



## THE EDITORIAL BOARD OF THE SARAJEVO BUSINESS AND ECONOMICS REVIEW

### Guidelines for Authors

Dear Authors,

*Sarajevo Business and Economics Review* is a periodical publishing the scientific and professional papers, relating to different economic disciplines (Economics, Business Administration) as well as the student papers. All papers submitted for publishing are subject to the double blind peer review. Upon the reviewers' recommendation and the Editorial Board's decision the papers are classified into one of the following categories:

- **Original scientific article** – containing the unpublished results of an authentic scientific research.
- **Scientific survey** – providing a summarised and critical review of a certain issue, with a detailed reference list and confirming its author's contribution to elaborating of the subject issue.
- **Professional article** – comprising the useful professional contributions.

In case that the number of positively reviewed papers exceeds the publishing capacities, we will publish the papers that have received the best reviews. This implies that publishing of original scientific papers will be priority over publishing reviewed scientific articles followed by professional papers. Moreover, the advantage will be given to the papers written in English language.

Besides the papers belonging to any of the above listed categories in Collection of Papers/ Sarajevo Business and Economics Review we also publish the following:

- **Translations** of the significant contemporary articles and papers of up to 16 pages;
- **Presentations** of books, different publications and conferences, written in form of critical reviews at maximum 4 pages;
- **Student papers.**

**1. All papers submitted to the Editorial Board of Collection of Papers/ Sarajevo Business and Economics Review have to meet the following formal criteria:**

**a) The Paper's Length and Margins**

- A paper may have maximum 16 pages (16 type-written double-spaced pages or approximately 35,000 characters), including the tables, charts, footnotes and references.
- The student papers may not exceed 10 pages (10 type-written double-spaced pages or approximately 22,000 characters) including tables, charts, footnotes and references.
- Margins should be placed as follows: the left margin: 2.5 cm; the right margin: 2.5 cm, the top margin: 2.5 cm and the bottom margin: 2.5 cm in A-4 format.

**b) The Author(s) and the Paper's Title**

- Authors who send their papers for publishing as Word Documents, should not state their name on the paper itself. Also, authors who are delivering their paper with option Properties are ought to remove the name of the person that created the paper delivered for publishing. That means that, while uploading the paper for publishing, personal information or any other indicators that could suggest the name of the author to the reviewers, must not be stated on the very paper.
- Authors will leave their personal information: name, surname, address, e-mail address, contact number etc. during the paper upload on software: <http://www.efsa.unsa.ba/sber>.

- Two lines below, in the middle of page the author should write in capital letters the precise paper's title (TNR, 14, bold).

c) **The Abstract and the Key Terms**

Two lines below the title you should write a 10-15 line summary (TNR, 11) pointing out the paper's aim, methodology used, the results obtained and the conclusion.

**Abstract:**

This Paper ....

- **One line below the Abstract, you should list the five key terms (TNR, 11).**

**Key words:** word 1, word 2, ... word 5.

d) **JEL Classification**

The Summary and the key terms should be followed by a JEL classification defined at: [http://www.econlit.org/subject\\_descriptors.html](http://www.econlit.org/subject_descriptors.html).

e) **The Titles and Sub-titles within the Paper**

1. INTRODUCTION (TNR, 12, bold), text TNR 12, two lines below the Key Terms
2. The main titles should be written in TNR 12, capital letters, bold, left-side aligned. The titles within the paper should be separated from the rest of the text by one empty line; The main titles should be marked by the ordinal numbers 1, 2, etc.
3. Sub-titles, the second level, TNR 12, bold, left-side aligned.
4. Sub-titles, the third level, TNR 12, left-side aligned
5. CONCLUSION (TNR 12, bold), text TNR 12.
6. The text of the paper should be written in TNR, 12, justified.
7. The very paper is to be written either in one of the local languages (Bosnian, Croatian or Serbian) or in English.

8. The quotation sources should be listed in the footnotes at the page where they appear.

**f) The Pictures, Charts and Tables**

The charts and tables within the paper may be neither scanned nor copied, but originally drawn up.

All pictures, charts and tables are to be numbered as follows: TABLE 1: THE NAME OF TABLE, CHART OR PICTURE SHOULD BE WRITTEN ABOVE THE TABLE, CHART OR PICTURE IN TNR 11, NORMAL. EACH TABLE SHOULD BE SEPARATED FROM THE TEXT BY TWO EMPTY LINES.

**g) References**

For quoting in the article and for formating reference list you are advised to use APA style, stil <http://www.apastyle.org/> (Publication Manual of the American Psychological Association, Sixth Edition , 2009):

**Books:**

Zelenika, R. (2011). *Metodologija i tehnologija izrade znanstvenog i stručnog djela* (5. izd.). Rijeka: Ekonomski Fakultet.

**Articles published in journals:**

Oruč, N., Tihi, B. (2012). Competitive Location Assessment – the MCI Approach. South East European Journal of Economics and Business, 7(2), 35–49.

DOI: 10.2478/v10033-012-0013-7

[http://www.efsa.unsa.ba/ef/docs/SEE%20Journal/SEE\\_VOL7\\_NO2.pdf](http://www.efsa.unsa.ba/ef/docs/SEE%20Journal/SEE_VOL7_NO2.pdf) (11.08.2013.)

## **Articles published in the Review:**

Čaušević, F. (2002). The effects of financial deregulation in Bosnia and Herzegovina 1997-2001. In Transition in Central and Eastern Europe-Challenges of 21 st Century, International Conference of the Faculty of Economics Sarajevo . Sarajevo: University of Sarajevo Faculty of Economics Sarajevo, 119-126.

## **h) THE PAPER'S TITLE in English (if the paper is written in Bosnian, Croatian or Serbian) or in one of the listed local languages (if the paper is written in English) and ABSTRACT: (TNR 11)**

If the paper is written in one of the local languages, at the end of the paper, one line below the list of references, the paper's author should provide the paper's title, an abstract and the key terms translated in English. If the paper is written in English, the paper's summary should be translated in one of the local languages.

## **2. The Papers' Submitting for Publishing**

- A paper submitted for publishing must not be already published or sent to any other publisher.
- Each paper (in Word format) is to be delivered to the Editorial Board of Collection of Papers/ Sarajevo Business and Economics Review via link <http://www.efsa.unsa.ba/sber>.
- **The copy in Word format must not contain the author's name.**
- Submitting his/her paper for publishing in our Review the author undertakes not to publish the same paper in any other periodical.
- Each autor whose paper is published shall receive one copy of Collection of Papers/ Sarajevo Business and Economics Review including his/ her paper.

**3. Only the papers prepared in accordance with the above listed instructions shall be reviewed. Each paper shall be subject to the double blind reviewing. We will publish the papers that have received the best reviews.**

4. All papers are to be submitted via link <http://www.efsa.unsa.ba/sber>
5. For further information please contact us via e-mail [zbornik.radova@efsa.unsa.ba](mailto:zbornik.radova@efsa.unsa.ba).

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