

Instructions for the authors

Papers sent to *Bankarstvo* Journal must be original and previously unpublished. The author is liable for the data published in the text.

The papers are classified as: original scientific papers, scientific review articles and expert articles.

The Editorial Office retains the right to return to the author the text which does not meet the set criteria, as inappropriate or requiring additional changes and amendments. In other words, no paper will undergo review unless it fulfils all the rules defined in the Instructions.

Papers by domestic authors, including the authors from Bosnia and Herzegovina, Montenegro and Croatia, are to be submitted in Serbian and in English. If the paper in either of these languages is missing, the paper will be returned to the author altogether. Foreign authors submit their papers in English.

Along with the paper, it is **obligatory** to submit the completed Author's Personal Data form, to be found on our website: <http://www.ubs-asb.com/Default.aspx?tabid=9211>. The text itself should not contain any personal data since it is to be sent for anonymous review.

The first page must contain: the title, abstract, and keywords.

JEL classification is determined by the Editorial Office pursuant to the classification of the *Journal of Economic Literature*.

Plagiarism testing is performed after the paper gets positive reviews. The paper will be rejected if there is a detected case of plagiarism, auto-plagiarism or false authorship.

The authors receive two copies of the journal issue in which their contributory papers have been published.

Papers are to be submitted **exclusively** in electronic form to:
bankarstvo@ubs-asb.com

Instructions

We kindly ask you to prepare your papers **strictly** in accordance with the following instructions, which **equally** refer to the texts in Serbian and in English:

- The paper should be in A4 format, all margins 20mm.
- The paper should be maximum 10 pages long, including charts, tables, bibliography and other appendices. If the paper exceeds the given proportions in volume, the Editorial Office decides whether to publish it or not.
- Font and font size for the entire paper: exclusively Times New Roman, 10pt, with single spacing.
- The title of the paper should be short and concise.
- Below the title the author is to write an abstract of up to 150 words.
- The abstract is to be followed by up to 10 keywords, suitable for indexing and search purposes.
- In addition to the main title (title of the paper), use up to two levels of titles in the text, without numeration.
- Each paragraph is to be typed from the beginning of the column (without tabulator).
- If the text is accompanied with graphs or charts, please designate where in the paper they should be placed, and enclose each of them **exclusively** in Word, Excel or PowerPoint.
- The author should also designate where in the paper photographs should be placed, submitting each of them as a separate file in the .eps or .tiff format, resolution 300 dpi.
- A table must not exceed the margins in width, must not be longer than one page and must have the title and the source.
- Text boxes are not to be used either in the text or in the tables.
- Websites are to be typed as a text, not as a hyperlink.
- Please, correct all grammatical or typing errors.

- When mentioned for the first time, the names of institutions are translated and the original name and abbreviation are given in brackets.
- Footnotes are not to be used (please, state all references directly in the text and in the bibliography at the end of the paper).
- References in the text are given by putting the last name of the author and the year of publishing in brackets. The quoted parts of the text are marked by putting the last name of the author, year of publishing and number of the page from which the text is quoted in brackets. If there are two authors, they are both mentioned along with the year of publishing, and if there are three or more authors, only the first one is mentioned (last name of the first author + et al, along with the year of publishing). Each reference has to be cited in the bibliography, too.
- Bibliography is to be listed at the end of the paper, according to the following citation style:
 - Books: Claessens R. (2006). *Prevention of Money Laundering*. Belgrade: Association of Serbian Banks
 - Journals: Pantelić S. (2013). Flavije Valerije Konstantin (306-337). *Bankarstvo* 42, (4), 136-145. (when citing from electronic journals, the authors must add: the doi number of the cited article, if available, the appropriate web link and date of access)
 - Other sources: web pages (web link and date of access), dissertations (last name, first name, title, institution in which the PhD dissertation was presented, year), official publications (name of publication/organization/institution, title, place of publishing, publisher, issue, year).
- Other contributions to the journal must have up to 5 pages, must follow the technical instructions, do not undergo reviews, and the Editorial Office ranks and assigns them into the following categories:
 - Book review: the subscription title states the author of the book, the main title is the title of the book itself, and the subtitle contains the data on the author, their title, institution in which they are employed, year of publishing and publisher. The author of the review signs his/her name at the end. The picture of the book cover is to be submitted in the format .eps or .jpg, resolution 300 dpi colour.

- PhD dissertation review: the subscription title states the author of the dissertation, the main title is the title of the dissertation itself, and the subtitle contains the data on the author, their title, institution in which they are employed, the Presentation Committee members, date and venue of the presentation. The author of the review signs his/her name at the end.
- Conference review: the main title contains the name of the conference, the subtitle contains the host, date and venue. The author of the text signs his/her name at the end.

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Reviewing Procedure

The papers are reviewed by two peer, independent reviewers.

The reviewers receive the papers without any personal data on the authors. Upon reviewing, they fill in the form on paper quality for *Bankarstvo* Journal (to be found on our website: <http://www.ubs-asb.com/Default.aspx?tabid=9211>) and submit it to the Editorial Office within 30 days.

In the section intended for reviewers' comments and recommendations, the reviewers are obliged to elaborate on the given grades and recommend whether the paper is to be published, amended or rejected. The papers will be accepted for publication or sent to be amended only if both reviews are positive.

The final decision about whether the paper will be published or not is made by the Editor-In-Chief.