



## Detailed Guidance for Authors

An original article should consist of about **6000** words (excluding figures, tables and references). In special cases articles exceeding 6000 words may be considered. All articles (except those from Australia, Canada and the USA) must be written in British English.

The EBR also considers articles based on conference papers provided they have been substantially revised, expanded and rewritten. Such an article must be substantially different to make it a new, original work. As in other journals the EBR requires the original conference paper to be supplied by the author along with the expanded article for the purpose of comparison. The article submitted for publication in the EBR, if it is based on a conference paper, should have the following statement in a footnote: *'This article is a revised and expanded version of a paper entitled [title] presented at [name, location and date of conference]'* made in the online system when you submit your paper, using the "Notes for the Editor" field. Authors should provide standard written copyright permissions. Authors should make sure that their names are not included in the document/file properties.

Submissions should be formatted in one and a half spacing in Times New Roman size 12 font. In the EBR the standard academic de-personalised style of writing is used. See examples: *...it is assumed that; ... the literature has been focused on... the data presented in Table 4. indicate that...*

The article should be divided into numbered sections and also into subsections, if necessary. Sections are divided into paragraphs. Each paragraph should have at least three complete sentences. All accepted articles will be finally formatted for publication by the EBR publisher.

Title, abstract, keywords, JEL Codes, addresses and biographical notes

A title should be as short as possible. Abbreviations should not be used in the title. An Abstract should have no less than 100 words and no more than 150. The Abstract should state the aim of the article, its literature background, research methods and also its major contribution and value added. These elements should be further developed and presented in an Introduction. The Introduction in the EBR layout is not be numbered. It should

correspond to the Abstract and in its final paragraph should present the contents of the article. The aims declared and presented in the Introduction and developed in the sections of the article should be reflected and addressed in a Conclusion. The Conclusion is a part of the article that is not numbered. It is important that the topic mentioned in the title is adequately covered in the paper itself.

Keywords should consist of approximately no more than ten words or short phrases. They need to correspond to the JEL codes areas.

Addresses and affiliations should contain the department, name of the institution, full postal address and e-mail address for each author and their ORCID iDs. The EBR uses a traditional e-mail-based submission system and an on-line system. When submitting their articles with the on-line system authors should not include their names and affiliation in the article. They are requested to complete all relevant sections of the online submission form.

#### References and notes

The Economics and Business Review uses the American Psychological Association (APA) 6th edition reference system for citations in the text with a detailed alphabetical list at the end of the article. All works cited in the text and only those must be included in the References section at the end of the article.

Full references should follow the APA 6<sup>th</sup> edition format and include all authors' names and initials, date of publication, title of article, title of publication (in *italics*), volume and issue number (of a journal), publisher and form (books, conference proceedings) and page numbers.

It is preferred that the number of references should not be higher than 30. It could be possible to exceed this number in very special cases. Examples of references may be found in articles already published in the EBR.

Footnotes should be avoided. However if used they need to be short and numbered. Footnotes should be set in TNR 10'.

#### Tables and Figures

All Tables and Figures should be numbered and shown consecutively in the paper according to their numeration . Tables and Figures should be free of any unnecessary decorative

elements. When data in Tables and Figures is interpreted they also should be invoked in the text with reference to their numbers. The sources of all data used in Tables and Figures must always be shown.

All diagrams including schemes and maps should be referred to as Figures and be numbered sequentially. If any Figures are in colour they will only appear in colour in the online version. In the printed version they will be in black and white. However, if colour is essential to the figure a good quality colour image should be submitted.