# Title of the Article

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**Abstract**

Short abstract – not longer than 150 words

Keywords: up to six keywords

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1. **Section**
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Submit your article in Microsoft Word (.docx or .doc) format, using Times New Roman, font size 12, line spacing 1.5. Equations and tables can be written in font size 10. The length should not exceed 9,000 words, including graphs, tables, footnotes, and references.

Abbreviations are permissible. When mentioned for the first time, the full term should be used, adding the abbreviation in parentheses, e.g. European Union (EU). Million can be abbreviated to mn and billion to bn.

Decimal numbers – in the body of the article, tables and graphs – should be restricted to at most three (3) decimal places, preferably one (1).

Please use British spelling consistently throughout your article.

1. **Section**

**2.1 EQUATIONS AND NOTES**

Equations, notes, tables, and graphs should be numbered in order, in Arabic numerals. Use Word’s ‘Insert equation’ and ‘Insert symbol’ functions to insert symbols or special characters. Equations must be editable. Do not use images.

Ordinal numbers of *equations* should be noted in parentheses by the right margin (see example).

x+y=y+x (1)

*Endnotes* are not permitted, and *footnotes* should be avoided whenever possible. If the facts are important, they should be mentioned in the text of the article.

**2.2 TABLES AND GRAPHS**

Tables and graphs are part of the article. When an explanation of a specific table and/or graph in the body of the article is given, the number of the table and/or graph must be indicated, e.g. In table 1 it is notable that...; avoid using "above", "below", etc.

It is advisable to include large and more complex tables and graphs in an appendix at the end of the article. This should be done after the list of references, and their exact position should also be correctly indicated in the text of the article, e.g. In table A1 it is notable that.

In table and graph titles, write units, and **the period to which** the table or graph refers.

Numbers are aligned right; thousands are separated by a comma (e.g. 1,000.00). Numbers should be shortened wherever possible (e.g. million (mn) or billion (bn); see example in table 1 and graph 1).

All graphs and tables in an appendix should be marked as Table A1, A2 or Graph A1, A2, etc.

*Tables* should be as simple as possible; their titles must be given (above the table) as well as their source (below the table). Notes (footnotes) in tables are marked by letters in italics (*a*, *b*, *c*...) and are placed below the table.

Arrange the column and row names in such a way as to avoid unnecessary repetition of either words or symbols/numbers. Use abbreviations, especially in columns with data sources (which can be explained below the table).

All tables must be submitted in an editable format, such as Microsoft Word or Excel, not as an image file (e.g., jpg or png).

**Table 1**

*Title of the table (in billion euro)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Text*a*** | **Text** | **Text** | **Text** |
|  | **2022** | **2023** | **2022** | **2023** | **2022** | **2023** | **2022** | **2023** |
| Text | 1,010 | 1,102 | 37 | 38 | 10 | 10 | 1,057 | 1,150 |
| Text | 58 | 32 | 23 | 18 | 179 | 133 | 260 | 182 |
| Total  | 1,069 | 1,134 | 60 | 56 | 188 | 143 | 1,317 | 1,333 |

***a*** *Explanation.*

*Source: Text (2023, 2024).*

*Graphs* should be black and white (avoid colour whenever possible), easy to read, and in a size that will fit the area of the page.

All graphs must be submitted as separate and editable files to expedite the copyediting process. Acceptable formats include Microsoft Excel, PowerPoint, editable PDF, or .eps and .ai formats (not as image files).

Graphs should have titles above them. The legends should be legible and clear. The sources and explanations are to be listed below, and not in, the graph.

**Graph 1**

*Title of the graph (in million euro)*

*Source: Text (2016).*

**REFERENCES**

The author-date system of citation for references should be used in the text, followed by page number if a direct quotation is given, e.g. (Jackson, 1979:181). The alphabetized reference list should be titled “References” with entries in the following format (please note that initials should be used for the authors' names).

The references should be cited according to the [Harvard Style of Referencing](https://www.mendeley.com/guides/harvard-citation-guide).