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**INSTRUCTIONS FOR PREPARATION OF THE ARTICLE FOR THE PROCEEDINGS OF THE CONFERENCE OF THE FACULTY OF ECONOMICS BRČKO**

**(AUTHORS ARE OBLIGED TO EDIT ARTICLES ACCORDING TO THE GIVEN INSTRUCTIONS AND PREPARATION FORM)**

**SPACING BEFORE: 0**

**SPACING AFTER: 0**

**LINE SPACING: SINGLE**

TITLE [FONT CALIBRI, FONT SIZE 12, bold, CAPITAL LETTERS]

Full name of the author [font Calibri, font size 10, bold][[1]](#footnote-1)

Affiliation [font Calibri, font size 10, normal]

ABSTRACT [FONT CALIBRI, FONT SIZE 10, BOLD, CAPITAL LETTERS]

The Abstract [font Calibri, font size 10, normal] should include 100 to 250 words and it is placed between the header (article title, author and affiliation) and keywords. The abstract provides brief informative review of the article which enables the reader to quickly and accurately evaluate the relevance of the article and it includes the terms for indexing and searching. The goal, methods, results and conclusion of the research are an integral part of the abstract.

Keywords are terms or phrases that most concisely describe the content of the article for the purposes of indexing and searching and which are most acceptable in the specific scientific area. The keywords are placed after the abstract as follows:

**Keywords**: document, article, form… [font Calibri, 10, normal] (5 words at the most)

ABSTRACT [FONT CALIBRI SIZE 10, BOLD, ALL CAPS]

Abstract [font Calibri, size 10, normal] (100 to 250 words).

**Key words**: document, paper, form… [font Calibri, size 10, normal] (5 words max.)

**INTRODUCTION**

The Introduction clearly defines the problem, subject and goal of the research.

The articles can be written in Serbian, Bosnian, Croatian or English language in program Microsoft Word, with font Calibri, format A4. Margins: left 2,5, upper, lower and right 2 cm.

Maximum volume of the article is 10 pages, including the figures, tables, literature and other enclosures. One copy of the paper (printed using inkjet printer) should be sent to the following address: Ekonomski fakultet Brčko, Studentska 11, 76100 Brčko; its electronic form should be sent to: *zbornik.efb@gmail.com*. The printed form should have its pages numbered manually (graphite pencil, upper left corner), and the electronic form should not have its pages numbered.

The document title (electronic form): Full name of the author\_Article title.

1. **ARTICLE TITLE AND SUBTITLES**

On the first page, after one empty line, place the article title in English language [font Calibri, **bold**, 12 pt, center alignment].

The article title should describe the contents of the article as precisely as possible, with words suitable for indexing and searching.

Under the title place the full name of (all) authors of the article [font Calibri, font size 10, bold], without affiliation and title. After that insert the footnote symbol (asterisk). The footnote should include the e-mail address of the author. Name of the author’s institutions (affiliation) is written immediately under the name of the author [font CALIBRI, normal, 10 pt], where for complex institutions the complete hierarchy should be included.

The main text of the article should be written with single line spacing and an empty row between the paragraphs [font CALIBRI, normal, 11 pt]. The first and remaining lines of the paragraph should start at the beginning of the row. It is recommended that the headings are numbered in Arabic numerals, eg:

**1. THE FIRST HEADING** [capital letters, font CALIBRI, 11 pt, left alignment, bold],

**2. THE SECOND HEADING** [capital letters, font CALIBRI, 11 pt, left alignment, bold],

**2.1. The first heading of the second row** [font Calibri, 11 pt, left alignment, bold],

**2.2. The second heading of the second row**,

**3. THE THIRD HEADING**… (like heading structure used in this instructions).

1. **CITING SOURCES IN THE TEXT, UNDER THE FIGURES AND TABLES**

The sources are cited according to the APA style (http://www.apastyle.org/index.aspx) according to which the abbreviated identification of used sources is stated in the text, i.e. under the figure or table, immediately after the part of the text the author is citing, and complete identification of the used source is at the end of the paper, in the list of references.

For citing of the sources in the text, the following principle shall be used: family name of the author, year of issue. Example: (Krugman, 2014).

When the text is cited directly, or information from a specific page is cited, also the page number is included. Example: (Hammer & Champy, 1993: 123).

If the author is cited who has two or more issues in the same year, after the year a letter is included in the alphabetical order. Example: (Stankić, 2014a: 56). If the book or the article from a magazine has two authors, both authors shall be included (Trifunovic i Radovanovic, 2014: 33), and if there are more than two authors, the first author is stated followed by et al.: (Campbell et al., 2001). The list of the literature, at the end of the paper, shall include all authors.

If several authors are cited in the same part of the text, the references are separated by a semicolon and they are listed in the alphabetical order. Example: (Akerlof & Kranton, 2000; Krugman, 2014).

If the paper does not have the name of the author, instead of the name of the author, the name or abbreviation of the institution, agency or organization which issued the paper is included. Example: (OECD, 2016).

For sources taken from the Internet, the text shall use the form (family name, year): (Radovanović et al., 2011). The Internet address is the same as the name of the publisher in printed magazines and books and is not listed instead of the name of the author. If the name of the author is unknown, the first place shall include the document title. Example in the text: (Citing Guide, 2016).

* 1. **Figures and tables**

Figures and tables should be adjusted according to the text width and the source should go under it. The objects forming the figure have to be grouped. If the object includes the text, it should be placed in a frame and leave the possibility of proofing and corrections, and the language and writing should correspond to the main text of the article. The articles cannot include scanned images, tables and parts of texts.

**Table 1: Table title [font Calibri, font size 10, bold, center alignment]**

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| **(Please insert the table you have created!)** |

Source: (Author, year: page.) [Font Calibri, font size 9, normal, center alignment]

**Figure 1: Relationship of business processes, system and values**

**[font Calibri, font size 10, bold, center alignment]**

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| --- |
| Business processes  Values  Management system sistem  Duties |

Source: (Hammer & Champy, 1993: 34.) [Font Calibri, font size 9, normal, center alignment]

**CONCLUSION**

The article has to include the conclusion which is derived on basis of the treated matter and achieved results. The conclusion cannot include the same sentences or parts of the text from the article.

The article has to be proofread and written in accordance with the writing rules of the English language. The title, abstracts and keywords in English should also be proofread.

**LITERATURE [font Calibri, font size 10, bold, left alignment]**

Include only the literature directly related to the subject matter of the article by alphabetical order.

Use the following form for listing:

- Book: Family name and first letter of the first name of the author. (Year of the issue). *Book title*. Place of issue: Publisher.

- Article: Family name and first letter of the first name of the author. (Year of the issue). Article title. *Magazine name, number (volume)*, page of the paper beginning - page of the paper end.

- Internet source: Family name and first letter of the first name of the author. (Year of the issue). Paper title. Downloaded on day, month, year from http:// (see in the list of literature an example under number 8).

When citing the internet sources it is necessary to state all four URL elements: 1) protocol (http://), 2) *host name* (www.apa.org/), 3) document path (monitor/oct00/) and 4) document title (workplace.html). If the reference taken from the Internet has the DOI (*Digital Object Identifier*), it should replace the internet address, without the dot at the end.

An example of the Literature list [font Calibri, font size 10, normal, left alignment]:

1. Akerlof, G. A., & Kranton, R. E. (2000). Economics and identity. *Quarterly journal of Economics*, 715-753.
2. Campbell, J. Y., Lettau, M., Malkiel, B. G., & Xu, Y. (2001). Have individual stocks become more volatile? An empirical exploration of idiosyncratic risk. *The Journal of Finance, 56(*1), 1-43.
3. Hammer, M., & Champy, J. (1993). *Business process reengineering*. London: Nicholas Brealey, 444.
4. Citing Guide. Downloaded on June 27, 2016 form http://www.dksg.rs/biblioteka/vodicZaCitiranje/apa\_format.html
5. Krugman, P. (2014). Currency regimes, Capital flows, and Crises. *IMF Economic Review, 62*(4), 470-493.
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7. Petrović, T. M., Radovanović, L. K. & Petrović, D. D. (2012). Transfer prices and their accounting implications in divisional organizations. *Business Consultant/Poslovni Konsultant*, *No. 4*, 35-50.
8. Radovanović, L., Petrović, T., & Matanović, S. (2011). Accounting software application in cost allocation and calculation of secondary cost elements in a manufacturing enterprise. Downloaded on May 19, 2016 from http://www.tfzr.rs/emc/emc2011/Files/B%2006.pdf.
9. Stankić, R. (2014a). *E-business*. Belgrade: Faculty of Economics.
10. Stankić, R. (2014b). *Designing of information systems*. Belgrade: Faculty of Economics.
11. Trifunović, Lj. & Radovanović, L. (2014). Characteristics of organization and management of digital comapnies. *New Economist, No.8*, 23-26.

1. *e-mail [font Calibri, font size 10, italic]* [↑](#footnote-ref-1)