TRENDS IN BUSINESS - AUTHOR GUIDE

Abstract
This article provides the technical details and instructions for preparing the paper for publishing. Recommended, but not limited text processor is Microsoft Word. The abstract should be 150-200 words long, giving a brief overview of the most relevant aspects of the paper.

It is essential that you provide up to eight keywords that best describe the unique content of your paper. The Key words should appear on the new line following the last line of the abstract, without a line spacing, set in Tahoma 11 pt as in the following example:

Key words: heritage, group of monument, authenticity, medieval cities, fortresses

JEL Classification: I20

1. Introduction

Title page - Every article has to have a title page with a title of no more than 10 words: name (s), last and first of the author (s), name of the institution the author (s) belong(s) to, abstract, keywords, introduction, etc.

The paper has to be typed on a standard size paper (A4 format). All materials, including tables and references, have to be typed single-spaced. Main text should be set in 11 pt Tahoma (normal), not in bold. All of the text should be JUSTIFIED throughout.

In order to achieve high quality of papers, the authors are requested to follow instructions given throughout this document, as a sample paper.

Regular length of the papers is up to 12 pages. Exceptionally, with clarification provided to the Editorial Board, the paper may have up to 16 pages.

2. Instructions for the authors

The margins for A4 paper are given in Table 1.

Table 1. Page layout description

<table>
<thead>
<tr>
<th>Paper size</th>
<th>A4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top margin</td>
<td>20 mm</td>
</tr>
<tr>
<td>Bottom margin</td>
<td>20 mm</td>
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<tr>
<td>Left margin</td>
<td>30 mm</td>
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<tr>
<td>Right margin</td>
<td>20 mm</td>
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<tr>
<td>Column Spacing</td>
<td>7 mm</td>
</tr>
</tbody>
</table>
Regular paper may be divided in a number of sections. Title sections (including references and acknowledgements) should be typed using 11 pt fonts with bold option. For numbering, use Tahoma. Sections can be split in subsections.

2.1 Tables and pictures
Tables have to be numbered (Italic, 10pt) and appear by order, so they can be understood without having to read the paper. Text in tables is 10pt.

Pictures also have to be numbered as they appear in text. It is appreciated if the author marks the place for table or picture.

Preferably, the picture (figure) format is TIF, 300 DPI.

Each figure must have a caption under the figure, with the number and name of the figure. For the figure captions, Tahoma 10 pt Italic font should be used.

3. Use of abbreviations
Use of abbreviations has to be reduced to minimum. Conventional units can be used without their definitions.

4. Footnotes
Footnotes (comments, explanations etc. to the text) should NOT be used.

5. Language
It is important that the grammar and spelling of your paper is correct. If your English is not good, please have your paper proofread by someone experienced in the area.

6. Conclusion
Be brief and give most important conclusions from your paper. Do not use equations and figures.

References
References should be collected at the end of the manuscript/paper in numerical order and set in the following order: Author’s surname and his/their first name initials, title, publication, year; volume: page range.

Refer to the examples included in this instructional guide.


References must be in a scale with their real use throughout the paper. Quoting most recent literature is recommended. Only published articles can be used. References cited in tables or pictures are also numbered according to the quoting order. The first citation in the text should correspond with the first name on the reference list.