



INSTRUCTIONS FOR AUTHORS

The European Journal of Applied Economics is a biannual, peer-reviewed journal which publishes significant original scientific research and reviews. The Journal is devoted to the publication of research results in the following areas: economy, management, tourism and hospitality, computer science and law. It is essential that authors **write and prepare their manuscripts according to the instructions** and specifications listed below. The length and effectiveness of the peer review process will largely depend upon the care used by authors in preparing their manuscripts. Therefore, contributors are strongly encouraged to read these instructions carefully before preparing a manuscript for submission, and to check the manuscript for conformance before submitting it for publication. The manuscripts must be written in English using Microsoft Word (*.doc or *.docx). Make sure that your manuscripts are clearly and grammatically written. Please note that authors who are not native-speakers of English can, to a certain amount, be provided with help in rewriting their contribution in correct English. **The Editorial Board expects the editors, reviewers and authors to respect the well-known standard of professional ethics.**

Types of contributions:

- ♦ Original papers - (about 10 typewritten pages) report original research which must not have been previously published.
- ♦ Preliminary communications - (up to 3 pages) report unpublished preliminary results of sufficient importance to demand rapid publication.
- ♦ Subject reviews - (about 15-20 pages) present an overview of the author's current research with comparison to data of other scientists working in the field.

Manuscripts should be submitted using the **Online Submission System**. The manuscript must be uploaded as a *.doc or *.docx file (tables and figures should follow the text, each on a separate page). No articles will be published without first undergoing an anonymous refereeing procedure (please read carefully **Editorial policy**). To facilitate the reviewing process, authors are encouraged to suggest up to three persons competent to review their manuscript. Such suggestions will be taken into consideration but not always accepted. The editor reserves the right to make the final decision with respect to publication.

If you have any questions, do not hesitate to contact the Managing Editor at sstanisic@singidunum.ac.rs.



Manuscripts should be typed in English (standard British English) with 1.15 spacing in A4 format leaving 2.5 cm for margins. Manuscript elements:

- 1. Title page with:**
 1. title (and short title)
 2. name(s) of author(s)
 3. name and address of workplace(s) – affiliation(s)
 4. personal e-mail address(es)
- 2. Abstract**
- 3. Keywords**
- 4. Introduction**
- 5. Methodology**
- 6. Results and Discussion**
- 7. Reference lists**
- 8. Tables (each on a separate page)**
- 9. Figures (each on a separate page).**

Each of these elements is detailed below.

1. TITLE PAGE

1.1. Title (and short title)

We suggest the title should be relatively short but informative. If a long title is necessary, please prepare an optional short title.

1.2. Name(s) of author(s)

A list of all authors of the paper should be prepared. We need full first name and full last name. Initial(s) for middle name(s) is optional.

1.3. Name and address of workplace(s)- affiliation(s)

Authors' affiliations should be indicated in this section. Either endnote or footnote are not recommended.

1.4. Corresponding author's e-mail address

One e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

2. ABSTRACT

An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. The abstract should give concise information about the content of the core idea of your paper. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions. The abstract should not normally exceed 200 words. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined. In combination with the title and keywords, the abstract is an indicator of the content of the paper. Authors should remember that online systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

3. KEYWORDS

List of keywords proposed by the authors, separated by commas. Up to 5 key terms can be selected. We would suggest to avoid repeating the title.



4. TEXT

General rules for writing:

- ♦ use simple and declarative sentences, avoid long sentences, in which the meaning may be lost by complicated construction;
- ♦ be concise, avoid idle words;
- ♦ make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- ♦ Latin words, as well as the names of species, should be in *italic*, as for example: *i.e.* or *e.g.*
- ♦ explain all acronyms and abbreviations when they first appear in the text.

Generally a standard scientific paper is divided into:

- ♦ introduction,
- ♦ main text,
- ♦ conclusion.

Footnotes/Endnotes/Acknowledgements: We encourage authors to restrict the use of footnotes. If necessary, please make endnotes rather than footnotes. Information concerning research grant support or the assistance of colleagues should appear in a separate Acknowledgements section at the end of the paper, not in a footnote.

5. REFERENCE LIST

A complete reference should give the reader enough information to find the relevant article. Please pay particular attention to spelling, capitalization and punctuation. **The article should contain no fewer than 25 references, preferably published recently.** Completeness of references is the responsibility of the authors. **Please avoid references to unpublished materials, private communication and web pages.** The surname of the author and the year of publication appear in parentheses after the citation, for example (Fisher, 2010). If more than one publication by the same author appear in one year, they must be distinguished by an a, b, *etc.*, for example 2001a, 2001b. In case of quoting the actual words of another author, the page number should be provided, *e.g.* (Hollard, 2010, p. 23). If the name naturally occurs in the sentence, only the year is given in parentheses, *e.g.* “Benoliel (1999) thinks...” If there are two authors, the surnames of both should be given (Fisher and Hollard, 2009). If there are more than two authors, the surname of the first author only should be given, followed by *et al.* (Wilson *et al.*, 2008). However, full names of all authors should be given in the list of references. The original journal title is to be retained in the case of publications published in any language other than English (please denote the language in parenthesis after the reference in the Reference list).

1. Book

a. Book (one author)

Format:

Author. (Year of publication). *Book title*. Place of publication: Publisher.

Example:

Baxter, R. (1982). *Exactly solvable models in statistical mechanics*. New York: Academic Press.

b. Book (two or more authors)

Format:

Author1, Author2, & Author3. (Year of publication). *Book title*. Place of publication: Publisher.

Example:

Kleiner, F.S., Mamiya C.J., & Tansey R.G. (2001). *Gardner's art through the ages* (11th ed.). Fort Worth, USA: Harcourt College Publishers.

**c. Book chapter or article in an edited book****Format:**

Author(s) of chapter. (Year of publication). Chapter title. In Editors of the book (Ed.), *Book title* (Chapter page range). Place of publication: Publisher.

Example:

Roll, W.P. (1976). ESP and memory. In J.M.O. Wheatley & H.L. Edge (Ed.), *Philosophical dimensions of parapsychology* (pp. 154-184). Springfield, IL: American Psychiatric Press.

d. Proceedings from a conference**Format:**

Author(s). (Year of publication). Title. In Conference name, Date (Page range). Place of publication: Publisher.

Example:

Field, G. (2001). Rethinking reference rethought. In Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001 (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association.

e. E-book**Format:**

Author(s). (Year of publication). *Title*. Publisher. Retrieving date, http address. doi.

Example:

Johnson, A. (2000). *Abstract Computing Machines*. Springer Berlin Heidelberg. Retrieved March 30, 2006, from SpringerLink <http://springerlink.com/content/w25154>. doi: 10.1007/b138965.

f. Thesis**Format:**

Author(s). (Year of publication). *Title*. Information, Place of publication.

Example:

Begg, M.M. (2001). *Dairy farm women in the Waikato 1946-1996: Fifty years of social and structural change*. Unpublished doctoral dissertation, University of Waikato, Hamilton, New Zealand.

g. Government publication**Format:**

Institution name. (Year of publication). *Title*. Place of publication: Publisher.

Example:

Ministerial Council on Drug Strategy. (1997). *The national drug strategy: Mapping the future*. Canberra: Australian Government Publishing Service.

2. Article**a. Journal Article (one author)****Format:**

Author. (Year of publication). Article title. *Journal Title*. *Volume* (issue), range of pages. doi.

Example:

Nikora, V. (2006). Hydrodynamics of aquatic ecosystems: Spatial-averaging perspective. *Acta Geophysica*, 55(1), 3-10. doi: 10.2478/s11600-006-0043-6.

b. Journal Article (two or more authors)**Format:**

Author1, Author2, & Author3. (Year of publication). Article title. *Journal Title*. *Volume* (issue), range of pages. doi.

Example:

Cudak, M., & Karcz, J. (2006). Momentum transfer in an agitated vessel with off-centred impellers. *Chem. Pap.* 60(5), 375-380. doi: 10.2478/s11696-006-0068-y.



c. Journal article from an online database

Format:

Author(s). (Year of publication). Article title [Electronic version]. *Journal Title*. Volume (issue), range of pages. Retrieved date of access, from name of database. doi.

Example:

Czajgucki Z., Zimecki, M., & Andruszkiewicz, R. (2006, December). The immunoregulatory effects of edeine analogues in mice [Abstract]. *Cell. Mol. Biol. Lett.* 12(3), 149-161. Retrieved December 6, 2006, from PubMed database on the World Wide Web: <http://www.pubmed.gov>. doi: 10.2478/s11658-006-0061-z.

d. Newspaper article (no author)

Format:

Article title. (Publication date). *Journal Title*. page.

Example:

Amazing Amazon region. (1989, January 12). *New York Times*, p. D11.

3. Other formats

a. Web page

Format:

Author/Sponsor. (last update or copyright date). *Title*. Retrieved date of access, from URL.

Example:

Walker, J. (1996, August). *APA-style citations of electronic resources*. Retrieved November 21, 2001, from <http://www.cas.usf.edu/english/walker/apa.html>.

b. Lecture note

Format:

Author(s). (Date of presentation). *Lecture title*. Lecture notes distributed in the unit, at the name of the teaching organisation, the location.

Example:

Liffers, M. (2006, August 30). *Finding information in the library*. Lecture notes distributed in the unit Functional Anatomy and Sports Performance 1102, University of Western Australia, Crawley, Western Australia.

c. Patent

Format:

Author. (Year). Patent number. The location. Issue body.

Example:

Smith, I. M. (1988). U.S. Patent No. 123,445. Washington, D.C: U.S. Patent and Trademark Office.

d. Standard

Format:

Issue body. (Year). Standard name. Standard number. The location.

Example:

Standards Association of Australia. (1997). Australian standard: Pressure equipment manufacture. AS4458-1997. North Sydney.

e. Computer software

Format:

Author(s). (Year). Title [computer software]. The location: Company.

Example:

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.



Tables and figures and/or schemes should not be embedded in the manuscript but their position in the text indicated. In manuscript tables and figures should follow the text, each on a separate page.

6. TABLES

Authors should use tables to achieve concise presentation or where the information cannot be given satisfactorily in other ways. Tables should be prepared with the aid of the Word table function, without vertical lines. The minimum size of the font in the tables should be 10 pt. Tables should not be incorporated as graphical objects. **Styles and fonts should match those in the main body of the article.** Tables should follow the text on the end of the manuscript and should be numbered consecutively using Arabic numbers and their position in the text should be indicated. Each table should have an explanatory caption which should be as concise as possible.

7. FIGURES

Authors may use line diagrams to illustrate theses from their text. The figures should be clear, easy to read and of good quality. **Styles and fonts should match those in the main body of the article.** Lettering and lines should be of uniform density and the lines unbroken. Axis labels should be in bold face. Units should be placed next to variables in parentheses. Figures should follow the text on the end of the manuscript and should be numbered consecutively using Arabic numbers and their position in the text should be indicated.

Mathematical equations should be embedded in the text. Complex equations should be prepared with the aid of the Word Equation editor.

All equations must be numbered, Arabic numbers, consecutively in parenthesis at the end of the line, as presented:

$$NSV = \sum_{k=0}^n NP_k \cdot a_k \quad (1)$$