

INSTRUCTIONS FOR PREPARING ABSTRACTS AND PAPERS

Abstract: up to 1200 characters with spaces

Paper: up to 12 pages, including the abstract and references (the minimum number of pages is 8)

PAPER TITLE: UP TO 70 CHARACTERS WITH SPACES, CAPITAL LETTER, TIMES NEW ROMAN, 14 PT FONT, BOLD, CENTRED

The author's name and surname, affiliation, country and email address: Times New Roman, 12 pt font, bold, italic, centred

Abstract: *Times New Roman, 12 pt font, italic, justified*

Keywords: *maximum 5 keywords, Times New Roman, 12 pt font, italic*

Papers can be written in the language of the countries of the former Yugoslavia and in English. The abstract must be compiled in both languages (if it is written in one of the languages of the countries of the former Yugoslavia, it must be compiled in that language and in English). And if the paper is written in English, the abstract should be translated into one of the languages of the former Yugoslavia. An abstract in second language should be given at the end of the paper.

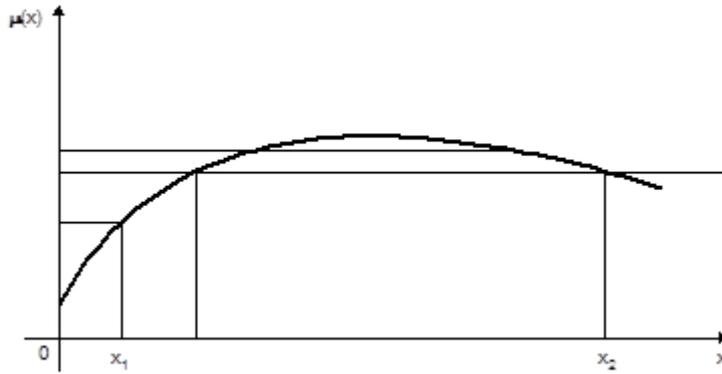
CHAPTER TITLE: CAPITAL LETTERS, TIMES NEW ROMAN 12 PT FONT, BOLD, CENTRED

Subchapter title: Times New Roman 12 pt font, bold, centred

Text of the paper: Times New Roman 12 pt font, justified, line spacing: single, after paragraph spacing: 8 pt, without indentation.

The paper should be written in A4 format, where right, top and bottom margins are 2.5 cm and left margin 3 cm.

The program for preparing the text and tables is Word for Windows. Each figure, table and graph should have a number and a title (for images and graphs the description have to be given below the figures, graphs, and for tables above) in Times New Roman, 11 pt font, italic, centred.



Graph 1. Title (description)

When structuring their papers, authors should adhere to the IMRAD methodology (Introduction, Methodology, Results and Discussion, meaning that the paper should be divided into the following parts in terms of its content: introduction, methodology, results, analysis and, finally, discussion or conclusion).

If some specific sentence, chapter is quoted, then a page, a chapter should be indicated. Each definition, division, table, figure, chart, if it is taken from somewhere, must have a specified source. If direct citations are used, they should be in quotation marks ("...") followed by the source. And in case a certain part of the text is taken from somewhere and retold in his own words, it is also necessary to state the source.

When citing sources in the text, authors should mention the first and second author as well as the year of publication, and number of page/s (Kotler and Keller, 2006, pp. 103) or the first author and 'et al.' in the event of three or more authors (Zigler et al., 1991).

There should be a space of two lines between the text of the paper and the mention of sources. The list of references should be in an alphabetical order according to the surname of the first author. The list should only include the sources to which you refer in your paper.

Abram, J. (1996). Title of the paper. *Title of the journal*, Vol. 31, No. 4, pp. 231-239.

Novak, J., Smithers, W. (2006). Title of the book. Place: Publisher.

Novak, J., Smithers, W. (2006). Chapter title. *Title of the book*. Place: Publisher.

The World Bank (2020). *Title of the article*. Available at:
<https://www.worldbank.org/en/topic/smefinance> (date of access, in the form: 5th July 2020)

Zigler, J., Norton, P., Leonard L. (1991). Title of the paper. *Title of the conference* (location, date of the conference), C.M. Burns, (ed.). Place: Publisher.