

*Authors are kindly requested
to read carefully the Guidelines
amended with detailed methodological instructions*

GUIDELINES FOR AUTHORS

Proceedings of Rijeka Faculty of Economics – Journal of Economics and Business (Zbornik radova Ekonomskog fakulteta u Rijeci – Časopis za ekonomsku teoriju i praksu) is an international peer reviewed journal open to scientists from all over the world in different fields of economic theory, economic policy and related research. As a rule, papers are published in English. However, the Journal may publish articles in other world languages.

Editorial Procedure

The Editorial Board receives all manuscripts. However, one of the prerequisites of accepting the manuscript is that the author must have an academic degree of Doctor of Science. If one of the authors does not have a PhD, an author with the title of a higher rank must be stated as the first author. After reviewing and accepting the manuscripts, Editor-in-Chief subjects them to the members of the Editorial Board for the assessment process, and in case of the specific content of the text, to external experts as well. After evaluation, Editor-in-Chief proposes Editorial decisions for further action including: (a) which manuscript, if necessary, should be returned to the author with suggestions, comments and recommendations for improvement, primarily methodological presentation of research materials, (b) which manuscripts could be sent to peer-review process, (c) which manuscripts should be rejected because of the reasons as follows:

- The subject matter does not meet the required scientific level,
- The article with a similar topic has already been published by the same author;
- The subject matter does not meet the criteria of the Journal, especially if:
 - the content is beyond the concept of scientific publishing orientation of the Journal (distinguished by the relevant databases) and
 - does not meet international scientific and methodological standards that the Journal must comply with

If an article is not accepted, the Editorial Board sends a notification to the author, but the manuscript is not returned.

If the manuscript is improved adequately, it is sent to two reviewers for extramural review.

If the manuscript is considered for publishing, the author will receive the Authorship Statement (*Copyright Assignment Form*), which should be filled in, signed and returned to the editor. In this way the authors confirm the originality of the article and validity of authorship.

In order to avoid withdrawing the paper until it is published or rejected, by signing the Authorship Statement, the authors assert compliance with the review process.

Book reviews, reviews on doctoral dissertations, as well as reviews on international conferences and seminars are not submitted to extramural reviews. They are accepted or rejected by the Editor and co-editors.

Review Process

All scientific articles submitted for publication in *Proceedings of Rijeka Faculty of Economics – Journal of Economics and Business* are double-blind reviewed by two academics appointed by the Editorial board: one from Croatia and one from abroad. Reviewers stay anonymous for the authors and so do the authors for the reviewers. The reviewers are asked to apply highest international standards in their assessment of the submitted work. Reviewers receive an article and a *Reviewer Evaluation Form* with instructions how to fill it in. If the article does not fulfill the primary criteria of originality and relevance to the subject, it should not be accepted.

The categories in which articles, if judged positively, might be classified are:

Original scientific paper is a scientific paper that includes new results based on the research. The information given in the article can be verified by:

- a) Reproducing methodological procedure and obtain the same/similar results or with tolerable degree of mistakes as estimated by the author himself;
- b) Repeating the author's observations and judge his analyses;
- c) Checking the author's analyses and deduction on which the author's analyses are based.

Preliminary communication is an article that includes at least one or more pieces of scientific information, but does not include the necessary details to check the scientific cognition.

Conference paper is an article that deals with the author's presentation at a conference, and has not been previously published as a full text.

Review article is an article that analyzes a special scientific problem already dealt with in published scientific works, but his approach is original and new.

Professional paper is an article that deals with specific problems in some professional areas.

After receiving the reviews, the Editorial Board will give clear general instructions to the author for further work on the manuscript. The comments and suggestions made by the reviewers should be addressed and closely followed by the author prior to final recommendation on acceptance or rejection made by the Editorial Board.

Only manuscripts with two positive reviews are published.

After completion of peer review and amendment of the text of the accepted articles by the authors and editors, Editor-in-chief, proposes the sequence of accepted papers in the table of contents.

Criteria for the order are:

- (1) Categorization according to the degree of scientific excellence,
- (2) In case of two different levels of categorization of a particular article by reviewers, Editor-in-Chief proposes a decision to the Editorial Board, and as a rule, in favour of the author, i.e. a higher category,
- (3) Appreciation of topical issues, authors and common interest of the Journal taking into account the competitiveness at the same level of scientific excellence (category).

Organization of the Manuscript

The manuscript should include the research aim and tasks, with detailed methodology, the research objective, achieved results and findings, conclusions and a list of references.

The authors of the manuscript should conform to the format and documentation requirements that are given below:

The separate page should contain: the article title, the author's full name, academic affiliation (title, institution, scientific field), telephone, fax, e-mail address and personal website. If there are more authors than one, full names, respective affiliations and addresses of co-authors should be clearly stated. Authors' academic affiliation should be:

- in the language of the article
- in Croatian
- in English if the original language of the article is other than English

The first page should contain: the article title, abstract, JEL classification and key words in the language of the article. At the end of the article all data should be also:

- in Croatian,
- in English if the original language of the article is other than English

Main body of the text should contain: introduction, headings, footnotes, references, tables, figures, conclusions and bibliography.

Technical Requirements

The manuscript submitted for publication should be in Microsoft Word Windows (95+), between 6,000 and 10,000 words in length (16-20 A4 size pages), printed in 12 point Times New Roman, single-spaced, justified and without any special styling. Should a word, a phrase or a sentence be highlighted, italic can be used and never bold. Paragraphs are divided by double spacing and all margins are at 2.5 cm. In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

JEL classification should be suggested by the authors themselves according to the classification available on the Journal of Economic Literature website: http://www.aeaweb.org/journal/jel_class_system.html

Footnotes could be used only as an additional explanatory section of the text and should be numbered consecutively in Arabic numerals.

Section Headings (from Introduction to Conclusions) must be short, clearly defined and bear Arabic numerals. If there are subsection headings they are outline numbered (e.g. 1; 1.1.; 2.; 2.1.; 2.1.1. etc.)

All *tables and figures* should bear Arabic numerals and must have captions. Tables set in MS Word may be included in the text.

Note: If MS Excel or other programs are used for tables, figures or illustrations, make sure to enclose them as a separate file on disk, separately from the text.

Before submission of the manuscript, the authors of the manuscript are advised to conform to the format and documentation requirements.

Text Organization and Style

Authors should apply scientific methodology in presenting the contents of their papers complying with the standards of scientific publications (“Harvard style”). This implies the procedure as follows:

(1) *Title and the content of the paper:*

The title is not supposed to contain words such as “analysis”, “methods” and similar.

The content is divided into sections as follows:

- *Abstract* – below the title
- *Key words*
- *JEL classification*
- *Introduction*
- *Methodology/ method/model/conception of analysis* (the second section)
- *Empirical data (documentation background) and analysis* (the third section)
- *Results and discussion* (the fourth section)
- *Conclusions* (the last section).

(2) *The content of some parts of the material presented:*

a. *Abstract* – up to 100-250 words must contain:

- Research objective
- Method/Model/ Conception of analysis
- Main findings and results of research (analysis)
- The underlined conclusion of research
- The abstract should not be written in paragraphs

b. *Key words* should disclose the essence of the article (up to 5 key words)

- c. *JEL classification* –the author should classify the subject matter of his article according to the code of The Journal of Economic Literature (JEL)
 - d. *Introduction* – defines the problem and the subject matter of the research referring to recent bibliography and findings. However, these can more specifically be dealt with in the second section *Literature review*. The last part of the introduction is reserved for setting the hypothesis of the research that will be later on analyzed at the beginning of the conclusions. Finally, Introduction ends up by giving clues of the organisation of the text.
 - e. *Methodology/ method/model/conception of analysis* – usually in the second section of the paper, method/model/conception of the analysis should be transparently presented and pointed out in case of the research results being subjected to re-testing by interested researchers (which is one of the fundamental principles of the scientific methodology).
 - f. *Empirical data and analysis* – contain documentation background and the results of the analysis
 - g. *Results and discussion* – explain results, especially their economic significance and messages.
 - h. *Conclusions* – is not supposed to be a summary! Conclusions are the author's original thoughts and evaluation of the obtained results including the items as follows:
 - Explanation of the working hypothesis – proved or not proved;
 - Assessment of the results of research/analysis with the focus on what can be classified as a new contribution to science;
 - Attention drawn to research limitations and problems;
 - Guidelines to future research;
 - Assessment of institutional-systemic implications of the results obtained by the research (suggestions and recommendations for changes of economic system, economic and financial policy, development policy, instruments, measurements or similar).
- (3) *References* should include only the titles (sources) that have been referred to and quoted in the paper

TABLES should be included in the text in order to present the exact values of the data that cannot be summarized in a few sentences in the text. Each column heading for numerical data should include the unit of measurement applied to all data under the heading. Large numbers can be expressed in smaller units with appropriate column headings (in thousands, millions, etc), and logical presentation of data using table grid option in MS Word for table lines (both vertical and horizontal). Each table should be self-explanatory, bearing Arabic numerals (e.g. Table 1, Table 2, etc.) with an adequate title (clearly suggesting the contents) and the source of the data should be stated below the table if other than author's.

FIGURES (GRAPHS, DIAGRAMS, ILLUSTRATIONS) should also be included in the text. They should be numbered in sequence with Arabic numerals, followed by the figure title, and the legend to the figure that contains all the necessary explanations of symbols and findings. The source of the data presented in the figure should be stated below the figure if other than author's.

Note. The text should not simply repeat the data contained in tables and figures, i.e. the text and the data in tables and figures should be related in the text by means of reference marks.

REFERENCES. The ISI citations should be followed by all authors of *Proceedings of Rijeka Faculty of Economics – Journal of Economics and Business* (please, refer to <http://www.isinet.com>) and references to other publications must be in Harvard style. At each point in the text that refers to a particular document, insert the author's surname and publication year in brackets: (Rowley, 1996) or (Cutler and Williams, 1986), or in the case of more than two, the first author (from the title page) followed by "et al." (Matlock et al., 1986). If the author's name occurs naturally in the text, the year follows in the brackets: *The work of Stevens (2001) was concerned with what they teach at Harvard Business School.* In case of direct quotations the page numbers should be added, e.g. (Jones, 1995:122-123).

At the end of the article a list of references is organized alphabetically as follows:

Books: surname, initials (year) *Title*, place of publication: publisher

Callicott, J.B. (1994) *Earth's Insights: A Survey of Ecological Ethics from the Mediterranean Basin to the Australian Outback*, Berkeley: University of California Press.

If there are two or three authors you put down their surnames followed by initials:

Ridderstråle, J., Nordström, K. (2004) *Karaoke Capitalism Management for Mankind*, Harlow: Pearson Education Ltd.

If there are multiple authors (four or more) the first author's surname (from the title page) is followed by et al.

Norton, M. B. et al. (1981) *A People and a Nation – A History of the United States*, Boston: Houghton Mifflin Company.

Journals: surname, initials (year) "Title", *journal*, volume, number, pages.

Kostelich, E. (1995) "Symphony in Chaos", *New Scientists*, April, pp.36-39

Fox, S. (1994) "Empowerment as a Catalyst for Change: An Example from the Food Industry", *Supply Chain Management*, Vol. 2, No 3, pp.29-33

If there are multiple authors (four or more), the first author's surname (from the title page) is followed by et al.

Di Noia, C. et al. (1999) "Should Banking Supervision and Monetary Policy Tasks be Given to Different Agencies?" *International Finance* 2(3), pp. 361-378

If there are multiple works by the same author published in the same year, the "a,b,c" is used after the year:

Quah, Danny Tyson. (1993a) "Empirical Cross-section Dynamics in Economic Growth", *European Economic Review*, 37, pp. 426-434

----- (1993b) "Galton's Fallacy and Tests of the Convergence Hypothesis", *Scandinavian Journal of Economics*, 95, pp. 427-443

----- (1994) "Exploiting cross Section Variation for Unit Root Inference in Dynamic Data", *Economics Letters*, 44, pp. 9-19

----- (1996a) "Empirics for Economic Growth and Convergence" *European Economic Review*, 40, pp. 951-958

----- (1996b) "Regional Convergence Clusters across Europe", *European Economic Review*, 40, pp. 951-958

Internet sources: author's/editor's surname (year), "title of the article", *title of the journal* [type of medium], date of publication, Volume number, pagination or online equivalent, <availability statement> [date of accession if necessary]

Martin, C.L. (1998) "Relationship Marketing: a High-Involvement Product Attribute Approach", *Journal of Product and Brand Management* [Internet], Vol. 7, No 1, pp. 6-26. Available from:<<http://www.apmforum.com/emerald/marketing-research-asia.htm>> [Accessed October 3, 2002]

Chapter/section from a book of collected writings: author of the chapter/section (year of publication) "title of the Chapter/section". In: author/editor of collected work, *Title of collected works*. Place of publication

Porter, M.A. (1993) "The modification of method in researching postgraduate education". In: Burges, R.G. ed. *The research process in educational settings: ten case studies*, London: Falmer

Conference papers from conference proceedings: author of the conference paper (year of publication) "title of the conference paper". In: *Title of conference proceedings*. Place of publication: publisher, pagination of section referred to.

Fedchak, E. & Duvall, L. (1996) "An engineering approach to electronic publishing" In:

Proceedings of the International Workshop on Multimedia Software Development, 25-26 March, Berlin, Los Alimos, Ca: IEEE Comput. Soc. Press, pp.80-88.

Theses and dissertations: author's name (year) *title of doctoral dissertation*, the name of the awarding institution

Whitehead, S.M. (1996) *Public and private men: masculinities at work in education management*, Ph.D. thesis, Leeds Metropolitan University

Official publications:

Department of the Environment (1986) *Landfilling wastes*. London: HMSO (*Waste management paper,26*)

Guidelines for other publications

The Journal reserves the main printing space for scientific articles accepted from scientists all over the world. However, the other part is devoted to reviews of scientific achievements, which are classified by the editorial board as follows:

Book review. A brief overview of the book is written in a clear and concise manner evaluating the structure, style and scientific achievements of a particular book. It starts with the title of the book, and the main data: the author's name, academic affiliation, title of the book, subtitle (if any), year of publishing, publisher, volume (including number of pages), type of publication (hardcover or paperback), language, ISBN and the author's contact address (e-mail address). If there are more authors than one, full names, respective affiliations and addresses of co-authors should be clearly stated. At the end of the text it is written "Reviewed by" stating the reviewer's name, academic title and affiliation. In addition to the book review, the copy of the cover page of the book is submitted.

Review on Doctoral Dissertations. It starts with the following data: the name of the author of Ph.D. dissertation, author's affiliation (institution he or she works for), the title of the Ph.D. dissertation, the names of the members of the committee in charge, their affiliation, the date when the Ph.D. dissertation was defended including the name of the awarding institution, and in which field of science has Ph.D. been granted. The review evaluates the structure, style, research methodology and results. It analyzes theoretical and practical contribution to a particular scientific field, and implications for further research. At the end of the review, there is the reviewer's name, academic title and affiliation.

Reviews on International Conferences and Seminars. It starts with the following data: title of the conference (seminar), organizer(s), date of the conference (seminar), venue, language, the name and e-mail address of the contact person, conference/seminar websites, and how, when and where conference material will be published and can be obtained (i.e. selected and reviewed conference papers). The review should provide a clear and comprehensive overview of the main objectives of the conference, mentioning the keynote speaker(s), participants' panel discussion on scientific achievements, research findings and suggestions for further research and pressing questions in need of answer. The reviewer's name is stated at the end of the text with his or her academic title and affiliation.

In Memoriam. It is a short text (not longer than 1 A4 page) written in memory of a scientist or special contributor and his works. The author's name is stated at the end of the text with his or her affiliation.

Letters to the Editor. Special section is available for comments, opinions and suggestions by readers, authors and other contributors.

Other important notes

If the author of the manuscript does not conform to the primary format and documentation requirements that are given in the instructions, editors reserve the right to reject the article, or adapt it to comply with the Journal standards, providing other

acceptance criteria are fulfilled. Therefore, avoid complex formatting; the text will be styled according to the Journal design specifications.

The editors agree that articles by one and the same author should not be published in two successive numbers in order to give an equal publishing chance to manuscripts from different environments.

The editorial board makes the final decision on acceptance criteria and priority order in the table of contents.

The authors receive two copies of the journal in which their articles are published.

Proofreading

Authors are responsible for ensuring that their manuscripts are accurately typed before final submission. One set of proof will be sent to authors, if requested, before the final publication, which must be returned promptly.

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Submission of the Manuscript

Electronic submission of the manuscript should be accompanied by the author's cover letter containing: the article title, the author's full name, academic affiliation (title, institution, scientific field), telephone, fax, e-mail address and personal website. If there are more authors than one, full names, respective affiliations and addresses of co-authors should be clearly stated. Authors' academic affiliation should be:

- in the language of the article
- in Croatian
- in English if the original language of the article is other than English

The address is: zbornik@efri.hr

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