



GUIDELINES FOR THE PREPARATION OF THE MANUSCRIPTS

THE TITLE OF THE PAPER (TIMES NEW ROMAN, BOLD, CAPITAL LETTERS, CENTRED, 12 PT)

Name of first author¹

E-mail: <your email here>

Name of second author²

E-mail: <your email here>

Abstract: *the abstract should be written in Times New Roman, Italic, 10pt. The text of the abstract should be written after the quote “Abstract:” (Bold, 10 pt). The abstract line spacing is Single, Before 6pt, After 0pt.*

KEY WORDS: KEYWORD 1, KEYWORD 2, KEYWORD 3, KEYWORD 4, KEYWORD 5 (CAPITAL LETTERS, REGULAR, FONT 10, NO MORE THAN FIVE KEY WORDS)

JEL CLASSIFICATION:

1. THE FIRST-LEVEL HEADING

The paper should be written in English. Its maximum length is to be 10 pages written according to these instructions (including abstract, equations, tables, charts, reference literature and possible appendices).

The paper should be typed in programme Word for Windows, on A4 paper (210 x 297 mm). All page margins (top, bottom, left and right) should be set at 2.5 cm. The text should be written in Times New Roman 11pt.

The paper line spacing should be Single, Before 6pt, After 0pt. The first line of the paragraph should be indented by 1.25 cm (First Line 1.25 cm).

1.1. The second-level heading: sub-heading

The title of the paper should be written in the centre of the first page in Times New Roman, capital bold letters, 12 pt. The title line spacing is to be: Before 12 pt, After 12 pt.

The title of the paper should be followed by the name of the author in the centre of the page, in bold letters, 12pt; no line spacing. The footnote should be inserted, giving the name of the institution where the author works.

The name of the author should be followed by the e-mail of the author Times New Roman, 10 pt, centered.

The abstract should be written in Times New Roman, Italic, 10 pt. The text of the abstract should be written after the quote “**Abstract:**” (Bold, 10 pt). The abstract line spacing is Single, Before 6pt, After 0pt.

The Abstract should be followed by ”KEY WORDS”: Times New Roman, capital regular letters, 10 pt. The title line spacing is to be: Before 6 pt, After 6 pt.

The paper subtitles should be written in <**This is an example of how your bulleted/numbered lists should be written – please cut this list and paste it at the desired location**>:

¹ Institution/Affiliation: The Faculty of Economics, University of Belgrade (Regular, 10pt)

² Institution/Affiliation: The Faculty of Economics, University of Belgrade (Regular, 10pt)

<**This is an example of how your footnotes in the paper should be written – please cut this footnote and paste it at the desired location**>



1. First level headings: Times New Roman, bold capital letters, centred, 11 pt. The line spacing of the subtitles should be: Before 6 pt, After 0 pt.
2. Second level headings – sub-heading: Times New Roman, bold letters, justified, 11 pt. The line spacing of the subtitles should be: Before 6 pt, After 0 pt.

2. THE FIRST-LEVEL HEADING: EXAMPLES OF TABLES, CHARTS, FIGURES AND EQUATIONS

The charts should be drawn in Corel Draw.

Tables and charts should be numerated and captioned. They should be centred (table/chart title – Center, 10pt, Italic, Before 6 pt, After 6 pt).

Table 1. The Indicators of Recession

Country	GDP	
	2000	2008
USA		
France		
Germany		
Italy		

Source:

The sources cited in the footnotes should first give the surname of the author(s) followed by the year of publishing in the parenthesis and then the page number³.

Figures should be numerated and captioned. They should be centred (Figure title – Center, 10pt, Italic, Before 6 pt, After 6 pt).

Figure 1.

The equations should be written in Equation Editor, with right aligned numeration (in Arabic numerals).

$$Z - Y = \frac{A_B}{V} \quad (1)$$

3. CONCLUSION

Fully prepared work according to the given template should be sent in electronic form to the e-mail address of **the subject track chair** and to the cis@ekof.bg.ac.rs.

The authors are requested to edit the text and send it in the form ready to be published. The works not prepared according to the instructions will not be printed and, consequently, will be returned to the authors.

REFERENCE LITERATURE

The reference literature should contain only the titles related to the work, listed in alphabetical order of the authors' surnames. If a work has more than two authors, only the name of the first one is provided noting that there are more co-authors: (Rubin et al.). The name of the author should be

³ Stiglitz and Charlton (2005), p. 23. (Regular, 10 pt)



followed by the publishing year in parenthesis, then by the title of the article in quotation marks, while the book or magazine title should be given in italics. At the end, the publisher and publishing place should be written (Regular), for example:

<Examples for a Book:>

Klein, E. (1973), *Mathematical Methods*, Cambridge University Press, Cambridge.

Abel, A. and Bernanke, B. (2004), *Macroeconomics*, Cambridge University Press, Cambridge.

<Example for a Journal Article:>

Greenwald, B. and Stiglitz, J. E. (1993), “Financial Market Imperfections and Business Cycles” *Quarterly Journals of Economics*, Vol. 108, pp 77 – 114

< Example for an Edited Book:>

Blinder, A. S. (2006), “The Case Against the Case Against Discretionary Fiscal Policy“, in Kopcke et al. (ed.) (2006), *The Macroeconomics of Fiscal Policy*, MIT Press, Cambridge Massachusetts, pp 25-61

< Example for a Working Paper:>

Li, G. and Smith, P. A. (2009), “New Evidence on 401(k) Borrowing and Household Balance Sheets”, Federal Reserve Board, Washington, Working paper, No. 19, May 2009

< Example for an Internet Resource:>

<http://www.nber.org/cycles.html> [Accessed 08/02/07]