

## **GUIDELINES FOR AUTHORS ON WRITING AND PREPARING MANUSCRIPTS FOR SUBMISSION**

“Economics – Theory and Practice” presents an internationally oriented journal which aims to publish papers from the broad fields of economics and economic affairs. The journal publishes papers in Serbian and English language and is open to all kinds of argumentative writing. Empirical studies and theoretical analyses of economic issues from all areas of economics are equally important and will be published provided that, in the opinion of reviewers and the editor, they meet the set criteria in terms of subject relevance and level of expertise.

### **SUBMISSION OF MANUSCRIPTS**

Authors can submit manuscripts, in the electronic form ONLY to the following e-mail address: [redakcija@fimek.edu.rs](mailto:redakcija@fimek.edu.rs) or by mailing paper versions to: Fakultet za ekonomiju i inženjerski menadžment, Novi Sad, Cvećarska 2, Srbija, clearly marked as follows: “Za redakciju časopisa Ekonomija- teorija i praksa”. The manuscripts will be considered for publishing on the condition that they have not been offered to any other journals, while works written by multiple authors can be published only if all of the contributing authors give their consent for publication. All points of view expressed in papers are held as the sole responsibility of authors. The editor, reviewers or the publisher do not assume responsibility for the expressed viewpoints in the papers.

Manuscripts must be in accordance with the basic technical and stylistic criteria. Disregard of the mentioned criteria can result in non-acceptance of the manuscript, request for further paper adjustments or delayed publication (When paper versions of manuscripts are mailed, with an identical copy available in electronic format, texts must be printed as single-sided, with double spacing, using the A4 paper size. All pages, except for the cover need to have proper pagination). Manuscripts in electronic format, just like their paper versions, need to be typed correctly and without typing errors, as MS Word documents, including all tables and charts intended for illustration. The editorial board will send all manuscripts to the selected expert reviewers for the respective fields

Rules are such that a manuscript has to be sent to reviewers without the author’s identity. Authors need to pay special attention to the content of the manuscript cover, so that it contains the title of the paper and most important facts about the author(s), including first and last name, academic degree and title, affiliation, address and contact telephone and e-mail address of the author for further correspondence. The first page coming right after the cover has to contain once again the title of the paper, followed by spacing and then an abstract not exceeding 200 words in Serbian and English. Below the abstract, authors have to supply up to 10 key words. The text of the paper

starts from page two. Authors are kindly asked not to mention any personal details/facts within the text or footnotes that might reveal the identity of authors.

Papers should be written clearly, concisely, and presented in a logical sequence, assuming the introductory part, objectives and research methods, body of the paper and conclusion. When writing references, authors need to use the internationally recognized APA standard. Footnotes can contain further explanations and comments related to the text.

At the end of each scientific paper, authors need to provide a list of used Literature, i.e. the cited references in alphabetical order.

## **TECHNICAL GUIDELINES FOR FORMATTING MANUSCRIPTS**

### ***Each paper/article should contain the following elements:***

1. Title (not more than 10 words) in Serbian and English, centered.
2. Subtitle (optional) in Serbian and English.
3. Information about authors: last name, first name (in footnote- place of work, address, telephone and e-mail.
4. Paper abstract- maximum length up to 200 words, in Serbian and English.
5. Keywords (not more than 10) in Serbian and English.
6. Text in Serbian and English, maximum 16 pages, including tables, pictures, graphs, literature and other appendices.
7. Bibliography.

### ***Guidelines for text formatting:***

1. Text should be written using MS Word.
2. Page format: A4
3. All margins: 25 mm
4. Font: Latin, Times New Roman, Font size 12 pt., (applies to all subtitles, table titles, pictures, abstract, key words), with spacing of 1.5. Abstract should be written in *italic*. Paper title: 14 pt. bold, footnotes: 10 pt.
5. Table titles, pictures should be marked with Arabic numbers. Pictures, illustrations and schemes should be submitted in jpg or tiff format, in resolution 300 dpi (minimum!), black and white (grayscale). If there is any vector graphics included (graphs, schemes or block diagrams, it should be in ai, eps or cdr format, black and white again. For text inside pictures, illustrations and schemes, it is suggested to use font type Arial, size 9 pt.
6. For reference list and quotations separate guidelines are given.

### **Reference list:**

Sources such as: book, article from a journal, or web page are cited in such detailed manner that readers can easily identify and consult them, if necessary. Reference list is supplied at the end of the paper and sources are listed in alphabetical order: (a) by author's last name or (b) titles- if author's identity is unknown. More sources by the same author are presented in chronological order, e.g.:

Bandin, T. (1995).

Bandin, T. (1998).

Bandin, T. (2000).

### **Books, brochures, book chapters, encyclopedia entries, reviews**

#### **The main format for books**

Author, S. I. (year of publishing). *Title*, Place of publishing, Publisher

#### **One author**

Carić, S. (2007). *Bankarski poslovi i hartije od vrednosti*, Novi Sad, Privredna akademija

#### **One author, new edition**

Vunjak, M. N. (2008). *Finansijski menadžment: Poslovne finansije* (7<sup>th</sup> edition). Subotica, Proleter A.D. Bečej, Ekonomski fakultet

#### **Two authors**

Soleša, D., Carić, M. (2016). *Informacione i komunikacione tehnologije*, Novi Sad: Univerzitet Privredna Akademija, Fakultet za ekonomiju i inženjerski menadžment.

#### **Three to six authors**

Solesa, D., Juričić, V., Raisman, M. (2014). Web 2.0 as a potential for development of young people, *Technical Gazette* 21(6), 1403-1409.

#### **Without author**

*Publication Manual of the American Psychological Association* (Fourth Edition). (1994). Washington, D.C., American Psychological Association

#### **Without author, has only editor, ed.**

Cattell, R.B. (Ed.). (1966). *Handbook of Multivariate Experimental Psychology*, Chicago, Rand McNally & Company.

#### **Citing unpublished papers (doctoral dissertations, master's theses and other unpublished works)**

Jovanović, M. (2009). *Investicioni instrumenti u bankarskom poslovanju*. Master's Thesis, Novi Sad, Fakultet za ekonomiju i inženjerski menadžment.  
Ignjatijević, S. (2011). *Komparativne prednosti agrara Srbije u spoljnoj trgovini*, Doctoral dissertation, Novi Sad, Fakultet za ekonomiju i inženjerski menadžment.

### **Book chapter**

Last name, First name initial. (Year). Title of the chapter. In: Initial of the first name of editor.

**Last name of editor (Ed.), *Title of the book* (p. first page of the chapter- last page of the chapter). Place of publishing, Publisher.**

Momirović, K., Bala, G. i Hošek, A. (2002). Taksonomska struktura nekih simptoma aberantnog ponašanja dece od 4 do 7 godina. In: K. Momirović i D. Popović (Ed.), *Psibopatija i kriminal* (p. 125-142). Leposavić, Univerzitet u Prištini, Centar za multidisciplinarna istraživanja Fakulteta za fizičku kulturu.

### ***Journals and other periodicals:***

#### **Article from a journal, single author**

Last name, first name initial. (Year). Title. *Name of the journal*, volume, (number), first page of the article-last page of the article.

Schneider, F. (2005). Shadow Economies Around the World: What do we really know?. *European Journal of Political Economy*, 21(3), 598-642

#### **Article from a journal, two authors**

Hill, M., & Hupe, P. (2007). Street-level bureaucracy and public accountability. *Public Administration*, 85 (2), 279-299.

#### **Article from a journal, three to six authors**

Solesa, D., Juričić, V., Raisman, M. (2014). *Web 2.0 as a potential for development of young people*, *Technical Gazette* 21(6), 1403-1409.

#### **Article from a journal, more than six authors**

Ljubojević, K., Dimitrijević, M., Mirković, D., Tanasijević, V., Perić, O., Jovanov, N. et al. (2005). Putting the user at the center of software testing activity. *Management Information Systems*, 3 (1), 99-106.

#### **Proceedings of conferences, symposiums or congresses or excerpts from encyclopedias**

**Author's last name initial, year, title of the paper, name of symposium, page numbers, place of publishing, publisher.**

Soleša, D., Černetič M., Gerlič I., (2007). *New Media in Education*, Selected topics, University of Novi Sad - Faculty of Education in Sombor, Faculty for Organizational Sciences in Kranj and University of Maribor - Faculty of Education Maribor, pg. 219

**If you use an Internet source (Title/Heading of the web-page, date of using the source, web-site)**

1. Ministarstvo za nauku i tehnološki razvoj (2010, January 20), Lista časopisa za društvene nauke, Taken from [http://www.nauka.gov.rs/cir/index.php?option=com\\_content&task=view&id=930&Itemid](http://www.nauka.gov.rs/cir/index.php?option=com_content&task=view&id=930&Itemid)
2. Ekonomija u Wikipediji (2010, February 02), Taken from: <http://bs.wikipedia.org/wiki/Ekonomija>

## **QUOTATIONS FROM SOURCES USED IN THE PAPER**

### **Quotations**

If a source is quoted word by word, it is necessary to give the author's name, year of publishing and page from which the quotation was taken (using "p.")

The quote is introduced by giving the author's last name, followed by the year of publishing in brackets.

According to Mirković (2001), "primena skladišta..." (p. 201) or Mirković (2001) believes that "primena skladišta..." (p. 201).

If the introducing phrase does not mention the author's name, the author's last name should be put at the end of the quotation, followed by the year of publishing and page number in brackets.

### **Summary or paraphrase**

According to Vunjak (2008), the elasticity of financial management is ....cheaper additional capital, (p. 32).

The elasticity of financial management is ....cheaper additional capital (Vunjak, 2008, p.32)

### **One author**

Babović (2009) compares the structures of approaches...

### **Two authors**

Both last names have to be supplied

In another research (Babović and Lazić, 2008) it is concluded that...

In the English text (conjunction *and*) is marked as "&"

### **Three to five authors**

When mentioned for the first time, all the authors' names need to be supplied. In repeated quoting, the last name of the first author is supplied, followed by "et al."

(Babović, Veselinović, Carić, Đorđević i Ćirić, 2011)

### **Six or more authors**

In the introductory phrase, there has to be the last name of the first author, or in brackets

Carić et al. (2010) claim that...

...is not relevant (Carić et al., 2011)

When more than one work by the same author are mentioned:

(Bandin, 2005, 2007)

When more than one work by the same author were published the same year, they are marked with letters a, b, c etc.

(Bandin, 2006a, 2006b, 2006c)

If you haven't read the original work, you should give the name of the author which referred you to the mentioned source:

Bergson's research (mentioned by Mirković and Boškov, 2006).

Pages are always supplied in quotations:

(Mirković, 2006, p. 12)

When quoting parts

(Carić, 2008, ch. 3)

(Carić, 2008, p. 231–258)

**Unnamed author**

If a work has not been authorized, that source is mentioned by the introducing phrase, or with the first one or two words put in brackets.

Titles of books and reports are given in italic, while titles of articles and chapters are given under quotation marks.

A similar poll has been conducted in a number of organizations with database managers employed full-time ("Limiting database access". 2005).

## **FOOTNOTES**

Sometimes it is necessary to supply additional comments or explanations for certain issues mentioned in the text. This is done in the form of footnotes, which can be directly related to the topic or simply give some additional technical information.

Footnotes are marked with exponent in Arabic numbers at the end of the sentence.

Apart from mailing manuscripts, prospective authors can also use the same e-mail address (redakcija@fimek.edu.rs) to inquire about the decision on (non)publishing texts and progress in the process of processing manuscripts.

**The journal "Economics – Theory and Practice", ISSN 2217-5458 is the continuation of the "Anthology of academic papers", ISSN 1820-9165**