# Title of the Paper (Capitalize First Letter)

Name SURNAME[[1]](#footnote-1), Name SURNAME[[2]](#footnote-2)\*

DOI: xxxxxxxxxxxxxx (to be inserted when published)

**Abstract**

Here write the abstract - ***200 – 250 words***  (TNR 10 pt. alignment in block, spacing 1,0). Use the following structure to write the abstract.

**Research background:** Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract.

**Purpose of the article:** Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract

**Methods:** Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract.

**Findings & Value added**: Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract, Abstract.

**Keywords:** first keyword, second keyword, third keyword, forth keyword, fifth keyword (min. 3, max. 5)

**JEL Classification:**Mention the code/codes according to the classification from <http://www.aeaweb.org/jel/jel_class_system.php>.

**1. Introduction**

The Chapter of Introduction should refer to the context of the research. Introduction states the objectives of the work and provides an adequate background, avoiding a detailed literature survey or a summary of the results.

For text, use TNR font, 11, left-right alignment, line spacing single, indent the first line of the paragraph to 0.5 cm and use Ctrl + A (for full selection of text) and then choose English language (United Kingdom).

For the chapter titles we will use TNR font, 12, bold, left alignment, hanging indentation 0.42 cm, spacing before: 12 point, after: 6 point, as can be seen in the screenshot below.

For the titles of the subchapters, we will use TNR font, 12, bold and italic, left alignment, indentation hanging 0.49 cm, spacing – before: 12 point, - after: 6 point, line spacing single.

All footnotes will be written in TNR font, 9, left-right alignment, indentation hanging 0.25 cm, line spacing single and each note ends with a period.

**2. Problem Statement**

This chapter should include an overview of the scientific literature in the field of the topic researched. The literature review should be synthesized, including the most important references to the topic.

The research gap should be highlighted in the context of the scientific literature, emphasizing the value added by the article (how is the article different from other similar ones, what novelty it brings to the field).

**3. Research Questions/Aims of the Research**

The research questions will operationalize the research problem, showing what part of the problem is being solved by this article’s contribution. If preferred, in this chapter there can also be presented the objectives of the research.

This chapter could include the Purpose of the Study, or Hypotheses, if the research is based on validating certain hypotheses.

**4. Research Methods**

In this chapter the author should present and discuss the research methods used in obtaining data/results. We suggest the detailing of the research methods, of the period of application, the means of application, the sample, methods, etc.

**5. Findings**

This chapter presents the results in a structured manner. The use of footnotes/endnotes is strictly forbidden.

#### 5.1 Structure

Papers must be written in English and not exceed **12 pages** (appendices included).

The minimum length of the paper is 5 pages.

**The page numbering** is done starting with page 1, TNR font, 10, centred.

**The header** cannot be modified.

**The title of the article** will be written in TNR font, 14, centred alignment, bold, single line spacing, before 18 points, after 12 points and capitalize each word, except the link words.

Bulleted lists may be included if absolutely necessary and should look like this:

* First point;
* Second point;
* And so on.

#### 5.2 Tables

Tables submitted as pictures are not editable and may not be included. Tables need to be formatted in Word.

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Tables must be embedded into the text and not supplied separately. Number tables consecutively in accordance with their appearance in the text. Below is an example which authors may find useful.

**Table 1. An example of a table**

|  |  |  |
| --- | --- | --- |
| **An example of a column heading** | **Column A (*t*)** | **Column B (*T*)** |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

*Source:* Hofstede, 2010

**The title of the table** will be written in TNR font, 10, bold, centred, spacing before 6 points, after 2 points, single line spacing. **The source of the table** (is mandatory) will be written in TNR font, 10 and only the word “source” will be written in italics, spacing before 2 points, single line spacing, as seen in the formatting of this template. If the table takes up several pages, **then the table header will be repeated for each page**, and it will be written bold, centred. All information in the table will be written in TNR font, 10 or less, depending on how many columns and rows there are, so that it can fit in the page and only vertical alignment will be used. Columns with text will line up to the left, and columns with numbers to the right.

**Tables will be inserted centred** (across the width of the page) and **editable**, only in special situations can image captures be allowed, for example, when they are made in another program and cannot be imported as editable tables.

#### 5.3 Figures

Figures must be made in high quality, suitable for reproduction and print, taking into account necessary size reduction. Figures should be embedded in the text. A short descriptive title should appear under each figure. Mention the sources under the title. Number figures consecutively in accordance with their appearance in the text.

**Figure 1. An example of a figure**

*Source:* Adapted from Hofstede (2010)

**The title of the figure** will be written in TNR font, 10, bold, centred, spacing: before 2 points, single line. **The source of the figure** (is mandatory) will be written in TNR font, 10 and only the word “source” will be written in italics, single line, as seen in this template.

**Figures and graphs** will be inserted centred (across the width of the page) and **editable** (the graphs will be created with Calibri font, 8 for value axis, font Calibri 9 for legend text and axis titles). Only in special situations can image captures be allowed, for example, when they are made in another program and cannot be imported as editable figures.

#### 5.4 Equations

Equations are left and numbered consecutively (see Equation 1), from 1 upwards. Please, use the point style for percentage numbers.

x1 + x2y = 10**.**7% (1)

**The equations** will be **editable** inserted and left-aligned. The right-alignment tabs will be used to number them, as shown in the previous model and in the next capture, if you look at the ruler and have the **Show All button active** (Hide / Show).

#### 5.5 Construction of References

References should be listed at the end of the paper in alphabetical order. Authors should ensure that every reference in the text appears in the list of references and vice versa. When publications are referred in the text, enclose the author’s name and the date of publication within the brackets.

For one author, use author’s surname and the year: (Smith, 2002) or “…as Smith (2002) demonstrated”.

For two authors, give both names and the year: (Smith & Viley, 2005) or „Smith and Viley (2005) have recently shown .... ”

For three or more authors, use the first author plus “et al.”, and the date (Peri et al., 1996).

For legal regulations and laws, organizationsuse abbreviated name and year (between round brackets): (WHO, 2008) or „..according WHO (2008)...”

Citations of groups of references should be listed alphabetically: „...as demonstrated (Aron, 2002; Liam et al., 1996)…”

The full URL should be given in text as a citation, if no other data are known.

If the authors, year, title of the documents are known and the reference is taken from a website, the URL address has to be mentioned after these data.

**6. Conclusions**

The chapter of conclusions should answer the research questions, discuss the issue of validity, credibility, limits of the study, generalizing the data etc. In case of hypotheses, it should present whether they were validated or not.

**Acknowledgment**

Include acknowledgment in a separate section at the end of the paper before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise.

**References**

All references cited in the text must be included in the reference list at the end of the manuscript, and every reference in the list must be cited in the text.

In-text citation should be in brackets.

References should be listed alphabetically by author. For more than one publication by an author, arrange by publication date with the earliest publication first.

[No] Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal*, *Volume No.* (Issue No.), pp-pp.

[No] Surname, A. A. (year). *Title of work*. Location: Publisher.

[No] Surname, A. A. (year). *Title of work*. Retrieved from <http://www>.

[No] Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C.

[No] Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

[No] Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Retrieved from <http://www>.

[No] Author, A. A., Author, B. B., & Author, C. C. (year). Title of article [Title of article English translation]. *Title of Journal*, Volume No*.* (Issue No.), pp-pp.

[No] Author, A. A. (year). *Title of work original language* [Title of work English translation]. Location: Publisher.

**The entire list of references** will be written in TNR font, 10, left-right alignment, indentation hanging 0.5 cm, spacing after 3 points, single row spacing and each reference in the list ends with a period, as can be seen in the list of the following references.

**Appendix** (if needed)

1. Author’s affiliation, City, Country, e-mail address. [↑](#footnote-ref-1)
2. Author’s affiliation, City, Country, e-mail address.

\* Corresponding author. [↑](#footnote-ref-2)