



Journal
of Danubian
Studies
and Research

How to Prepare your Paper in Printer-Ready Format for the Journal of Danubian Studies and Research

First & Last Name¹, First & Last Name²

Abstract: The title of the paper has to be suitable, clear, concise and accurate. The abstract should have maximum 200 words and structured using the following sub-headings: **Objectives** (state the aims and objectives of the research, “What is it about and why is it important?”), **Prior Work** (What extant concepts, research, or experiences is the paper trying to build on? How does the paper relate to other research in this topic area?), **Approach** (What approach was used to capture the practical/research evidence? What were the main methods employed (e.g. survey, observation, case study), **Results** (highlight the key results and conclusions from the empirical studies, evidence or experiences presented; it ensures that results are clear, precise and justified), **Implications** (summarize the implications of the study for one or more of the following groups – academics, researchers, administrators of the university etc.) and **Value** (clearly state the key contribution of the paper and what is original or unique. Ensure that the reader is convinced of the paper's added value that it is thoroughly researched and is of high quality). The Detailed references to prior work are required in the paper but NOT in the Abstract. Avoid the use of abbreviations and references.

Keywords: Minimum 3 and maximum 5 keywords or short phrases, which are not contained in the title (Restricted to 20 characters each), separated by semi-colon (;)

JEL Classification: according to the JEL Classification System

1. Introduction

These instructions are designed for authors submitting final papers and should be read carefully. This author kit is designed to assist authors in preparing their submission. It is an exact representation of the format expected by the editor for the **final version of papers**. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscripts. Final submissions not following the required format will be returned to the authors for modification and compliance. One can simply edit the document you are now viewing.

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The Journal of Danubian Studies and Research is a trilingual publication (English, French, and Russian) of the Danubian Studies and Research Center; it represents a scientific debate on the broad issue of the Danubian context. Although it seems circumscribed to the local area, the journal opens towards cultural studies, Europeanism, and cross-border realities, having as objective the reconstruction of an area of excellence in a significant part of Europe - the Danube Basin, with all that it implies in a high intellectual academic approach. Through the collaboration of universities in the Republic of Moldova and Ukraine, there are created the premises for opening towards other institutions of higher education in Central and SE Europe. We aim at having a Danubian community focused on a well defined problematic, thus creating a high-quality scientific publication.

2. Paper Preparation

2.1. General Organization of the Paper

It is recommended that Scientific Papers have explicit sections for Abstract, Keywords, Introduction, Related Work, Problem Statement, Concept and Terms, Solution Approach, Analysis of Results, Conclusions, Future Work, Acknowledgement and References.

A conclusion section is required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

2.2. Typing Area

The paper size is A4 (210 x 297mm).

The recommended type font is Times New Roman 11pt (on a Macintosh use the font named Times 11pt). Use Times New Roman as default type and keep italics and/or bold for special text parts.

Recommended type font sizes:

- a. For the title: 14pt;
- b. For author's name(s) and chapter titles: 12pt;
- c. For the main text (including headings): 11pt;
- d. For abstract, footnotes, bibliography: 9pt;
- e. Figures and tables: 10pt.

Line spacing is 1.15, justified. Standard paragraph has no space before and 6pt after the paragraph.

2.3. Language, Style Spelling

- Use common technical terms.
- Do not try to create new English words.
- Spelling: Follow Merriam Webster's Collegiate Dictionary, Longman or Oxford Dictionaries, American/English Spelling.

3. Typographical Style and Layout

3.1. Title and Abstract

Centre the title (horizontally) on the page. Leave approx. 1 cm between the title and the names, affiliation and address of authors. Type this information centred.

3.2. Headings

Number section and subsection headings consecutively in Arabic numbers and type them in bold, respectively *italics*. Keep headings and subheadings always flushed left. Do not include references to the literature, illustrations and tables in headings and subheadings. Keep one blank line above a section heading and one above a subheading. Put one blank line under a section heading and no blank line under a subheading. Only if you want to emphasize specific parts of the main text, use *italics*. Otherwise, use Roman.

Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the title, be aligned to the left. Words joined by a hyphen (-) are subject to a special rule. If the first word can stand alone, the second word should be capitalized.

3.3. Footnotes

The superscript numeral used to refer to a footnote appears in the text either directly after the word to be discussed or – in relation to a phrase or a sentence – following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the normal text area, with a line of about 5 cm set immediately above them³.

To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence). *All* footnotes must be numbered consecutively (in Arabic numbers) on *each page*.

3.4. Citations and References

Whenever you refer to previously published work, you should set a reference to acknowledge the work you build upon.

References and citations should follow the Harvard System Convention and APA Citation Style. As example you may consider the citation (Smith & Moore, 2008, pp. 222-225). Besides that, all references should be cited in the text. No numbers with or without brackets should be used to cite or to list the references.

In Microsoft Word use the *View | Citations* menu option to add citations and *Document Elements* menu option to add references (see the References section).

³ The footnote numeral is set flush left and the text follows with the usual word spacing.

3.5. Tables

All tables must be numbered consecutively (in Arabic numbers). Table headings should be placed *above* the table. Leave no blank line between the table and the caption.

In Microsoft Word use the [Insert | Caption] menu option to add captions.

Table 1. Table captions should always be positioned *above* the tables

Heading level	Example	Font size and style
Title (centered)	How to Write ...	10point, bold
1 st -level heading	Paper Preparation	10 point, bold
2 nd -level heading	2.1 Paper Organization	10 point, bold
3 rd -level heading	Headings ...	10 point, bold
4 th -level heading	<i>Remark. Text follows ...</i>	10 point, italic

3.6. Equations

Equations or formulas are sequentially numbered in numeric fashion with the equation number and the title above the equation. Leave no blank line between the equation and the caption.

In Microsoft Word use the [Insert | Caption] menu option to add captions.

$$(Paper) \sum_{i=0}^n Author \equiv Accept$$

1 **Equation 1. Formula for**

Submission Acceptance

3.7. Figures

All figures should be centred, except for very small figures (no wider than 7 cm), which may be placed side by side. The fonts inside pictures must be clearly readable. Figures are sequentially numbered in numeric fashion with the table number and the title below the figures.

Place the caption *beneath* the picture. Leave no blank line between the picture and the caption.

In Microsoft Word use the [Insert | Caption] menu option to add captions.

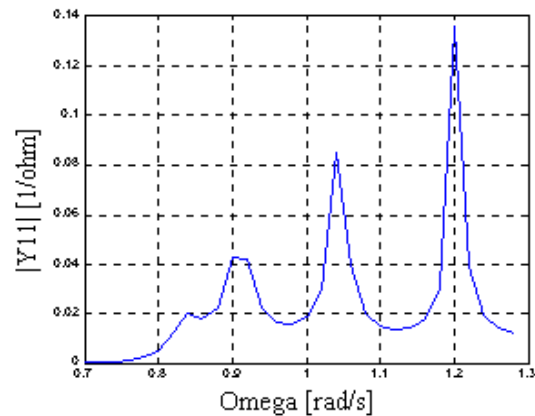


Figure 1. Correct placement of the figure caption

3.8. Page Numbering and Running Heads

Do not add any text to the headers (do not set running heads) and footers, not even page numbers, because text will be added electronically.

Do not end a page with a heading or sub-heading. Do not end a page with one or more blank lines, except to avoid “widow” headings and to end your article. Avoid starting a page with an incomplete line. Do not underline headings, sub-headings, title, figure captions and table headings. Keep footnotes to a minimum or else list them in a special section before references.

4. Conclusion

Please read these instructions carefully. Prepare your paper and data exactly according to the instructions. Please present your results clearly in a logical sequence which supports the hypothesis/research target.

References (APA Style)

Smith, J., & Moore, R. (2022). Article Title/The English version of the title. *Journal Name in italics/ The English version of the Journal's name*, Vol., No., page numbers (first-last).

Smith, J., & Moore, R. (2022). *Book Title in italics in the original language/The English version of the book title*. Location: Publisher.

Smith, J., & Moore, R. (2022). Article Title/The English version of the title. *Proceedings of... in italics/ The English version of the Proceedings*, pp. 1-10, conference location, year & month.

Smith, J., & Moore, R. (2020). *Web page*. Retrieved from <http://www.apastyle.org/electsource.html>.