

GUIDELINES FOR AUTHORS

Technical requirements

The manuscript submitted for publication should be in Microsoft Office Word (Ver. 95+) with maximum up to **8,000** words in length (with spaces), printed in font style Times New Roman (12 point), single-spaced, justified and without any special styling. Should a word, a phrase or a sentence be highlighted, italic font style can be used and never bold. Paragraphs are divided by double spacing and all margins are at 2.5 cm. In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

JEL classification should be suggested by the authors themselves according to the classification available on the Journal of Economic Literature website: http://www.aeaweb.org/journal/jel_class_system.html.

Footnotes could be used only as an additional explanatory section of the text and should be numbered consecutively in Arabic numerals.

Section headings (from Introduction to Conclusions) must be short, clearly defined and bear Arabic numerals. If there are subsection headings they are outline numbered (e.g. 1; 1.1.; 2.; 2.1.; 2.1.1. etc.)

All *tables and figures* should bear Arabic numerals and must have captions. Tables set in MS Word may be included in the text.

Note: If MS Excel or other programs are used for tables, figures or illustrations, make sure to enclose them as a separate file on disk, separately from the text.

Before submission of the manuscript, the authors of the manuscript are advised to conform to the format and documentation requirements.

Text organization and style

Authors should apply scientific methodology in presenting the contents of their papers complying with the standards of scientific publications ("Harvard style"). This implies the procedure as follows:

(1) Title and the content of the paper:

The title is the most important summary of a scientific article, which reflects the scope of investigation and the type of study. Therefore, the title should not contain words such as "analysis", "methods" and similar.

The content of the paper consists of:

Abstract – below the title

Key words

JEL classification.

It is followed by the main body of the paper divided into sections. The section headings are as follows:

Introduction

Literature review

Methodology/method/model/conception of analysis (the third section)

Empirical data (documentation background) and analysis (the fourth section)

Results and discussion (the fifth section)

Conclusions (the sixth section).

(2) The content of some parts of the material presented:

a. Abstract – up to 100-250 words must contain:

purpose and research objective,

methodology/method/model/conception of analysis,

main findings and results of research (analysis),

the underlined conclusion of research.

The abstract should not be written in paragraphs!

b. Key words should disclose the essence of the article (up to 5 key words).

c. JEL classification – the author should classify the subject matter of the article according to the code of The Journal of Economic Literature (JEL).

d. Introduction – defines the problem and the subject matter of the research referring to recent bibliography and findings. However, these can more specifically be dealt with in the second section *Literature review*. The last part of the introduction is reserved for setting the main hypothesis of the research that will be later on analyzed at the beginning of the conclusions. Finally, Introduction ends up by giving clues of the organization of the text.

e. Literature review – precedes a research section providing readers with a cutting-edge context of the referential literature dealing with crucial points of current knowledge based on the relevant results of the current research.

f. Methodology/method/model/conception of analysis – usually in the third section of the paper, methodology/method/model/conception of the analysis should be transparently presented and pointed out in case of the research results being subjected to re-testing by interested researchers (it is one of the fundamental principles of the scientific methodology).

g. Empirical data and analysis – contain documentation background and the results of the analysis.

h. Results and discussion – explain results, especially their economic significance and messages, relate them with previous research contributions, address novelty of the paper and scientific contribution, , state potential policy implications and recommendations.

i. Conclusions – is not supposed to be a summary! Conclusions are the author's original thoughts and evaluation of the obtained results including the items as follows:

Explanation of the working hypothesis – proved or not proved.

Assessment of the results of research/analysis with the focus on what can be classified as a new contribution to economic science.

Attention drawn to research limitations and problems.

Guidelines to future research.

Assessment of institutional-systemic implications of the results obtained by the research (suggestions and recommendations for direction or changes of economic system, economic and financial policy, development policy, instruments, measurements or similar).

It is recommended not to write conclusion in paragraphs.

(3) References should include only the titles (sources) that have been referred to and quoted in the paper.

TABLES should be included in the text in order to present the exact values of the data that cannot be summarized in a few sentences in the text. Each column heading for numerical data should include the unit of measurement applied to all data under the heading. Large numbers can be expressed in smaller units with appropriate column headings (in thousands, millions, etc), and logical presentation of data using table grid option in MS Word for table lines (both vertical and horizontal). Each table should be self-explanatory, bearing Arabic numerals (e.g. Table 1, Table 2, etc.) with an adequate title (clearly suggesting the contents) and the source of the data should be stated below the table, if other than author's.

FIGURES (GRAPHS, DIAGRAMS, ILLUSTRATIONS) should also be included in the text. They should be numbered in sequence with Arabic numerals, followed by the figure title, and the legend to the figure that contains all the necessary explanations of symbols and findings. The source of the data presented in the figure should be stated below the figure if other than author's.

Note. The text should not simply repeat the data contained in tables and figures, i.e. the text and the data in tables and figures should be related in the text by means of reference marks.

REFERENCES. References to other publications must be in Harvard style. At each point in the text that refers to a particular document, insert the author's surname and publication year in brackets: (Rowley, 1996) or (Cutler and Williams, 1986), or in the case of more than two, the first author (from the title page) followed by "et al." (Matlock et al., 1986). If the author's name is repeated no *ibid* is used but his surname is repeated. If the author's name occurs naturally in the text, the year follows in the brackets: *The work of Stevens (2001) was concerned with what they teach at Harvard Business School.* In case of direct quotations the page numbers should be added, e.g. (Jones, 1995: 122–123).

At the end of the article a list of references is organized alphabetically as follows:

Books: Surname, Initials (year) *Title*, Place of publication: Publisher. See example:

Callicott, J. B. (1994) *Earth's Insights: A Survey of Ecological Ethics from the Mediterranean Basin to the Australian Outback*, Berkeley: University of California Press.

If there are two or three authors you put down their surnames followed by initials:

Ridderstråle, J., Nordström, K. (2004) *Karaoke Capitalism Management for Mankind*, Harlow: Pearson Education Ltd.

If there are multiple authors (four or more) the first author's surname (from the title page) is followed by et al.:

Norton, M. B. et al. (1981) *A People and a Nation – A History of the United States*, Boston: Houghton Mifflin Company.

Journals: Surname, Initials (year) "Title", *Journal*, Volume, Number, pages. See example:

Kostelich, E. (1995) "Symphony in Chaos", *New Scientists*, Vol. 146, No. 1972, pp. 36–39.

Fox, S. (1994) "Empowerment as a Catalyst for Change: An Example from the Food Industry", *Supply Chain Management*, Vol. 2, No. 3, pp. 29–33.

If there are multiple authors (four or more), the first author's surname (from the title page) is followed by et al. See example:

Di Noia, C. et al. (1999) "Should Banking Supervision and Monetary Policy Tasks be Given to Different Agencies?", *International Finance*, Vol. 2, No. 3, pp. 285–361.

If there are multiple works by the same author published in the same year, the "a, b, c" is used after the year. See example:

Quah, D. T. (1993a) "Empirical Cross-section Dynamics in Economic Growth", *European Economic Review*, Vol. 37, No. 2–3, pp. 426–434.

----- (1993b) "Galton's Fallacy and Tests of the Convergence Hypothesis", *Scandinavian Journal of Economics*, 95, Vol. 95, No. 4, pp. 427–443.

----- (1994) "Exploiting cross Section Variation for Unit Root Inference in Dynamic Data", *Economics Letters*, Vol. 44, No. 1–2, pp. 9–19.

----- (1996a) "Empirics for Economic Growth and Convergence", *European Economic Review*, Vol. 40, No. 6, pp. 951–958.

----- (1996b) "Regional Convergence Clusters across Europe", *European Economic Review*, Vol. 40, No. 6, pp. 951–958.

The author should provide **Digital Object Identifier (DOI)** for each reference that can be found whether it exists at CrossRef <http://www.crossref.org/> and DOI appears in the form such as <http://dx.doi.org/10.1016/j.jbusvent.2010.01.002>.

DOI is inserted by the author at the end of references as shown in the example as follows:

Hall, J.K., Daneke, G.A., Lenox, M.J. (2010) "Sustainable Development and Entrepreneurship: Past Contributions and Future directions", *Journal of Business Venturing*, Vol. 25, No. 5, pp. 439–448, doi: <http://dx.doi.org/10.1016/j.jbusvent.2010.01.002>.

Internet sources: Author's/editor's surname (year), "Title of the article", *Title of the journal* [type of medium], date of publication, volume number, pagination or online equivalent, <availability statement> [date of accession if necessary]:

Martin, C.L. (1998) "Relationship Marketing: a High-Involvement Product Attribute Approach", *Journal of Product and Brand Management* [Internet], Vol. 7, No. 1, pp. 6–26. Available at: <<http://www.apmforum.com/emerald/marketing-research-asia.htm>> [Accessed: October 3, 2002]

Chapter/section from a book of collected writings: Author of the chapter/section (year of publication) "Title of the Chapter/section". In Author/editor of collected work, *Title of collected works*, Place of publishing: Publisher. Example:

Porter, M.A. (1993) "The modification of method in researching postgraduate education". In Burges, R.G. ed., *The research process in educational settings: ten case studies*, London: Falmer.

Conference papers from conference proceedings: Author of the conference paper (year of publication) "Title of the conference paper". In *Title of conference proceedings*. Place of publication: Publisher, pagination of section referred to:

Fedchak, E. & Duvall, L. (1996) "An engineering approach to electronic publishing". In *Proceedings of the International Workshop on Multimedia Software Development*, 25–26 March, Berlin, Los Alimos, Ca: IEEE Comput. Soc. Press, pp. 80–88.

Theses and dissertations: Author's name (year) *Title of doctoral dissertation*, the name of the awarding institution:

Whitehead, S.M. (1996) *Public and private men: masculinities at work in education management*, PhD thesis, Leeds Metropolitan University.

Official publications: Title of publication/organisation/institution (year) *Title*, Place of publishing: Publisher. Example:

Department of the Environment (1986) *Landfilling wastes*, London: HMSO (*Waste management paper*, 26).