## **AUTHOR 'S INSTRUCTIONS**



# **Journal description**

"SKEI" – an international interdisciplinary journal is directed to scientists and practitioners. Papers that contribute to the theoretical, methodological and empirical findings in the complex field of economics can be published. Papers can be based on quantitative and qualitative analyzes, can be a synthesis of previous research and point to open questions in specific areas of socio-economic practice. Papers focused on different levels of research are accepted.

Areas of coverage: Social sciences: economics, business economics and

entrepreneurship, law, sociology, psychology

Interdisciplinary Natural Sciences: Biomedicine and Health, Information and Communication Sciences; technical sciences

## **Instructions**

- The paper should be written in Word for Windows.

- The title of the table or figure is above, written in Times New Roman 12 pt font.
- The source is below, written in Times New Roman 10 pt font.
- The page format is A4 with 1.15 line spacing (including footnotes and references).
- Each paper must have a summary and key terms (maximum 5 keywords). The summary should give the essence of the work (information of a methodological nature) and explain the result of the work. The abstract must have up to 300 words. The abstract comes after the title, and must be clear and written in the third person and in English.
- On the title page, it is obligatory to state the title of the paper, the name of the author, the academic title, the name of the institution where the author is employed, and the position.
- Chapter title: capital letters, Times New Roman 12 pt font, bold.
- Subchapter title: Times New Roman 12 pt font, bold.
- Text: font Times New Roman 12 pt,
- Graphs (images) should be displayed in the original graphic format.
- When structuring their papers, authors should adhere to the IMRAD methodology (Introduction, Methodology, Results and Discussion, which means that the paper should be divided according to content: introduction, methodology, results, analysis and, finally, discussion or conclusion).
- The paper should not be longer than 16 pages, including a list of references.
- The list of references is given at the end of the paper and includes the works to which the author refers in the paper. It is arranged in alphabetical order of the surnames of the authors of the mentioned works.

## Citing literature in the text

Literature in the text should be cited according to the APA standard (American Psychological Society).

#### Citation method:

When the text refers to, or quotes:

1. Work of one author: surname of the author (without initials, unless this could lead to ambiguities), year of publication

### Eg.

- Rogers (2000) states...
- In recent studies of reaction time Rogers (1994) ...
- In 1994, Rogers compared ...
- 2. One work by a group of authors (up to 6): If there are two authors, the names of both authors should always be given each time the reference is given in the text. When a paper has three, four or more authors, the names of all authors should be given for the first time, and in later citations only the name of the first author should be given, followed by "et al."

#### Eg.

- Wesserstein, Zappulla, Rosen, Gerstman and Rock (1994) found.... (When first mentioned in the text)

Wesserstein et al. (1994) found.... (Each subsequent citation)

3. Work with six or more authors: If the work has six or more authors, only the name of the first author and "et al." Are given each time. The exception is if there are several papers with six or more authors, then the name of the first author and the names of other authors should be given (as much as is necessary to distinguish the two references.

### Eg.

- Kosslyn, Koeninig, Barrett, et al. (1992)
- Kosslyn, Koening, Gabrieli, et al. (1992)

It can be quoted directly or in parentheses. The list of references is listed alphabetically and then chronologically. When referring to the same author several times with the same year, the letters a, b, c, etc. after the year of publication are used.

**Literature:** list all sources used and complete data on the works mentioned in the references, without the number of chapters. The literature is numbered and arranged in alphabetical order by author, in the case of the same author, the papers are listed chronologically Surname, Initials of the name. (year), title, place of publication: name of publisher

Examples of citations

### An example of quoting a book

Levy, M., Weitz, B. A. & Grewal, D. (2014). Retailing Management (9th ed.). New York: McGraw-Hill Education.

## Example of citing papers published in proceedings

Jaganjac, J., and Obhođaš, I. (2018). The impact of social networks on the sale of travel agency services. Proceedings: International Scientific Conference on Digital Economy DIEC. Tuzla: IPI Academy. p. 95-107

## **Example of citing papers published in journals**

Jaganjac, J., Gavrić, T., and Obhođaš, I. (2020). Effects of work stress and job satisfaction on employee retention: a model of retention strategies. International Journal of Sales, Retailing and Marketing. An Economics Journal. 9 (2), p. 38-51.

## **Example of quoting an Internet source**

The same rules apply to literature from web pages as to the previously cited literature citations, except that the list of references at the end also states the date of the visit to the web page.

Begley, P. et al. (2007): The Responsible Competitiveness Index, in: AccountAbility (2007): The State of Responsible Competitiveness 2007, pp. 34,

http://www.accountability21.net/uploadedFiles/publications/The%20State%20of%20Respons ible% 20Competitiveness.pdf, (accessed 20.09.2010)