

MANUSCRIPT PREPARATION GUIDELINES

Manuscript sent should contain these elements in the following order: title, name(s) and surname(s) of author(s), affiliation(s), summary, key words, classification, manuscript text, references. Sections acknowledgments and remarks are optional. If present, position them right before the references.

SUMMARY Concisely and clearly written, approx. 250 words.

KEY WORDS Not more than 5 key words, as accurate and precise as possible.

CLASSIFICATION Suggest at least one classification using documented schemes, e.g., ACM, APA, JEL, PACS.

TEXT Write using UK spelling of English. Preferred file format is Microsoft Word. Provide manuscripts in grey tone. For online and CD-ROM versions, manuscripts with coloured textual and graphic material are admissible. Consult editors for details.

Use Arial font for titles: 14pt bold capital letters for titles of sections, 12pt bold capitals for titles of subsections and 12pt bold letters for those of sub-subsections.

Include figures and tables in the preferred position in text. Alternatively, put them in different locations, but state where a particular figure or table should be included. Enumerate them separately using Arabic numerals, strictly following the order they are introduced in the text. Reference figures and tables completely, e.g., “as is shown on Figure 1, y depends on x ...”, or in shortened form using parentheses, e.g., “the y dependence on x shows (Fig. 1) that...”.

Enumerate formulas consecutively using Arabic numerals. In text, refer to a formula by noting its number in parentheses, e.g. formula (1). Use regular font to write names of functions, particular symbols and indices (i.e. \sin and not *sin*, differential as d not as *d*, imaginary unit as i and not as *i*, base of natural logarithms as e and not as *e*, x_n and not *x_n*). Use italics for symbols introduced, e.g. $f(x)$. Use brackets and parentheses, e.g. $\{[()]\}$. Use bold letters for vectors and regular GoudyHandtooled BT font (for MS Windows) or similar font for matrices. Put 3pt of space above and below the formulas.

Symbols, abbreviations and other notation that requires explanation should be described in the text, close to the place of first use. Avoid separate lists for that purpose.

Denote footnotes in the text by using Arabic numerals as superscripts.

References are listed at the end of the article in order of appearance in the text, in formats described below. Data for printed and electronic references is required. Quote references using brackets, e.g. [1], and include multiple references in a single bracket, e.g. [1 - 3]. Mention all authors if there are not more than four of them, starting with surname, and followed with initial(s), as shown below. In other cases mention only the first author and refer to others using et al. If there are two or more authors, separate the last one with the word “and”; for other separations use semicolon. Indicate the titles of all articles, books and other material in italics. Indicate if language is not English. For other data use 11pt font. If both printed version and the Internet source exist, mention them in separate lines. For printed journal articles include journal title, volume, issue (in parentheses), starting and ending page, and year of publication. For other materials include all data enabling one to locate the source. Use the following forms:

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Journal name **Vol**(issue), from-to, year,
<http://www.address>.
- [2] Surname, Initial1.Initial2. and Surname, Initial1.Initial2.: *Book title*.
Publisher, city, year,
- [3] Surname, Initial1.Initial2.; Surname, Initial1.Initial2., eds.: *Title*.
Conference title, dates from-to year. Publisher, city, year of Proceedings publishing.

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