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invite submissions of
individual papers and
research insights
for
Studia Negotia

Authors' Guidelines

Papers should be original and unpublished, and should not be under publication consideration with any other outlet.

Please include a separate page with the title, the name and the e-mail of the author/ authors for the double-blind review process. The page with the abstract should contain the title, the abstract, the key words and JEL classification.

Please respect the following **paper format** – Word-file:

Characters: Times New Roman
Line spacing: single
Paper title: 14 pt.
Name of the author/ authors: 12 pt.
Abstract: 10 pt.
Text: 12 pt.
Footnotes: 10 pt.
Margins:
Top: 2.5 cm
Bottom: 2.5 cm
Left: 3 cm
Right: 3 cm
Gutter = 0. Header = 0: Footer = 0.

The **paper's content** should follow the structure below:

- 1. Introduction and Review of Literature;*
- 2. Material and Method(s);*
- 3. Results and Discussions;*
- 4. Conclusions.*

Citation Requirements:

Publications should be cited in the text: (Adams, 2006) using the author's name or (Adams and Brown, 2006) citing both authors or (Adams *et al.*, 2006), when there are three or more authors.

At the end of the paper a reference list in alphabetical order should be supplied:

- **For books:** Surname, Initials (year of publication), *Title of the Book*, Publisher, Place of publication. *e.g.* Baldegger R. (2007), *Management. Strategie, Struktur, Kultur*, Growth Publisher, Fribourg.
- **For book chapters:** Surname, Initials (year of publication), "Chapter Title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages. *e.g.* Calabrese, F.A. (2005), "The Early Pathways: Theory to Practice – a Continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.
- **For journals:** Surname, Initials (year of publication), "Title of the Article", *Journal Name*, volume, number, pages. *e.g.* Capizzi, M.T. and Ferguson, R. (2005), "Loyalty Trends for the Twenty-first Century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

- **For published conference proceedings:** Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of Published Proceeding which may include the place and the date(s) when the conference was held*, Publisher, Place of publication, Page numbers. e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting Destinations with an Ontology-based E-tourism Planner", in *Information and Communication Technologies in Tourism 2007 Proceedings of the International Conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
- **For unpublished conference proceedings:** Surname, Initials (year of publication), "Title of paper", paper presented at the Name of the Conference, date of the conference, place of the conference, available at: URL if freely available on the Internet (accessed date). e.g. Aumueller, D. (2005), "Semantic Authoring and Retrieval within a Wiki", paper presented at the European Semantic Web Conference (ESWC), May 29th-June 1st, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed on the 20th of February 2007).
- **For working papers:** Surname, Initials (year of publication), "Title of the Article", working paper [number if available], Institution or organization, Place of organization, date. e.g. Moizer, P. (2003), "How Published Academic Research Can Inform Policy Decisions: the Case of Mandatory Rotation of Audit Appointments", working paper, University of Leeds, Business School, Leeds, March 28th.
- **For encyclopedia entries (with no author or editor):** *Title of Encyclopedia* (year of publication) "Title of Entry", volume, edition, *Title of Encyclopedia*, Publisher, Place of publication, pages. e.g. *Encyclopaedia Britannica* (1926) "Psychology of Culture Contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 763, 765-71. (For authored entries please refer to book chapter guidelines above.)
- **For newspaper articles (authored):** Surname, Initials (year of publication), "Title of Article", *Newspaper*, date, pages. e.g. Smith, A. (2008), "Money for Old Rope", *Daily News*, January 21st, pp. 3-4.
- **For newspaper articles (non-authored):** *Newspaper* (year of publication), "Title of Article", date, page/ pages. e.g. *Daily News* (2008), "Small Change", February, 2nd, p. 7.
- **For electronic sources:** if available online the full URL should be supplied at the end of the reference, as well as a date when the resource was accessed. e.g. Castle, B. (2005), "Introduction to Web Services for Remote Portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed on November 12th, 2007). Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (Roman numeral within square brackets within the text followed by the full URL address at the end of the paper).