References

Provide references at the end of the paper. Alphabetize references by the last name of the first author. For more than one paper with the same author(s), list chronologically. Books require a publisher but not city of publication.

For articles:

Makridakis, S. & Hibon, M. (2000). The Accuracy of Time Series Extrapolation Methods: Results of a Forecasting Competition. *Journal of Forecasting*, 16, 451-476.

For books:

Brown, R.G. (1959). *Statistical Forecasting for Inventory Control*, McGraw Hill.

For collective works:

Armstrong, J.S. (2001). Combining Forecasts. In J.S. Armstrong (Ed.), *Principles of Forecasting: A Handbook for Researchers and Practitioners*, Kluwer Academic Publishers.

Guidelines for Graphics

FORESIGHT aims to produce a high-quality print publication that accurately represents the graphics supporting your written material. Refer to these guidelines when submitting.

- **Graphics should be original (i.e., not copied from previously published material).** Any previously published graphics must have proper attribution in the caption, and written permission from the original publisher/copyright holder.

- **Insert graphics within your manuscript for to indicate placement and provide a meaningful caption.**
- **In addition, submit your graphics separately in their original source files.**
- **Images sent as psd, eps, or tiff will print at the highest quality.**
- **Use the largest suitable font for all text within graphics – avoid small fonts.**

Files submitted as jpeg or pdf are also acceptable (and what we most frequently receive). Tables can be submitted as Excel (xlsx) files.

Graphics embedded in Word documents are generally not of printable quality. Without changing Word's default settings, the program uses basic compression when you save the document and image quality is lost.

- **Images should have an effective resolution of 300dpi.**

72dpi images or images downloaded from a website are of unacceptable quality for printing.

Please scale, save, and send your graphics in the size that most closely represents how you would like them to appear in print. A full page has approximately 7 inches wide by 9 inches high of printable space. A single-column graphic will be approximately 3.5 inches wide, requiring over 1,000 pixels of horizontal resolution. Thinking about size and resolution will help avoid significant loss of quality if graphics need to be scaled up.

If highly accurate representation of colors is important, set the file color settings to CMYK or greyscale and *not* RGB. If files are sent as RGB (screen color specs), the necessary change to CMYK may slightly alter their appearance. If highly accurate representation of colors is not critical, any of these color settings is fine.

Poor quality graphics are the main cause of rework for authors and delays in publication.

Editorial Process and Calendar

FORESIGHT publishes quarterly, in January, April, July, and October. Manuscripts should be submitted at least three months prior to publication month, thus by October 1 for the January (Q1) issue, by January 1 for the April (Q2) issue, etc.

For each issue we spend roughly two months in review and editing of submissions (e.g., October-November) and one month in design, layout, and final reviews (e.g., December). Authors are sent a pdf of the finished layout for a final quality check before it goes to the printer.

How to Submit Your Manuscript

Submit manuscripts electronically in doc or docx files to the *FORESIGHT* Editor-in-Chief (mike.gilliland@forecasters.org). We are unable to handle manuscripts submitted in LaTeX, pdf, or other formats.

Include the name, affiliation, email, and phone number of the corresponding author. Provide the name, affiliation, and email of all co-authors.

You are encouraged to contact the EiC (or any other *FORESIGHT* editor) for feedback on the appropriateness of a proposed topic and suggestions for subject matter coverage.

Accepted manuscripts will require a high-resolution headshot (300dpi, minimum cropped dimensions of 600x600 pixels) and a brief bio (maximum 100 words) for each author. Authors will receive a pdf of their published work that they are free to share, subject to *FORESIGHT's* Author Reprint Policy.