

## Authors' Guidelines

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### Title, Keywords and Abstracts:

The title, keywords (3-5) and abstract (ca. 150 words) are key to ensuring readers find your article online through online search engines such as Google.

### Formatting:

**Manuscripts must be submitted in English or Romanian but the Abstract must be written in English.** Manuscripts should be 1.5 lines spaced, with 2.5 cm margins, in 12-point Times New Roman. New paragraphs should be indented. Keep 0 points below and after paragraphs (Page Layout – Spacing).

**Manuscripts must be submitted as .doc or .docx file and should be at least 7 pages long. Any manuscript submitted as .pdf or other format will be returned.**

### Headings:

Main or First Level headings should be used to designate the major sections of the article.

#### First Level Headings

First level headings should be typed in bold font with left margin.

#### *Second Level Headings*

Second level headings should be typed in italic and bold font with left margin.

*Third level headings.* Third level headings should be typed in bold, italic font, end with a full stop, and be part of a standard indented paragraph. All text should be in lower case.

### Referencing and Style:

Submissions should be American Psychological Association (APA) compliant (See automatic APA style for References in MS Word).

(i) In-text citations take the form (Windsor & Windsor, 1999, pp. 31-32).

(ii) Specific standards are used for the reference list (which should be in alphabetical order at the end). Examples are provided below for precise guidance (punctuation and italics matter):

#### *Journal articles*

Orlitzky, M., & Benjamin, J. D. (2001). Corporate social performance and firm risk: A meta-analytic review. *Business & Society*, 40(4), 369-387.

#### *Books (Monographs)*

Preston, L. E., & Windsor, D. (1997). *The rules of the game in the global economy: Policy regimes for international business* (2nd ed.). Dordrecht, The Netherlands: Kluwer Academic Publishers. [So typically country or U.S. state, except New York.]

*Books (Edited volumes)*

Sukin, S., & DiMaggio, P. (Eds.). (1990). *Structures of capital*. Cambridge, England: Cambridge University Press.

*Book chapters*

Mintz, B., & Schwartz, M. (1990). Capital flows and the process of financial hegemony. In S. Zukin & P. DiMaggio (Eds.), *Structures of capital* (pp. 203-226). Cambridge, England: Cambridge University Press.

*Working papers*

Scheessele, R. (2002). Black and White disparities in subprime mortgage refinance lending (Working Paper No. HF-014). Washington, DC: U.S. Department of Housing and Urban Development.

*Online sources*

Rubin, R. E., & Rubinger, M. (2004, December 4). Don't let banks turn their backs on the poor [Op-ed]. New York Times. Retrieved June 13, 2007, from <http://...> [with exact url address for the item].

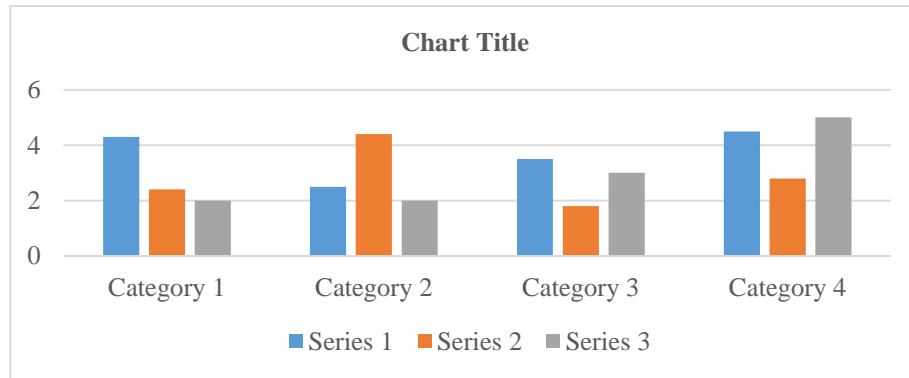
**Tables and Figures:**

All tables and figures should be numbered separately: Tables 1, 2, 3, 4, etc. and Figures 1, 2, 3, 4, etc. Figures should be suitable for direct reproduction in black and white. The captions for tables and figures are in Times New Roman 11, bold and centered above the table and figure.

**Table 1. Title, title, title, title...**


Original figures, graphs, charts should use inside Times New Roman font size 10. The caption should be labeled Figure 1, Figure 2, etc, followed by the figure title, in Times New Roman font size 11, bold.

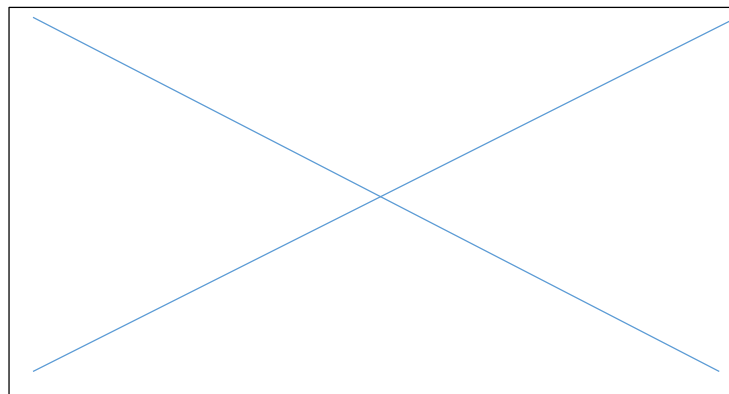
**Figure 1. Title, title, title, title...**



If the figure, chart, graph is taken from another paper (article, book, etc), then the original source must be indicated under the figure's caption.

**Figure 2. Title, title, title, title...**

(Source: (Windsor & Windsor, 1999, pp. 31-32))



Mathematical Equations must be numbered as follows: (1), (2), ..., (99) and not (1.1), (1.2),..., (2.1), (2.2),... depending on your various Sections.

Type equation here. (1)

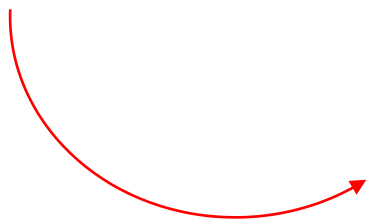
Type equation here. (2)

Etc.

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See template on the next page



**Title of the Paper (14pt Times New Roman, Bold, Centered)**

Authors' NAMES (Capital letters for family name, 12pt Times New Roman, centered)

Department (12pt Times New Roman, centered)

University (12pt Times New Roman, centered)

Address (12pt Times New Roman, centered)

Country (12pt Times New Roman, centered)

youremailaccount@xxx.xxx.xx http://www.yourwebaddress.xx (12pt Times New Roman, centered)

*Abstract.* This is a sample of the format of your Abstract. It should have ca. 150 words in Times New Roman 11 point, single spaced, justified. The word “*Abstract*” is in italic.

*Key words.* 3-5 words in Times New Roman 11 point, single spaced, justified. The word “*Key words*” is in italic.

**Introduction (First level heading, Times New Roman, 12 point, bold, left margin)**

The introduction should have a page at the most, however not less than half a page. The text should provide answers to four questions:

- (1) What matter does the paper cover?
- (2) Why is the studied matter important?
- (3) How does the author intend to answer to this matter?
- (4) What is the relation between the paper and the already existent specialized literature?

This introduction should be written clearly, and any confusion in communicating the four answers might result in paper rejection.

**Heading 2 (First level heading, Times New Roman, 12 point, bold, left margin)**

Text, text, text, text, text, .....  
text, text, text .....

***Second Level Heading 1*** (Times New Roman, 12 point, bold, italic, left margin)

Text, text, text, text, text, .....

text, text, text .....

**Second Level Heading 2** (Times New Roman, 12 point, bold, italic, left margin)

Text, text, text, text, text, .....

text, text, text .....

**Third level heading 1.** (Times New Roman, 12 point, bold, italic font, end with a full stop, and be part of a standard indented paragraph. All text should be in lower case.

Text, text, text, text, text, .....

text, text, text .....

**Conclusion (First level heading, Times New Roman, 12 point, bold, left margin)**

The conclusions section shall cover three elements: (1) summarize the main outcomes; (2) present the expected impact of the research outcomes; (3) include suggestions for further research work.

**References (First level heading, Times New Roman, 12 point, bold, left margin)**

See APA style in MS Word – References, automatic creation of Bibliography

