

## INSTRUCTION FOR PREPARATION OF PAPERS

### **TITLE OF PAPER (Times New Roman, bold, 14 pt, Format paragraph – before 12 pt)**

*Author's name and surname\**, Name and location of institution (Times New Roman, italic, 11 pt)

*Co-author's name and surname*, Name and location of institution (Times New Roman, italic, 11 pt)

*Abstract:* This document represents a template for the preparation of papers and we recommend that authors prepare their papers in the form of this template. The abstract should briefly describe the paper, highlight the research goals, methods, results obtained and the conclusion. Thereby, the summary should not implicate the concepts and conclusions that had not been presented within the paper. Abstracts should contain 100 – 250 words. (Times New Roman, italic, 10 pt, Format paragraph – before 24 pt)

*Key words:* from 7 to 10 key words. (Times New Roman, italic, 10 pt, Format paragraph – before 12 pt)

*JEL classification:* [http://www.aeaweb.org/jel/jel\\_class\\_system.php](http://www.aeaweb.org/jel/jel_class_system.php) (Times New Roman, italic, 10 pt, Format paragraph – before 12 pt)

### **NASLOV RADA (Times New Roman, bold, 14 pt, Format paragraph – before 24 pt)**

*Sažetak:* Ovaj dokument predstavlja šablon za pripremu radova i autorima preporučujemo da svoje radove pripreme u formi ovog šablona. Sažetak bi trebalo da ukratko opiše rad, da istakne cilj istraživanja, metode, rezultate do kojih se došlo i zaključak. Pri tome, sažetak ne može da sadrži koncepte i zaključke o kojima nije pisano u radu. Sažetak treba da ima od 100 do 250 reči. (Times New Roman, italic, 10 pt, Format paragraph – before 12 pt)

*Ključne reči:* od 7 do 10 ključnih reči. (Times New Roman, italic, 10 pt, Format paragraph – before 12 pt)

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\* Author's address or email.

## **INSTRUCTION FOR PREPARATION OF PAPERS**

### **1. INTRODUCTION (Times New Roman, bold, 12 pt, Format Paragraph - before 24 pt, center)**

The scientific and professional journal "The School of Business" publishes original scientific papers, review articles, professional papers, previous announcements and reviews. The authors should submit to the Editorial Board only the papers that have not been previously published and, simultaneously, in the process of reviewing by any other magazine.

Any opinion that the author expresses or presents within the paper is solely his/her responsibility. Editor, the Editorial Board, publisher and reviewer are not responsible for the opinions expressed in the papers. All papers will be anonymously reviewed. Papers should be prepared according to the standards of the journal "The School of Business." Papers that are not adequately prepared will not be reviewed.

We recommend that the authors use this template for the text layout. All the necessary parameters (page size, styles used for formatting) are defined in this example. If authors do not want to use the template, they can follow the instructions given further in the text.

Papers should be submitted in one of the following languages: Serbian, English and Russian. The paper should be written in "MS Word" processor. The paper should consist of up to fifteen pages (including figures, tables, list of references and appendices).

The paper should be formatted as follows:

- Page format: Custom size (165 x 235 mm).
- Margins: Top 2.5 cm and all the others should be at 2 cm.
- Font: Latin, Times New Roman, font size 11.
- Paragraphs should not be indented. Paragraphs should be separated as follows: Format paragraph – before 6 pt.
- Do not insert page numbers.
- Line spacing: Single.

### **2. THE TITLE OF A CHAPTER (Times New Roman, bold, 12 pt, Format Paragraph - before 12 pt, center)**

Tables and figures should be presented as clearly and economically as possible. The data should be visible at first glance, visually comprehensive and clear. As the journal is printed in black and white, it is recommended that the tables and figures are done in black and white or gray tone.

The same data given in a table or figure should not be repeated in the text, but the author can only refer to them.

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Where reference is made to the table (figure) in the text, the source is cited as follows:

*As shown in Table 8 (Figure 2), the number of responses...*

Table caption should be such that it clearly explains the essence of the data in the table. Each table should be marked with a number, and numbering should be done in the order in which a table follows in a text. Table number should be written in Arabic numerals, e.g. Table 1, Table 2, Table 3, etc., and the caption of the table should be given in the next line, *in italics*, with an initial capital letter. Number and the caption of the table are above the table at the left margin.

The font size in the table should be 10 pt, but it is recommended to use the font of the paper's text. Authors should avoid inserting the table that exceeds the length of one page.

Table 1

*The scope of the variance in the space of the questionnaire EPQ*

Component	The initial solution		
	The characteristic root	The percentage of the variance	The cumulative percentage
1	3,76	37,65	37,65
2	1,45	14,50	52,16
3	0,93	9,35	61,52

*Note.* Retrieved from... (Times New Roman 10 pt, Format paragraph – before 6 pt)

If the tables from other sources are used, they should be credibly copied with the original data (the language of the table should be adjusted to the language of paper) and it is important to indicate the source within the *Note*, according to the APA rules.

If the table is retrieved from another source, the original source is cited in the note of the table, *that is, at the end of the title when it comes to figures*, in the following manner:

- Retrieved from "Article Title", the Author's name, year of publication, *Title of the journal*, issue, p. xx.
- Retrieved from *The title of the book* (p. xx), the Author's name (N. Nikolic), year of publication, Place of publication: Publisher.
- Retrieved from *The website title*, the Author's name, year, Retrieved from [www...com](http://www...com).

Figures should be sent in an electronic form with a resolution of at least 300 dpi (*dots per inch*). The font size in the figure must not be below 8 pt, or above 14pt. Figure caption should be included beneath the figure, provided that the

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word *Figure* is written in *Italic* with an initial capital letter along with the indication of a figure's ordinal number in the paper, also in italics, and the figure name (Times New Roman 10 pt Format Paragraph - before 6 pt).

### 2.1. SUBTITLES (Times New Roman, bold, 11 pt, Format Paragraph - before 12 pt, Left-align text)

Mathematical equations are given with the numbering on the right side, such as:

$$P(X = x) = \frac{e^{-\lambda} \lambda^x}{x!} \quad (1)$$

Mathematical equations are inserted by using the *Equation Editor* in "MS Word", within a separate row. The mentioned mathematical equations in the text are referred to by using the number in brackets.

### 3. CONCLUSION (Times New Roman, bold, 12 pt, Format Paragraph - before 12 pt, center)

Papers for the journal "The School of Business" should be submitted electronically via the *South-East European Journals Production Assistant* web portal. Web address is: <http://aseestant.ceon.rs/index.php/skolbiz>.

Detailed instructions on the application for the web portal, submission of papers and active monitoring of the progress of the paper's editing process, can be found at the official website of the journal "The School of Business": [www.vps.ns.ac.rs/SB/SkolaBiznisa.htm](http://www.vps.ns.ac.rs/SB/SkolaBiznisa.htm).

### REFERENCES (Times New Roman, bold, 12 pt, Format Paragraph – before 12 pt, Left-align text)

Authors are expected to adhere to the rules of referencing using APA standards. The American Psychological Association (APA) is based on the format of references: author - year.

When citing references in the text (In-Text citations), the following must be distinguished:

- Direct quotations – use the quotation marks and indicate the page number.
- Indirect quotations, or paraphrasing - it is not necessary to use quotation marks.
- Secondary source citations.

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**It is essential that the In-Text citations and references in the text and the list of references at the end of the text are completely in accordance with each other.**

In case of doubt, please refer to the detailed guidelines *Publication Manual of the American Psychological Association*. It is recommended that the authors, if possible, use more recent literature (published during the last five years). It is particularly desirable to cite papers from leading international journals indexed by *Thomson Reuters JCR* list.