

## **APSTRACT Instructions to Authors: STYLE AND FORM**

The manuscript itself should be sent as a single file. Please send only A4 sized Word (.doc, .docx) files. Use single line spacing and 11 pt Times New Roman font throughout. Do not use underline style. E-mail addresses should be in italics. The suggested length of the paper is 10-15 pages but should not exceed 20 pages (approximately 20 000 characters).

### **Headings and structure**

General rules of formatting a paper and preparing a list of references are consistent with the recommendations of the American Psychological Association (APA 2001) and the APA Style Guide to Electronic References (2007). Manuscripts should be headed with the title of the paper in capitals, the first and family name(s) of author(s) in bold, with the corresponding institute name and e-mail address where the research was carried out in italics.

### **TITLE OF THE PAPER**

**First name(s) and surname of corresponding author<sup>1</sup>, - first name(s) and surname of other author(s)<sup>2</sup>**

<sup>1</sup>Name and address of institute regarding to the corresponding author 1

<sup>1</sup> *E-mail address of corresponding author 1*

<sup>2</sup> Name of institute 2

<sup>2</sup> *E-mail address of Author 2*

**Include an abstract immediately after the title. An abstract provides readers with a quick overview. The abstract should include the research topic or research questions, participants, methods, results, and conclusions. It is also includes possible implications of the research and future work connected with the findings. The abstract should be a single, double-spaced paragraph with no indentation. The abstract section should be between 200 and 300 words. The abstract should give a clear idea of the main conclusions of the article, the methods employed, as well as an indication of the reasoning behind the research and a concise summary of its key points.**

**Keyword:** Provide a **maximum of five key words below the abstract**. Listing the keywords will help researchers find the authors' work in databases.

**JEL code:** Please classify the article and write the JEL code in the article after the keyword (for example: JEL code: Z23). For more information about the JEL classification system and a list, see the following website:

<https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

All articles will be held to the same set of scholarly standards. Articles should be **written in English** and should **not exceed 20 pages**, including abstract, tables, figures, and graphs. Shorter articles will also be considered. Font size 11, with margins; top 2.5 cm, bottom 2.5 cm, left 2.5 cm and right 2.5 cm on A/4 sheets. Manuscripts should be divided into sections, each with numbers and section headings. Do not use more than two levels of heading.

Manuscripts should be divided into the following sections:

- **ABSTRACT**
- **KEYWORDS**
- **JEL CODE**
- **INTRODUCTION**
- **MATERIALS AND METHODS**
- **RESULTS AND DISCUSSION**
- (ACKNOWLEDGEMENTS)
- **REFERENCES**

Background information to the article, such as the **sponsoring bodies** of the research project, should appear in the footnotes, but references should be placed at the end of the manuscript. Publishers do not recommend footnotes and endnotes as they are expensive to reproduce; if necessary, footnotes should appear at the end of the page on which they are inserted.

## **Tables and figures**

Label each table with an Arabic numeral (Table 1, Table 2, and so on) and provide a clear title. Tables should be quoted in the text and placed in their position in the manuscript. Keep tables as simple as possible. The author can use both colour and grayscale images in the manuscript. Tables spreading across double pages are difficult to read and to typeset. The proposed format for table headings is: Table (number): Title of table (note if any). The table heading should be located above the table. Row and column headings should only have the initial letter capitalized. Below the table, give its source as a note.

Figures should be numbered consecutively, quoted in the text and placed in their position in the manuscript. Camera-ready copies of line drawings and photos should be submitted (separately as well). The proposed format for headings of figures, including graphs, charts, drawings, and photographs is: Figure (number): Title of figure (note if any). The figure title and tables should appear below the figure. Discuss the most significant features of each figure in the text. Mathematical formulas should also be placed in the text. When an equation is inserted, align it to the centre. Equations should be numbered, starting from (1).

Units should conform to the International System of Units (SI). Although the amount of explanation and data included depends upon the study, do not give formulas for common statistics (i.e. mean, t-test) and do not repeat descriptive statistics in the text if they are represented in a table or figure. When including statistics in the written text, be sure to include enough information for the reader to understand the study.

## **References and citations**

List only pertinent references. No more than 3 references should be needed to support a specific concept. Research papers and reviews should cite a reasonable number of references. Abstracts and articles from non-peer-reviewed magazines and proceedings should be cited sparingly.

In-text citation of a publication by a single author should be made with a signal phrase that includes the last name of the author followed by the year of publication in parentheses (NÁBRÁDI, 2009). When citing a publication with two authors, include both family names in the signal phrase each time you cite the work (NÁBRÁDI and HEIJMAN 2009). A work with three or more authors is identified with the family name of the first author followed by et al. and the year of publication (NÁBRÁDI et al. 2009). If the author is a government agency or other organization, name the organization the first time you cite it with an acronym in parentheses and use the acronym in the signal phrase, followed by the year of publication in parentheses (FAO, 2009). When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list, separated by semicolons (NÁBRÁDI, 2009; NÁBRÁDI et al. 2008). When possible, cite an electronic document in the same way as any other document, using the name of the author followed by the year of publication.

**In the references section**, references are listed alphabetically by author(s)' last name(s), and then chronologically. The year of publication follows the authors' names. As with text citations, two or more publications by the same author or set of authors in the same year should be differentiated by adding lowercase letters after the date. The dates for papers with the same first author which would be abbreviated in the text as et al., should also be differentiated by letters, even though the second and subsequent authors differ. All authors' names must appear in the reference section.

**For journal articles**, include all authors (do not use "et al."), year, article title (lowercased except for the first word and proper nouns), abbreviated journal name, volume, page range, and digital object identifier (DOI). Inclusive page numbers (or article identifiers) must be provided, and DOI should be given whenever possible, with the prefix "http://dx.doi.org/".

**For book references**, include authors, year, chapter or section title, page range, book title, edition, book editors (if applicable), and publisher name and location.

**For conference proceedings**, include authors, year, abstract title, page number or abstract number, proceedings title, location of meeting, and name and location of proceedings publisher.

**For websites**, provide authors (or organization name), year, page title, date accessed (in month, day, year format), and URL.

**For theses**, provide author, year, title, thesis type (PhD, MS, DVM), department name, and university name and location.

**Sample references are given below:**

**Journal article**

Bowen SA. (2005): A practical model for ethical decision making in issue management and public relations, *Journal of Public Relations Research* 2005; 17(3): 191-216.

Harrington R. J., Ottenbacher M. C., (2008): Contradictions of traditions and change in German winemaking: an exploratory study, *International Journal of Wine Business Research*, Vol. 20 Iss 3 pp. 276 - 293 Permanent link to this document: <http://dx.doi.org/10.1108/17511060810901073>

Székely C, Pálinkás P. (2009): Agricultural Risk Management in the European Union and in the USA. *Studies in Agricultural Economics*. 2009; 109: 55-72. [http://ageconsearch.umn.edu/bitstream/49193/2/No.%20109\\_4.pdf](http://ageconsearch.umn.edu/bitstream/49193/2/No.%20109_4.pdf) Approached May 2014.

**Book**

Colson JH, Armour WJ. (1986): *Sports injuries and their treatment*. 2nd rev ed. London: S Paul, 1986 ISBN: 978-3-16-148410-0

Weinstein L, Swartz MN. (1974): Pathologic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. *Pathologic physiology: mechanisms of disease*. Philadelphia: Saunders, 1974:457-72.

**Conference paper**

Harley NH. (1985): Comparing radon daughter dosi-metric and risk models. In: Gammage RB, Kaye SV, editors. *Indoor radon and human health. Proceedings of the Seventh Life Sciences Symposium*; 1984 Oct 29-31; Knoxville (TN). Chelsea (MI): Lewis, 1985:69-78.