

# AUTHORS GUIDELINES

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Each paper is reviewed by the editor and, if it is judged suitable for this publication, it is sent to two reviewers for double blind peer review. The authors' names are anonymous to the reviewers. Also, the names of the reviewers are anonymous to the authors. Based on their recommendations, the editor then decides whether the paper should be accepted as is, revised or rejected. The Editorial Board retains the right to methodologically adjust the article to the journal propositions and standards of the English language, as well as not to consider articles which do not meet the requirements of these guidelines.

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## Manuscript requirements

Please prepare your manuscript before submission, using the following guidelines:

### Format and Article Length

Use A4 paper, Portrait, margins Left/Right 2,5 cm, Top 2,5 cm, Bottom 2,5 cm, Header/Footer 1.5 cm. Alignment Justify, Line Spacing Single, Paragraph Before 6 pt, After 6 pt, Indentation Right/Left 0 pt. Paper should not be longer than 16 pages. Paper title should be capitalized and written in bold, 14pt; Headings should be written in the same font 12pt, bold, capitalised; main text should be written in Times New Roman as the primary used font, 12pt; Subheadings of the paper should be written in Times New Roman used font 12 pt;

### Article Language

Articles are to be submitted in the acceptable scholarly English language.

### Style and Spacing

Articles should be between 7000 and 10000 words, typed. Pictures, graphics and other attachments should be marked and sent in text and must not exceed the journal format with margins. Lengthier articles may be considered at the discretion of the Editorial Board.

## Article structure

The structure of article should comprise: the title, abstract, key words, introduction, subtitles, conclusion and bibliography. Articles can also be structured in the following way: introduction, starting hypotheses, solutions, discussion, conclusion and bibliography. Divide your article into clearly defined and numbered sections (1, 2, 3...). Subsections should be numbered 1.1 (then 1.1.1, 1.1.2 ...), 1.2, etc. (the abstract is not included in section numbering).

The structure of article should comprise: An Article Title Page should be submitted alongside each individual article. This should include:

**Article Title Page** – An Article Title Page should be submitted alongside each individual article. This should include:

**Article Title** - A title of not more than eight words should be provided. Longer titles may be approved by the editorial board (Times New Roman, capital letters, center, bold, times new roman, size 16).

**Author Details** – Full name of each author, Affiliation of each author, country and email address of the corresponding author(s). (Times New Roman, 10pt regular, center align)

**Article Classification** – That article are classified in the following categories: Original scientific paper, Review scientific paper, Preliminary communication, Scientific criticism, Informative annex and Book review.

**Abstract** - The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results and the conclusions. The abstract is not an introduction, it summarizes the substantive results of the work, not merely listing the topics that are discussed in the paper. The abstract should contain the main idea of the paper, the subject and the goal of the research, methods used, hypotheses, research results and a brief conclusion. It must have 200 to 250 words. (Times New Roman, 10pt ).

**Key words** – Immediately after the abstract; key words summarize the contents of the paper (Times New Roman, Italic, 10pt) provide a maximum of 10 keywords.

**JEL classification** – Please provide up to 6 standard JEL codes. (Times New Roman, Italic, 10)The available codes may be accessed at JEL: [http://www.aeaweb.org/journal/jel\\_class\\_system.html](http://www.aeaweb.org/journal/jel_class_system.html)

**Introduction** – Its purpose is to state clearly the investigated problem and provide the reader with relevant background information. It states the objectives of the work and provides an adequate background, avoiding a detailed literature survey or a summary of the results.

**Methods** - Its purpose is to describe the experiment in such detail that a competent colleague could repeat the experiment and obtain some or equivalent results. It should provide enough details to allow the work to be reproduced. Already published methods should be indicated with a reference: only relevant modifications should be described.

**Results** – Its purpose is to present new information gained in the study. It should be clear and concise. Results are the core of the paper. The Results section shouldn't start with describing methods that were inadvertently omitted from the Materials and Methods section. Results must be written in the past tense.

**Discussion** – The final section of an IMRAD paper. Its purpose is to fit the results from the current study into the preexisting fabric of knowledge. The important points will be expressed as conclusions. This should explore the significance of the results, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusion** – The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. Conclusions should provide a summary of important findings and their implications to the area of research that is the focus of the article.

## Technical presentation

Subtitles must be short, clearly defined and numbered, except for Introduction and Conclusion. All tables and figures need to support your research findings. They should be clearly referred to and numbered consecutively in Arabic numerals.

Tables. All tables are to be numbered using Arabic numerals. Tables should always be cited in the text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included below the table.

## Example:

**Table 1. Comparison of characteristic values obtained by PCA and threshold values obtained by the parallel analysis**

Serial number of components	The actual characteristic values of PCA	Values obtained by parallel analysis	Decision
1	5,716	1.5595	Accept
2	1,913	1.4326	Accept
3	1,107	1.3287	Reject
4	0,976	1.2433	Reject

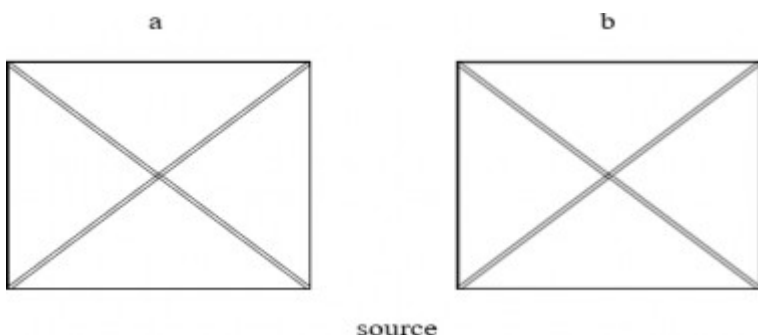
**Source: Author's calculation**

## Figures

Figures should be placed in the main text (no wrapping) separated from it by a spacing of 12 points. Utmost care must be taken to insert the figures in correct alignment with the text. Individual figures should be centred.

If a figure has parts, they should be clearly labeled as (a), (b), (c), etc. in the figure.

**Figure 1. The caption which describes the figure in general: a) Description of what is contained in the first part; b) Description of what is contained in the second part.**



The caption should be self-contained and placed above the figure, typed in the sentence capitalization and centred. It should be preceded by the figure number (in bold), contain a brief description of the figure and a key to interpreting various lines and symbols in the figure (if needed). The captions can be typed at a font size of 10 -11 points. Source should be noted below the figure, underneath the caption details. All of the figures should be numbered and have captions. They should be referred to in the text as Fig. 1, Fig. 2, etc. Try to place figures after and as close as possible to the point where they are first mentioned in the text. Do not break figures. Format the figures as given in the template. Keep figures within margins. Do not hyphenate words in figures. Generally, only original drawings or photographic reproductions are acceptable. Should authors use figures from other Publications, they must ask the corresponding publishers to grant them the right to publish this material in their paper. The photocopies are acceptable if they are of a very high quality. Half-tone pictures should be in the form of glossy prints. If possible, include your figures as graphic images in the electronic version. For best quality the pictures should have the resolution of 300 dpi (dots per inch).

## Equations

There should be one line of space above the equation and one line of space below it before the text continues. Try to fit the whole equation into one line.

$$5 + 3y = 6 + 4y - 5 - 2y \quad (1)$$

$$\log_2 (t + 1) - \log_2 (t - 1) = 3 \quad (2)$$

$$\exp(x) + 29 = 12e^{(1/2)} \quad (3)$$

All the equations should be punctuated as if they were an ordinary part of the text. Punctuation appears after the equation but before the equation number. The order number should be put in round brackets at the right-hand edge of the text in line with the equation. Equations should remain editable and not appear in a picture format. Type the mathematical equations in the simplest way possible. Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document.

Equations that are referred to in the text should be numbered sequentially throughout the text (i.e., (1), (2), (3)) or numbered by section (i.e., (1.1), (1.2), (2.1))

depending on author's preference. Equations may be referred to in the text as Eq.(1).

The use of Word's built-in Equation editor or the full MathType product is allowed.

## References and Citation

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). All manuscripts should be formatted using the APA (American Psychological Association) references which are widely used in the social sciences, education, engineering and business.

### 1. Citing references in text

Placement References are cited in the text by the author's surname, the publication date of the work cited, and a page number if necessary. Full details are given in the reference list. Place them at the appropriate point in the text.

Repeat mentions in the same paragraph If name and year are in parentheses, include the year in subsequent citations.

With a quotation This is the text, and Markovic (2018) says "quoted text" (p.1), which supports my argument. This is the text, and this is supported by "quoted text" (Markovic, 2018, p. 1). This is a displayed quotation. (Markovic, 2018, p. 1)

Page number (Markovic, 2018, p. 6)

One author Markovic (2018) or (Markovic, 2018)

Two authors Markovic and Jaksic (2018) or (Markovic & Jaksic,2018)

## **Three to five authors**

At first mention:

Markovic, Jaksic, Krstic, Pivac, and Cerketa (2018) or (Markovic, Jaksic, Krstic, Pivac, & Cerketa, 2018)

At subsequent mentions:

Markovic et al. (2018) or (Markovic et al., 2018)

In cases where two or more references would shorten to the same form, retain all three names.

## **Six or more authors Markovic et al. (2018) (Markovic et al., 2018)**

## **Authors with same surname**

G. Markovic (2018) and F. Markovic (2018)

G. Markovic (2018) and F. Markovic (2018)

**No author Cite first few words of title (in quotation marks or italics depending on journal style for that type of work), plus the year: (“Study Finds,” 2017) If anonymous, put (Anonymous, 2018).**

## **Groups of authors that would shorten to the same form**

Cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al.



## **Organization as author**

The name of an organization can be spelled out each time it appears in the text or you can spell it out only the first time and abbreviate it after that. The guiding rule is that the reader should be able to find it in the reference list easily.

## **Author with two works in the same year**

Put a, b, c after the year (Cerketa, 2011a, 2011b, in press-a)

## **Secondary source**

When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct. Markovic's economic vocabulary (as cited in Krstic, 2018)

**Classical work** References to classical works such as the Bible and the Qur'an are cited only in the text. Reference list entry is not required. Cite year of translation (Karadžić, trans. 1848).

**Personal communication** References to personal communications are cited only in the text.

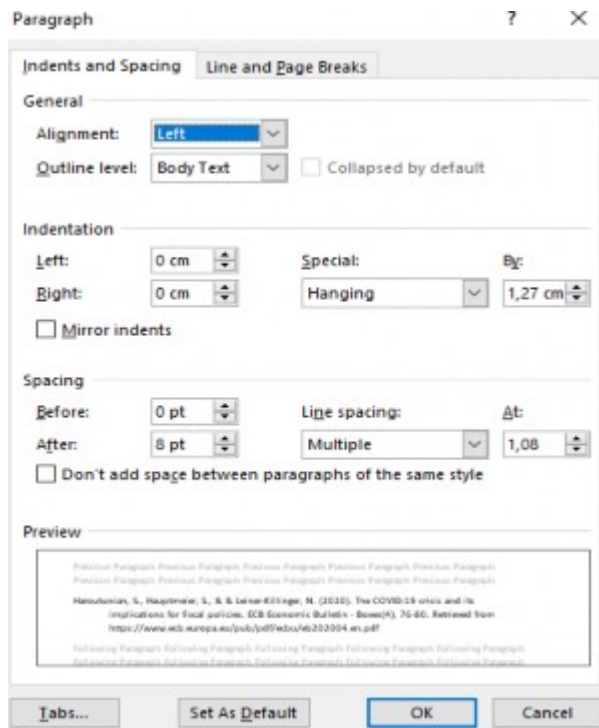
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**Two dates (Author, 2009–2019) Author (2009/2019)**

# **1. Reference list**

## **Formatting bibliography**

In the Paragraph-options window that pops up, make the changes as noted below. These changes will quickly take care of the majority of indentation and line-spacing issues in your references list.



## Order

Alphabetical letter by letter, by surname of first author followed by initials. References by the same single author are ordered by date, from oldest to most recent. References by more than one author with the same first author are ordered after all references by the first author alone, by surname of second author, or if they are the same, the third author, and so on.

References by the same author with the same date are arranged alphabetically by title excluding 'A' or 'The', unless they are parts of a series, in which case order them by part number. Put a lower-case letter after the year:

Simic, J. (2019a). Simic, J. (2019b). For organizations or groups, alphabetize by the first significant word of their name. If there is no author, put the title in the author position and alphabetize by the first significant word.

Use the authors' surnames and initials unless you have two authors with the same surname and initial, in which case the full name can be given:

Simic, J. [Jovan]. (2019).

Simic, J. [Juraj]. (2019).

## Book

### One author

Author, A. A. (2019). This is a book title: And subtitle. Bijeljina: Economics.

Two authors Author, A. A., & Author, B. B. (2019). This is a book title: And subtitle. Bijeljina: Economics.

Three authors Author, A. A., Author, B. B., & Author, C. C. (2019). This is a book title:

And subtitle. Bijeljina: Economics.

More authors Include all names up to seven. If there are more than seven authors, list the first six with an ellipsis before the last. Author, M., Author, B., Author, E., Author, G., Author, D., Author, R., ... Author, P. (2015).

Organization as author Oikos institut. (2016). Book title: And subtitle. Bijeljina: Economics.

## Journal

### One author Author

A. A. (2019). Title of article. Title of Journal, 22, 123–231. doi:xx.xxxxxxxxxx

Provide the issue number ONLY if each issue of the journal begins on page 1. In such cases it goes in parentheses: Journal, 8(1), pp–pp. Page numbers should always be provided. If there is no DOI and the reference was retrieved from an online database, give the database name and accession number or the database URL (no retrieval date is

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## Two authors

Author, A. A., & Author, B. B. (2004). Title of article. Title of Journal, 22, 123–231. doi:xx.xxxxxxxxxx

## Three authors

Author, A. A., Author, B. B., & Author, C. C. (1987). Title of article. Title of Journal, 22, 123–  
231. doi:xx.xxxxxxxxxx

## More authors

Include all names up to seven. If there are more than seven authors, list the first six with an ellipsis before the last.

Author, M., Author, B., Author, E., Author, G., Author, D., Author, R., ... Author, P. (2001)

## Organization as author

American Psychological Association. (2003). Title of article: And subtitle. Title of Journal, 2, 12–23. doi:xx.xxxxxxxxxx

## No author Editorial:

Title of editorial. [Editorial]. (2012). *Journal Title*, 14, 1–2.

## Not in English

If the original version is used as the source, cite the original version. Use

diacritical marks and capital letters for the original language if needed. If the English translation is used as the source, cite the English translation. Give the English title without brackets. Titles not in English must be translated into English and put in square brackets.

Author, M. (2016). Title in German: Subtitle of Article

[Title in English: Subtitle of article]. Journal in German, 21, 208–217. doi:xx.xxxxxxxxxx Author, P. (2016). Title in French [Title in English: Subtitle of article]. Journal in French, 21,208–217. doi:xx.xxxxxxxxxx

## **Peer - reviewed article published online ahead of the issue**

Author, A. A., & Author, B. B. (2012). Article title. Title of Journal. Advance online publication. doi:xx.xxxxxxxxxx

If you can update the reference before publication, do so.

## **Supplemental material**

If you are citing supplemental material which is only available online, include a description of the contents in brackets following the title.

[Audio podcast] [Letter to the editor]

## **Other article types**

Editorial: Title of editorial. [Editorial]. (2018). Title of Journal, 14, 1–2.

Author, A. A. (2019). Title of review. [Review of the book Title of book, by B. Book Author].

Title of Journal, 22, 123–231. doi:xx.xxxxxxxxxx

## **Article in journal supplement**

Author, A. A. (2004). Article title. Title of Journal, 42(Suppl. 2), xx–xx. doi:xx.xxxxxxxxxx

## **Conference**

## **Proceedings To cite published proceedings from a book, use book format or chapter format.**

To cite regularly published proceedings, use journal format.

## **Paper**

Presenter, A. A. (2012, February). Title of paper. Paper presented at the meeting of OrganizationName, Location.

## **Poster**

Presenter, A. A. (2012, February). Title of poster. Poster session presented at the meeting of Organization Name, Location.

## **Internet**

### **Website**

When citing an entire website, it is sufficient just to give the address of the site in the text. TheEconomics  
(<http://www.economicsrs.com/>).

### **Web page**

If the format is out of the ordinary (e.g. lecture notes), add a description in brackets. Author, A. (2019). Title of document [Format description]. Retrieved from <http://URL>