

GUIDELINES FOR MANUSCRIPT WRITING

Manuscript structure

Manuscripts may be in Serbian and / or English (if the manuscript is written in Serbian, *it is necessary* to submit the English version, if the manuscript is in English, *it is NOT necessary* to submit the Serbian version). For variant manuscripts in English it is required to use British spelling. The Editor performs a preliminary assessment of the quality of manuscript English language, while the final assessment gives the proofreader. Inadequate English language can be a reason for rejecting the manuscript by the Editor or proofreader. Authors must not use discriminatory language in writing the manuscript, because it can be a reason for rejecting the manuscript by the Editor or reviewers. Manuscripts that do not meet the requirements defined by technical instructions will not be sent for review.

The manuscript must have a title page, given as *a separate word document* containing the following: title, abbreviated title of the paper – running head (up to 60 characters with spaces to the header of the article), the author's name and surname, affiliation (university, faculty / department), mailing address and e-mail. If the current affiliation of the author is not identical with the institution in which the research was conducted, it is necessary to specify both institutions. Also, it is necessary to indicate the author (footnote, insert footnote, format, custom mark - put an asterisk) which is responsible for correspondence with the Editor of the journal.

The name and number of the project or programme name in which the article originated, as well as the name of the institution that funded the project or program should be placed in a special footnote, as a rule at the bottom of the title page of the manuscript. If the manuscript has been previously exposed to a rally in the form of oral presentations (under the same or similar title), information about this need to be given also in a special footnote, as a rule at the bottom of the title page of the manuscript. An article *that has already been published in a journal cannot be published* in this journal, under a similar title or in a modified form. The manuscript has to be submitted only to this Journal, it may not be under consideration or peer review or accepted for publication or in press elsewhere.

The second part of the manuscript is intended for reviewers *and do not contain information about the authors*. This part of the manuscript contains the following: paper title, abstract, keywords, JEL classification, introduction, main part of the text (listing the results of previously conducted research in a particular area, the theoretical framework of the research and methodology, research results, discussion), conclusion, a list of references and Annex (which, in technical terms, because of the volume, is easier to show at the end of the manuscript). The volume of the manuscript must be in the range of 30.000 to 50.000 characters with spaces. *The manuscript should not be numbered*.

The third part of the manuscript includes a short biography of the author (up to 1,000 characters with spaces), but also represents a *special Word document*.

The abstract should contain precise data on the basic idea of the manuscript, but also to highlight the methods used and the main conclusions of the research made by the authors. In particular, the abstract should include: purpose, methodology, research results, the practical applicability of the results, the originality and usefulness / importance of research. The scope of the abstract is 1.200 to 1.400 characters with spaces. If the manuscript is in the Serbian language, and at the same time the abstract is in Serbian language, then at the end of the manuscript, after the list of references, author(s) should give the abstract in the English language, and vice versa.

Keywords follow after the abstract and are given in the same language of the abstract. The manuscript may contain 6 to 10 keywords. Keywords are terms or phrases that best describe the article content for indexing and searching. It is desirable to determine them on the basis of appropriate vocabulary, which has been adopted in the context of specific scientific fields.

JEL classification is a standard method of classifying literature in the field of economics. It implies the choice of code, according to the issues considered in the manuscript, based on the following link <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

The technical design of the manuscript

The manuscript should be formed as follows:

- *Page Setup:*
 - *Margins:* Top, bottom - 5cm, left, right - 4cm;
 - *Paper size:* A4;
 - *Layout:* Header, footer - 4.3cm;
- *Font:* Times New Roman (Latin) - 11pt.
- *Character spacing:* Paragraph - Indents and spacing
 - *Indentation:* Left, Right 0; *Special:* First line 0.6;
 - *Spacing:* Before 6pt, After 0pt;
 - *Line spacing:* Single.

Italics should emphasize words and phrases within the text, but not whole paragraphs. Italics should be used to highlight words or phrases that are taken from other languages (e.g. Latin).

Bold can be used *exclusively* for title and certain subheadings.

All subheadings must be numbered in Arabic numerals in order of appearance. Author(s) should not use more than three levels of headings. Subheadings should be written from the beginning of the order, without indentation. Follow the instructions for formatting:

1. The subtitle of the first level: **bold, lowercase letters, 11 pt.**

1.1. The subtitle of the second level: *bold italic, lowercase letters, 11 pt.*

1.1.1. The subtitle of the third level: *italic, lowercase letters, 11 pt.*

Formulas, figures, tables and footnotes are an integral part of the manuscript.

Formulas should be displayed to the right margin, with the numbers in brackets.

(1)

Photos and scanned images must have a resolution of at least 300dpi and must be given in the format jpg or tiff. Diagrams and schematic drawings shall be provided in pdf, cdr, xls or dwg format. Numbering and a caption are located above the image (Figure 1 Figure 2 .; ...), centered.

Tables must be given in a form which permits editing. The caption given above the table must have appropriate numbering (Table 1; Table 2 ...), centered.

Colored figures and tables should be avoided. The width of figures and tables must be less than 10 cm. Each figure and table must contain the source, which is placed below the figure and table, centered.

Footnotes should be used in exceptional cases in order to clarify certain terms or parts of the manuscript, but not as a substitute for a list of references (References, Insert Footnote). Always use footnotes instead of endnotes. Footnotes should be written in Times New Roman (Latin) - 9pt.

Citation

The APA style citation and referencing is applied in the journal (according to the instructions that can be downloaded from the link http://www.dksg.rs/biblioteka/vodicZaCitiranje/apa_osnovna.html or <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).

If a publication has two authors, cite the surnames of both authors, and if there are more than two authors, only the surname of the first author should be mentioned followed by the abbreviation et al.

Example: (Kelley & Chang, 2007)

Example: (Hughes et al., 2004)

When the author's surname is mentioned in the text, the surname must be followed by the year of publication, given in parentheses:

Example: ... according to Fisher (1933) ...

In other cases, the surname and the year are in parentheses:

Example: (Fisher, 1933)

The page number should be given if quoting a specific text (the original text should be given as in the original, i.e. *in extenso*) or when a reflection on the main conclusions is not done, but the concrete idea or argument:

Example: (Fisher, 1933 p. 58).

In fact, the quote must be clearly distinguished from the rest of the text by using quotation marks ("text") at the beginning and end of quote.

Referencing (reference list)

Calls to the literature (citations) in the text must match exactly with the list of references. More specifically, each reference cited in the manuscript has to be present in the list of references, and vice versa. References in the list should be ranked in alphabetical order (by the surname of the first author) and not numbered. Authors are asked to check whether the names and surnames of the cited authors, as well as details of the cited articles, such as article title, year of publication, year of publication of the newspaper, issue of the journal, website, etc., are correctly displayed in the list of references.

General remarks on the style of quoting references in the list

If the same author(s) is listed two or more times, you first need to specify an earlier publication. If the same author(s) is stated on several occasions with works published in the same year, the year of publication should be indicated by a suffix (a, b, and so on), by adding it after the year, eg (2010a). Reference published in the same year by the same author should be lined up in alphabetical order, bearing in mind the title of the publication.

References that are available in languages other than English, should be referenced in the language in which they are published. References that are available in English and another language are cited in a such manner as the first data are in English, then follow the data in a different language.

The list of references should be formatted so that the second row in each entry is indented (Paragraph Indentation, Special - choose Hanging, by 1 cm). The list of references should be given in Times New Roman – 10pt

A special style for certain types of references

Book with the named authors:

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

Example: O'Hara, M. (2004). *Market microstructure theory*. Cambridge: Blackwell Publishers.

Book with the named authors and numbered editions:

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

Example: O'Hara, M. (1998). *Market microstructure theory* (2nd ed). New York: John Wiley & Sons.

Proceedings with the named editors:

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

Example: Bisignano, J. & Hunter, W. (Eds.) (2000). *Global financial crises: Lessons from recent events*. Boston: Kluwer Academic Publishers.

Modern edition of an older book:

Model: Surname, initials. (original year of publication) years of contemporary issue. *Book title*. Place of publication: Name of publisher.

Example: Keynes, J. M. (1936) 1973. *The general theory of employment, interest and money*. London: The Royal Economic Society.

Paper (section) in the proceedings or other collective publication:

Model: Surname, initials. (year). Section title. In: Surname and initial of the editor (Ed.), *Title of the publication* (pages). Place of publication: Name of publisher. If the publication has two or more editors, instead of (Ed.) state (Eds.).

Example: McKinnon, R. (2000). Limiting moral hazard and reducing risk in international capital flows: The choice of an exchange rate regime. In: Bisignano, J. & Hunter, W. (Eds.), *Global financial crises: Lessons from recent events* (pp. 159-176). Boston: Kluwer Academic Publishers.

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

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

Example: OECD (2013). *OECD Economic Surveys: China 2013*. Paris: OECD Publishing.

Paper in the journal by one author:

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

Example: Haggard, S. (1985). The politics of adjustment: Lessons from the IMF's Extended Fund Facility. *International Organization*, 39 (3), 505-534.

Paper in the journal with two or more authors:

Model: Surname of the first author, initial. & surname of the second author initial (year). Paper title. *Journal title*, volume number (number of issue), pages.

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

Paper still unpublished in the journal (e.g. in press):

Model: Surname, initials. (forthcoming) Paper title. *Journal title*.

Example: Marinković, S. & Radović, O. (forthcoming). Bank net interest margin related to risk, ownership and size: An exploratory study of the Serbian banking industry. *Economic Research*.

Paper in the journal, with DOI:

Model: Surname, initials. (year). Paper title. *Journal title*, doi: Address

Example: Fungáčová, Z. & Poghosyan, T. (2011). Determinants of bank interest margins in Russia: Does bank ownership matter? *Economic Systems*, doi: 10.1016 / j.ecosys.2010.10.007

Working documents / documents for discussion:

Model: Surname, initials (year). *Work title* (working paper title, no.), place of publication: Name of publisher.

Example: Gordon, J. R. (2012). *U.S. economic growth is over? Faltering innovation confronts the six headwinds* (NBER Working Paper, WP18315), Cambridge, MA: National Bureau of Economic Research.

Note: Please note the difference between these and the documents available on the Internet. Working documents i.e. documents for discussion need not be exclusively available on the Internet, nor even available online. These are periodic publication of certain institutions usually numbered in order.

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.

Newspaper article without named author:

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

Example: Siemens to pay € 170m to Greece over alleged bribery of officials (2012). *Financial Times*, 9 March.

Document or database from the Internet, private or official website:

Model: Surname, initials (year). *Work title*, Retrieved from: internet source, Accessed on: Date of access.

Example: Jelašić, R. (2010). *Ključne determinante kretanja cena u Srbiji: Empirijski pregled devet godina tranzicije*, Retrieved from: http://www.nbs.rs/internet/latinica/15/konferencije_guvernara/prilozi/20100309_ko_paonik.pdf, Accessed on 15 August 2012.

Publications published in other languages or written non-Latin scripts:

Note: Publication title or paper in other languages, but in the Latin script, should be left in the original language. If a title is originally in non-Latin alphabet it may be noted in the original or the Latin script, in which the author may, but need not, specify the translation of the title into English.

Example 1: Schmidt, G., Allouche, J., Bardelli, P. & Beaujolin-Bellet, R. (2012). Restructurations d'entreprises. *Revue française de gestion*, 38 (220), 73-74.

Example 2: Капелюшников, Р. (2013). Сколько стоит человеческий капитал России? (Russia's human capital: What is it worth?) *Вопросы Экономики*, 2, 24–46.

Indirect sources:

Note: This type of citation is acceptable only if the author is not able to operate under normal perseverance to get to the primary sources. If this is the case, always specify a primary source first, followed by the indirect source placed in parentheses.

Example: Israel, G. & Ingraio, B. (1990). *The invisible hand*. Cambridge: MIT Press. (Quoted in: Minsky, P. H. (1995). Financial factors in the economics of capitalism. *Journal of Financial Services Research*, 9, 197-208).

The title and subtitle:

Note: For some books, rarely with papers in journals, appears the title followed by a subtitle. If justified, the subtitle may also be named separated from the title by a colon, even if such punctuation on the cover or title page is not used. The first word in the subtitle should always be written with a capital letter.

Example: Harris, L. (2003). *Trading and Exchanges: Market microstructure for practitioners*, Oxford: Oxford University Press.