

Instructions to authors

NOTITIA

ČASOPIS ZA EKONOMSKE, POSLOVNE I DRUŠTVENE TEME
JOURNAL FOR ECONOMIC, BUSINESS AND SOCIAL ISSUES

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The scientific international e-journal *Notitia - journal for economic, business and social issues* (ISSN 1849-9066) was launched in 2015 under the title *Notitia - journal for sustainable development*. In 2019, it changes the name to *Notitia - journal for economic, business and social issues*.

Sustainable economic and social development is at the heart of contemporary societies' interests. The journal publishes scientific and professional papers covering a wide range of topics in the fields of economics, business economics and social development, with the aim of expanding and improving existing insights, stimulating discussions and reflecting on contemporary topics in these fields. The journal focuses on these topics from the perspective of different theories, policies and practices and promotes an interdisciplinary approach. *Notitia - journal for economic, business and social issues* is committed to the highest professional and ethical standards, including zero tolerance for plagiarism and other unacceptable forms of activity.

The journal is published once a year (in December). The deadline for submitting papers is October 1st and they can be submitted to the following email address: info@notitia.hr. The paper must not be under review and/or published by another journal. When submitting your paper, you must indicate the author who will be in charge of correspondence at all stages of the review and publication processes, as well as his/her contact details (telephone numbers, email and full postal address).

The manuscripts are published in Croatian and English. In order for a paper to be published, it must be fully in line with the Instructions to Authors and must be positively reviewed by at least two independent reviewers (Instructions to Reviewers).

Authors must respect the scientific methodology when writing their papers. All papers received are forwarded to the members of the Editorial Board for their evaluation, as well as to the experts outside the Editorial Board in case of a specific content of the text. Following their evaluation, the editor in chief proposes to the Editorial Board decisions for further actions as follows:

- I. Which papers to reject,
- II. Which papers to return to the authors with suggestions, recommendations and remarks on how to improve their text prior to sending it for peer review,
- III. Which papers to forward for peer review.

The authors are notified of the decision of the Editorial Board via email.

After their manuscript has been accepted for review, the authors must sign the Statement of Authorship and Copyright, which they then must return via email to the Editorial Board. By signing it, the authors confirm the authenticity of their article and copyright and acknowledge the reviewing process.

The papers which are forwarded for review are sent to at least two anonymous reviewers. Blind review means that reviewers are unaware of who the authors of papers are, as is the case with authors.

Following the review, should reviewers request so, the paper is sent back to authors to be amended. The reviews are only submitted to the author after both have been received. Besides taking on board the comments and suggestions of reviewers, the authors must also submit a supporting letter in which they list the changes made to their paper, linked with the corresponding page where these have been done. The corrected paper and the supporting letter are sent to the Editorial Board via email. After the author has resubmitted the paper, it is sent to the reviewer for opinion.

In situations when reviewers are not in agreement relative to their opinion on the paper's suitability for publication and/or its classification, the decision will be rendered by the Editorial Board upon a proposal by the editor in chief.

Upon the proposal by reviewers and in line with the decision by the Editorial Board, the papers are classified into four categories:

- I. original scientific paper, which contains the results of an original scientific research unpublished to date;
- II. preliminary report, which contains the new results of a scientific research, useful to be published promptly;
- III. review, which contains an original, concise and critical review of an area and provides a contribution given the papers published to date;
- IV. professional paper, which contains useful contributions from and for the profession but does not necessarily represent an original research.

Upon the positive decision on publishing, and following proofreading and editing, the paper shall be submitted to the authors for their opinion and check prior to publication.

The table "Structure and Form of Paper" provides detailed instructions to authors in relation to the technical layout of the paper, as well as to its recommended structure.

Structure and form of paper

Cover page	Must include the title of paper, name of author, his/her academic title, name and address of institution where the author works, position and contact details in both Croatian and English (if the paper is written in Croatian).	
First page	Must include the title of work, abstract, key words and JEL classification.	
	Abstract	The abstract (150-200 words) must be written in third person, in both Croatian and English (if the paper is written in Croatian) and must contain: (1) the aim of research, (2) the methods used, (3) the main result of research and (4) the conclusion of research. The abstract should be contained in one paragraph.
	Key words	Key words are written in both Croatian and English (if the paper is written in Croatian) and must contain the gist of the paper. Up to 5 key words should be provided.
	JEL classification	JEL classification is provided under the key words in both Croatian and English (if the paper is written in Croatian) in accordance with the Journal of Economic Literature classification (available at https://www.aeaweb.org/econlit/jelCodes.php?view=jel).
Recommended structure of paper*	1. Introduction	It should define the problem, subject matter and aim of research, as well as the motive for undertaking such research. The Introduction should also offer one or several hypotheses of the paper, which should be developed in the final chapter of the paper – the Conclusion. The Introduction ends with the description of the paper's structure.
	2. Literature overview	Literature Overview involves the overview of relevant literature in the area of the paper, with key knowledge available to date or relevant results of research conducted to date. Exceptionally, the author may include Literature Overview in the Introduction.
	3. Methodology	Methodology must be described clearly and precisely, the methodological contribution of authors (if available) must be established and it must all be done in a fashion that it allows for its testing by other authors.
	4. Empirical evidence	Empirical evidence represents the documentation background to the research conducted.
	5. Results and discussion	Results and discussion represent part of the paper in which results of the research conducted are explained and compared to similar research, the limits of the interpreted results are analysed, as are their significance and potential implications.
	6. Conclusion	Conclusion is the final chapter of the paper. It should not be confused with the paper's abstract. It should contain the elaboration of the original hypothesis, the evaluation of the results of research, its contribution, the overview of limitations and problems relative to research implementation, the guidelines for future research, the recommendations stemming from the results of research etc. As is the case with abstract, the Conclusion should be contained in one paragraph.
Literature	<p>The list of literature should be provided at the end of paper, and it should only contain those titles which are referred to by the author throughout the text. It should be provided in the alphabetical order of the last name of authors of the mentioned works with no classification per types, and data on the work must be complete, in accordance with the standards of bibliography. If several works of the same author have been published in the same year, the year should be accompanied by designations "a, b, c". It is recommended to cite journals referred to by the Institute of Science Information as much as possible.</p> <p>For detailed instructions for citations, please consult American Psychological Association (APA) instructions and specific examples for citations – APA style guidelines.</p>	

Examples of citations (if there are two or more authors, their last names and initials should be listed in order, separated by a comma):

Books: last name, initials of the author's first name. (year). *Title* (edition). Name of the publisher. DOI and/or text "Available at: URL (date of retrieval)."

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed). Hans Reitzel Forlag. Available at: <https://thebigpicture-academicwriting.digi.hansreitzel.dk/> (22.7.2021).

Articles in journals: last name, initials of the author's first name. (year). *Title. Name of the journal, volume(issue)*, pages. DOI and/or text "Available at: URL (date of retrieval)."

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Papers presented in conferences: last name, initials of the author's first name. (year, date). *Title* (Conference presentation). Name of the conference, place. Available at: URL (date of retrieval).

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* (Conference presentation). APA 2019 Convention, Chicago, IL, United States. Available at: <https://convention.apa.org/2019-video> (22.7.2021).

Official, government and business publications/technical reports (Working Papers): last name, initials of the author's first name. (year). *Title* (type/specification of the publication). Institution. Available at: URL (date of retrieval).

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper No. 14124). National Bureau of Economic Research. Available at: <https://www.nber.org/papers/w14124> (22.7.2021).

Victor, N. M. (2008). *Gazprom: Gas giant under strain* (Working Paper No. 71). Stanford University Program on Energy and Sustainable Development. Available at: https://pesd.fsi.stanford.edu/publications/gazprom_gas_giant_under_strain/ (22.7.2021).

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. Available at: <https://www.cancer.gov/publications/patient-education/takingtime.pdf> (22.7.2021).

Doctoral thesis and other thesis: last name, initials of the author's first name. (year). *Title* (publication number, if applicable) (Type of thesis, institution). Name of the base/repository/archive. Available at: URL (date of retrieval).

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) (Doctoral dissertation, Pepperdine University). PQDT Open. Available at: <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI> (22.7.2021).

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* (Doctoral dissertation, University of Arizona). UA Campus Repository. Available at: <https://repository.arizona.edu/handle/10150/620615> (22.7.2021).

	<p>Internet sources: last name, initials of the author's/editor's first name. (year, date of publishing). <i>Title</i>. Institution/publisher/journal/.... If the year/date of publication is not available, after institution put „Retrieved on date, from URL“.</p> <p>Owens, L. (2020, October 7). <i>I propose a bicycle race between Biden and Trump</i> (Comment on the webpage Here's what voters make of President Trump's COVID-19 diagnosis). HuffPost. Available at: https://www.spot.im/s/00QeiyApE-IFa (22.7.2021).</p> <p>National Institute of Mental Health. (2018, July). <i>Anxiety disorders</i>. U.S. Department of Health and Human Services, National Institutes of Health. Available at: https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml (22.7.2021).</p> <p>World Health Organization. (2018, May 24). <i>The top 10 causes of death</i>. Available at: https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death (22.7.2021).</p>
<p>Technical instructions</p>	<ul style="list-style-type: none"> » The paper should be written in Microsoft Word Windows programme (95 and later versions). » Page format is A4 with single line spacing (including footnotes and references). The margins are 2.5 cm. » The font type and size should be Arial 11. » The text should be justified and a single line spacing must separate paragraphs. » The paper should be between 3.000 and 10.000 words long. If agreed with the Editorial Board, the paper can be longer. » The paper must be written using standard language with no spelling or grammar errors. » The title of paper must be written in bold. » The names of authors must be written in bold. » The headings of chapters, from Introduction to Conclusion, should be in bold. They should be enumerated in continuity using Arabic numerals. » Subheadings can be of maximum level three. » Figure, tables and charts that are an integral part of the paper must be clearly designed and entitled, and their source and number must be clearly stated. They should be enumerated in continuity using Arabic numerals. The titles should be written above the figure, table or chart using bold font size 10. Sources are provided below the figure, table or chart using font size 9. » Footnotes are used to explain the main text, rather than to name the source of literature. » Literature used is referred to throughout the text by placing between the brackets the last name of the author and the year of publication, for example: (Rodrik, 2008), and in case of quotations, the page number should also be added (Rodrik, 2008:78). Each note is stated as for the first time. If there are two authors, both last names are provided in brackets; if there are several authors, only the first one is mentioned: (Rodrik et al, 2008). Each reference must be listed in the list of literature. » Specific words of the text or parts of the paper must not be emphasized by placing them in bold, italics or another similar form.

*Depending on the particularity of the topic, and in agreement with the Editorial Board, the paper may be designed differently.

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