

# **INSTRUCTIONS AND FORMAL REQUIREMENTS FOR PAPER** **(TITLE, capital letters, bold, set in the middle of the text body, 14)**

## **(Author 1) (font size 12)**

Institution's name and address, City, ZIP Code, Country (font size 12)  
e-mail address (font size 12)

## **Author 2 (font size 12)**

Institution's name and address, City, ZIP Code, Country (font size 12)  
e-mail address (font size 12)

## **Author 3 (font size 12)**

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e-mail address (font size 12)

## **Abstract (font size 12, bold)**

Papers should be single spaced and typed in Times New Roman font. All margins should be 2.5 cm on both sides. The main text should be in font size 12, single-spaced and without any indentation. Please, leave a space line between paragraphs (hit enter key once only). Please, do not number the pages! The completed paper including graphics and references should not exceed 15 pages.

**Key words:** *word 1, word 2, word 3, word 4, word 5*

## **JEL:**

## **1. The First-level heading (Times New Roman, font size 14, bold)**

1.1. Subtitle (second level heading, font size 13)

1.1.1. Subtitle (third level heading, font size 12)

There should be one paragraph space (hit enter key once) between headings and the text following it. There should also be two paragraph spaces (hit enter key twice) distance from the text prior to the new heading. This refers to all headings.

## **2. Tables and Figures (Times New Roman, font size 14, Bold)**

Figures should be inserted in the text. Figures should be numbered consecutively throughout the text with numbers set below the figure, set in the middle. The size of the characters should be

font size 11. Tables should be given numbers and headings. Numbers and headings must be put under while sources below tables and figures.

Please follow this formatting of tables and figures:

Table 1: Inflation rates in South-Eastern countries (Times New Roman, 11)

Countries	2008	2009	2010
Bosnia and Herzegovina			
Croatia			
FYR Macedonia			
Serbia			

Source: National banks, Annual Report, different years

## Reference

The references of cited works should be quoted in the text itself (in brackets). They should contain the author's name, the year when published, and the page, e.g. (Markić, 2006, 129). References should be written in alphabetical order, font size 12 pt, regular style, justified, single spaced, with one-line space between paragraphs (hit enter key once). Bibliography should contain all the used sources in alphabetical order by authors' last names and in chronological order for papers of the same authors.

Please follow this formatting of reference:

### «Books»

Mishkin, F. S., (2008), *Financial Institutions and Markets*, Addison Wesley, Boston

Kukić, S., Markić, B. (2006), *Metodologija društvenih znanosti*, Ekonomski fakultet Sveučilišta u Mostaru, Mostar

### «Book of Proceedings»

Tomić, D., Živko, I., Grbavac, J., (2008) *Availability of Financial Information in Banking Sector of Bosnia and Herzegovina Through Internet*, Proceedings from 4th International Conference „Economy and Transformation Management“, Timisoara, Romania, pp. 446-453.

### «Journal Article»

Bijakšić, S., Jelčić, S., (2010), *Challenges of Wine Marketing: Distribution As a Sources of Competitive Advantage*, Zbornik radova Ekonomskog fakulteta Mostar (Journal of Economy and Business), No. XVI., pp. 183-190

### «Internet Resource»

Begley, P. et al. (2007): *The Responsible Competitiveness Index*, in: *AccountAbility (2007): The State of Responsible Competitiveness 2007*, pp. 34, <http://www.accountability21.net/uploadedFiles/publications/The%20State%20of%20Responsible%20Competitiveness.pdf>, (accessed 20 September 2010)