

**Title, Times New Roman, 12, Bold**

Author NAME<sup>1</sup>, Author NAME<sup>2</sup>, Author NAME<sup>3</sup>

**Abstract**

*Sample text inserted for illustration. Replace with abstract text. Your abstract should give readers a summary of your article. It should concisely describe the contents of your article and include key terms. The abstract should not contain undefined abbreviations, table numbers, figure numbers, references, or equations. Abstracts should be between 150-200 words. Use Times New Roman, 12, italic font style.*

**Keywords:** *Keyword1, Keyword2, Keyword3, Keyword4, Keyword5.*

**Jel code:** 2-3 JEL codes (12pt, separated by commas, justified). Please indicate appropriate JEL classification codes (<https://www.aeaweb.org/econlit/jelCodes.php>)

**1. Introduction**

Papers submitted should have a standard structure, consisting of: Title, Abstract, Keywords, Introduction, Literature Review, Methodology, Analysis & Discussion, and Conclusions. The introduction must be an “executive summary”, presenting the main ideas and the essence of the paper. Papers should be between 7 to 10 pages long, including endnotes and references.

You are advised to work on this template and not change the predefined settings. The paper should be edited and submitted as Microsoft Word document (.doc or .docx), with the following settings:

- Page setup: Paper size B5 (18.2x25.7 cm); Orientation Portrait; Margins: Normal, (2.54 cm/1 inch all sides); Layout: Header 1.25 cm (different odd and even), Footer 1.25 cm, Section Start continuous, Page vertical alignment - top.
- Page numbers: bottom, center, font Times New Roman, size 10, continue from previous section.
- Paragraph format: single line spacing, uncheck widow/orphan protection, alignment justify.
- Font style: Times New Roman, size 12, regular (unless otherwise stated)

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<sup>1</sup> First author affiliation, email

<sup>2</sup> Second author affiliation, email

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in the following sections).

- Manuscript's language: Articles must be written in English. Make sure the spell checker has been used to correct eventual typing and grammar mistakes.

Use the following settings for title, authors, abstract and keywords:

- Paper title: centered, font size 12, Times New Roman, **bold**. The title should be concise and meaningful to the readership.
- List of author (s): full name (last name all capitals). Information on author(s) should include their institutional affiliation (department, university, institution), city, country, email, and placed at the end of the page as Footnotes. Author names must not show any professional title (e.g., Director), any academic title (e.g., Dr.) or any membership of any professional organization.
- Abstract: The article must contain an abstract in English, which should be between 200-250 words. Use Times New Roman, 12, *italic* font style.
- Keywords: The article must contain 3-5 keywords, separated by comma, typed in *italic* font. The lead word "Keywords" with *italic*, **bold** font.

## **2. Literature review**

Reference to bibliographic sources constitutes a crucial element for journal articles.

Quotations must be identical to the original source and enclosed within quotation marks. Quotations should include author's last name, publication title, year of publication, DOI or URL and reflected in the reference section.

## **3. Methodology**

This section contains the main ideas proposed, methodology, results and discussion.

For regular text use Times New Roman, normal, size 12. For section names use Times New Roman, **bold**, size 12. For subsections use Times New Roman, **bold**, *italic*, size 12. Use Arabic numerals for sections and subsections.

### ***3.1. Figures and tables***

Figures, tables, and footnotes should be placed within the text. Figures and tables must have descriptive titles and cited in numerical order. Footnotes should also be cited in numerical order with superscript Arabic numerals.

All figures, pictures and similar objects must be in Word format and centered. The table description is placed above them; picture description is

placed below them. Description of pictures and tables must begin with type identification and number (e.g.: **Figure 1.** or **Table 1.** – using **bold** font; description uses regular font, size 12). Each picture or table must be placed as close as possible to the first reference in the text. The layout for each object must be consistent with the rest of the text.

Tables must be in black and white (no color or shading) and editable. Do not copy-paste tables unless it is impossible to recreate them. It is recommended you do not exceed the limit of 6 tables per article.

**Table 1.** The process of article preparation

Author's name	Title	Aim of study	Methodology	Results
xxx	xxx	xxxxx	xxx	xxx

Source:

All figures and tables must be referred to on the paper. Please do not end the section with a figure or table.

#### **4. Analysis & Discussion**

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet email address or URL in your paper, you must type out the address or URL fully in Regular.

#### **5. Conclusions and Recommendations**

Articles should end with conclusions. The author(s) should summarize the findings and generalize their relevance. This section may include recommendations for further research.

#### **Acknowledgements**

In this section, you can include acknowledgements for your collaborators, sponsors of the study, or any other entity that contributed to your publication.

#### **Notes on Contributors**

In this section, you can include a short summary of information on the authors.

**\*Note: Citation in the text**

The **APA style** citation and referencing is applied (instructions can be downloaded from the link <http://www.apastyle.org/>).

Citations in the text should be given in brackets, stating the author's surname, year of publication and, possibly, pages, if it is a direct quote):

- in the case of summary or paraphrase, references should appear in brackets with the author's name, followed by the year (Brandon, 2015), or (Smith & White, 2022) or in the case of multiple authors (Beckman et al., 2017);
- if the author is not known, give the title of the work and the year (Climate Change, 2020);
- if the same author has published more than two papers at the same year, then the papers are alphabetically separated, i.e. (Hall, 2018a; 2018b);
- in the case of quotation, add the page number, i.e. (Sam, 2019, p. 10);
- if the reference is within the body of the clause, give the author's name and only the year of the paper in brackets, i.e. In Smith (2001) it is proposed

## References

References should follow the **APA Style** convention, in alphabetical order at the end of the paper. If a referenced paper has multiple authors, they all should be quoted. The list of references should be formatted so that the second row in each entry is indented (Paragraph Indentation, Special - choose Hanging, by 0.5cm). Use Times New Roman, font size 10 for references. Wherever possible, provide the DOI number, too, in addition to other reference data.

Please, check the examples:

### **Book with the named authors:**

*Model:* Surname, name initial (s). (Year of publication). *Book title*. Place of publication: Name of publisher.

*Example:*

Brader, T. (2006). *How emotional appeals in political ads work*. University of Chicago Press.

### **Book with two authors:**

Miller, T. E., & Schuh, J. H. (2005). *Promoting reasonable expectations: Aligning student and institutional views of the college experience*. Jossey-Bass.

### **Book (publication) in which the institution is listed as an author:**

*Model:* Institution (year). *Title.* Place of publication: Name of publisher.

*Example:*

OECD (2015). *OECD Economic Surveys: China 2015*. Paris: OECD Publishing.

**Proceedings with the named editors:**

*Model:* Surname, initials. (Eds.) (year). *Book title.* Place of publication: Name of publisher.

*Example:*

Aruno, S. & Hensi, R. (Eds.) (2000). *Financial crises: Lessons from recent events*. Boston: Kluwer Academic Publishers.

**Paper in the journal by one author:**

*Model:* Surname, initials of all authors. (year). Paper title. *Journal title*, volume number (number of issue), pages.

*Examples:*

Jordan, E. (2014). The crisis era. *Harvard Business Review*, 82 (6), 45-54.

Frenkel, J. & A. Levich, R. M. (1975). Covered interest arbitrage: Unexploited profits? *Journal of Political Economy*, 83 (2), 325-338.

Shaw, D. S., Hogg, G., Wilson, E., Shiu, E. & Hassan, L. (2006). Fashion Victim: The Impact of Fair-Trade Concerns on Clothing Choice. *Journal of Strategic Marketing*, 14 (4), 427-440.

**PhD Thesis**

*Model:* Surname, name initial (s). (year of publication). *Dissertation's title.* Ph.D. Thesis. University.

*Example:*

Mendes, R. (2014). *Matrix Analysis in Predicting Economic Time Series*. Ph.D. Thesis. Edinburgh University.

**Article in the newspaper with the named author:**

*Model:* Surname, initials (year). Article title. *Newspaper title*, date.

*Example:*

Krugman, P. (2011). Killing the Euro. *The New York Times*, 1 December.

**Online Journal Article with no DOI Assigned:**

*Model:* Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal*, volume number (issue number). <http://www.journalhomepage.com/full/url/>

*Example:*

von Busch, O., & Palmas, K. (2016). Designing consent: Can design thinking manufacture democratic capitalism? *Organizational Aesthetics*, 5(2), 10-24. <http://digitalcommons.wpi.edu/oa/>

