

Lean & Six Sigma Review (LSSR)

Guide for Writing an Article

Length: LSSR articles are **maximum 2,000 words**. Please be aware of this as you write your article, as articles that exceed this limit will be returned to authors for editing.

Audience: LSSR readers are typically well versed in basic improvement approaches; hence, only a brief definition of the tools/methods used is needed, supported by a reference (see “References” section below). However, if the concepts/tools/methods that are the subject of this article are not widely known, please describe them in detail and include appropriate references to support these descriptions.

Organization: The following provides guidance regarding how to structure an article for LSSR.

- Introduction (brief background information and description of the practical significance of the subject of the article – what the article is about? and why should others read it?)
 - The purpose of the article (i.e., **what the article is about?**) should be discussed clearly early in the article, as part of the initial paragraph, which does not need to be titled “Introduction.”
- Background (further contextual information to support the reader’s understanding of the subject of the article)
 - **This section is optional**, as not all articles need a separate section for contextual information. An article may flow more smoothly by including this type of information as part of the Introduction section, providing it does not become too long.
 - As needed, this section should have useful/meaningful headings/sub-headings to inform the reader about the content included in this section.
- Body (main points, content, examples, etc. from which the readers can learn)
 - This section of the article is typically the longest.
 - It may include a brief introduction to provide a preview/outline of the content presented.
 - **Content should be broken up into logical groups and described under useful/meaningful headings/sub-headings** to help guide the reader through this section.
 - Case study articles: Sub-headings may be the phases/steps in the methodology/approach used (i.e., PDC/SA, DMAIC, etc.).
 - Conceptual articles: Headings/sub-headings may illustrate the:
 - Methodology/approach – describe the proposed/existing methodology/approach that is the subject of your article and consider including one of more of the following:
 - Explanatory figure (optional) – provide a diagram (i.e., flowchart, etc.) to illustrate the proposed/existing methodology/approach discussed.
 - Descriptive comparison (optional) – compare and contrast the new/proposed method/approach with traditional/existing approaches (*note*: this could be denoted in an explanatory figure in addition to the written description).
 - Example – describe an example (preferably from the real-world) to demonstrate the use of the proposed/existing methodology/approach that is the subject of your article.

- Conclusion (brief summary of the work presented and discussion regarding the implications of the subject of your article for Lean and/or Six Sigma practitioners, lessons learned, etc.)

Figures: Please use figures/tables to meaningfully demonstrate your use of the concepts/tools/methods discussed in your article. Figures/tables must be referred to and described in your article. **Simply stating “See Figure 1” is not enough.**

References: Please use references (i.e., other journal articles and/or books) to support factual statements throughout your article (in “(Author, Date)” format). Please include a complete list of the references cited in the paper at the end.

- Example article reference: Noriaki Kano, Nobuhiko Seraku, Fumio Takahashi and Shin Ichi Tsuji, “Attractive Quality and Must-Be Quality,” *Journal of the Japanese Society for Quality Control*, Vol. 14, No. 2, 1984, pp. 147-156.
- Example book reference: George Land and Beth Jarman, *Breaking Point and Beyond: Mastering the Future Today*, HarperBusiness, 1992.

To further align your article with the scope and format of LSSR, please read several articles published in recent issues of LSSR.