



How to Prepare your Paper in Printer-Ready Format for

Acta Universitatis Danubius. **Economica**

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 (Times New Roman 12, Bold)

The guideline explains how to prepare your paper in printer-ready format for the AUDCE, so that its appearance is clear and consistent with the other papers in the journal. The paper must provide the details of the work to readers. It should be divided into sections, each with a heading, so that a reader can follow the logical development of the work.

The paper must give the clear answers on 5 - What questions:

- 1) What is the problem (problem statement)?

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- 2) What have been done by other people (literature - critical overview)?
- 3) What have I done (research course, method used, and technical solutions)?
- 4) What are new (results)?
- 5) What to do as next (further research)?

Final submissions not following the required format will be returned to the authors for modification and compliance. All scientific papers should be written in English or French. The abstract and the keywords must be written in English.

2. General Organization of the Paper

It is strongly recommended that the paper should have an even number of pages, but no longer than 4 to 14 pages. In some cases papers with more than 14 pages will be accepted by the editorial board if they contain the report of a wider research activity which can not appear separated in two papers.

2.1. Layout (11 pt, Bold)

An easy way to comply with the review paper formatting requirements is to use this document as a template and simply type your text into it. Headers, footers or page numbers must not be included. The paper must be set as follows:

- **.docx/.doc format.** (do not send the PDF version of the article)
- **A4 Format** (21 cm x 29.7 cm)
- Margins: top: 4.85cm, bottom: 4.45 cm, left and right 4 cm each.
- **Times New Roman** fonts, line spacing single. The font formats are: **paper title:** 14 pt bold, capital letters at each word; **author's name(s):** 12 pt bold; **abstract & keywords:** 9 pt; **chapter titles:** 12 pt bold, capital letters at each word justified; **subtitles:** 11 pt bold, numbered, justified; **text:** 11 pt, paragraph Before: 0; After: 6), the content of the bibliography: 9 pt, justified

Avoid leaving a heading at the bottom of a page, with the subsequent text starting at the top of the next page.

2.2. 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. Publishing Steps

The journal is peer review journal. All research articles in this journal undergo

rigorous peer review, based on initial editor screening and anonymous refereeing by at least two anonymous referees.

The publishing steps are explained at Author Guidelines. Please read carefully and follow the steps. **VERY IMPORTANT:** when subscribing an article for reviewing **DO NOT WRITE the name** or any other detail of the authors, only after being requested to subscribe the FINAL VERSION of the article then all the details regarding the authors should be included.

Questions? Problems? Please contact us at the following address: danubiusjournals@univ-danubius.ro (we are ready and happy to help you)

Any additional information you can find on our official site.

3.1 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*. Keep footnotes to a minimum or else list them in a special section before references.

3.2 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 an APA Citation Style. All references should be cited in the text. (Smith & Moore, 2008, p. 18). No numbers with or without brackets should be used to cite or to list the references.

³ The footnote numeral is set flush left and the text follows with the usual word spacing. The footnotes should include online sources, additional explanations, personal interpretations, etc.

3.3. 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.

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

Heading level	Example	Font size and style
Title (centered)	How to Write ...	12.5 point, bold
1 st -level heading	Introduction	12 point, bold
2 nd -level heading	2.1. Layout	11 point, bold
3 rd -level heading	Headings ...	11 point, bold
4 th -level heading	<i>Remark.</i> Text follows ...	11 point, italic

3.4. Page Numbering

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.

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.

5. References

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., (month & year of the edition) 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. Location: Publisher.

Smith, J. & Moore, R. (2020). *Web page*. Retrieved from <http://www.apastyle.org/elecsource.html>, date: 09.18.2011