# Title of the paper

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Abstract

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*Keywords:* keyword 1, keyword 2, keyword 3, keyword 4, keyword 5 [Max 5 Keywords]

*JEL Classification:* X00, X01, X02, X03, X04, X05 [Max 5 Classifications]

## Main text

Official Journal font is Segoe UI (10pt). The paragraphs (single line spacing) are only separated by headings, subheadings, images and formulae. The section headings are arranged by numbers, bold and 10 pt. Here are further instructions for authors.

### Structure

The document must be in MS Word format (.docx) only, must not exceed B5 (176 mm x 250 mm) 30 pages in length (with single line spacing, 10pt font, 6pt spacing after paragraph, 2,5 cm side margins, and 2,5 cm top/bottom margins) and should be formatted for direct printing. Spell and grammar check are obligatory. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. Follow this order when writing papers: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix. Collate acknowledgements in a separate section at the end of the article and do not include them on the title page, as a footnote to the title or otherwise.

Bulleted lists may be included and should look like this:

* First point
* Second point
* Third point…

Please do not alter the formatting and style layouts which have been set up in this template document. As indicated in the template, papers should be prepared in single column. All the required style templates are provided in this document with the appropriate name supplied.

### Section and sub-section headings

Section headings should be left justified, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1., 1.2., etc., and left justified, with second and subsequent lines indented. You may need to insert a page break to keep a heading with its text.

### General guidelines for the preparation of the text

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units.

### Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column.

## Tables, figures, equations and formulae

### Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Al tables must be in the form of the table, not in the picture form. Tables must be embedded into the text and not supplied separately. Below is an example which authors may find useful.

Table 1. An example of a table (source: )

|  |  |  |
| --- | --- | --- |
| Column heading | Column A | Column B |
| Text 1 | 1 | 4 |
| Text 2 | 2 | 5 |
| Text 3 | 3 | 6 |

### Figures

All figures should be numbered with Arabic numerals (1, 2, ... n). All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately. Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a page wherever possible, as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration in 8pt and left justified.



Figure 1. Caption (source: )

### Equations and formulae

Equations and formulae should be typed and numbered consecutively with Arabic numerals in parentheses on the right-hand side of the page (if referred to explicitly in the text).

(1)

Use the percent symbol (%) for percentages, not the word “percent.”

Equations and formulae should also be separated from the surrounding text by one space.

## Acknowledgements

Any potential conflict-of-interest and eventual compensations received mentioned separate by authors should be stated here.

These and the Reference headings are in bold but have no numbers. Text below continues as normal.

## References

References should be added at the end of the paper. Authors should ensure that every reference in the text appears in the list of references and vice versa. IJCBE uses Harvard Citation Format.

Mitchell, J.A. (2015) ‘How citation changed the research world’, *The Mendeley*, 62(9), pp. 70-81.

Mitchell, J.A. (2015) ‘How citation changed the research world’, *The Mendeley*, 62(9) [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 15 November 2016)

Mitchell, J.A. (2017) *How and when to reference* [Online]. Available at: <https://www.howandwhentoreference.com/> (Accessed: 27 May 2017)

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.

Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) *A guide to citation*. E-book library [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 10 September 2016)

Troy B.N. (2015) ‘Harvard citation rules’ in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

William, S.T. (eds.) (2015) *Referencing: a guide to citation rules*. New York: My Publisher

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***[Book]***

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.

***[Edited Book]***

William, S.T. (eds.) (2015) *Referencing: a guide to citation rules*. New York: My Publisher

***[Chapter in an Edited Book]***

Troy B.N. (2015) ‘Harvard citation rules’ in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

***[E-Book]***

Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) *A guide to citation*. E-book library [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 10 September 2016)

***[Journal Article]***

Mitchell, J.A. (2015) ‘How citation changed the research world’, *The Mendeley*, 62(9), p70-81.

***[Journal Article Online]***

Mitchell, J.A. (2015) ‘How citation changed the research world’, *The Mendeley*, 62(9) [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 15 November 2016)

***[Newspaper Article]***

Mitchell, J.A. (2017) ‘Changes to citation formats shake the research world’, *The Mendeley Telegraph* (Weekend edition), 6 July, pp. 9-12.

***[Online Newspaper Article]***

Author surname(s), initial(s). (Year) ‘Article Title’, *Newspaper Title* (edition), day month [online]. Available at: URL or DOI (Accessed: day month year)

***[Online Photograph]***

Millais, J.E. (1851-1852) *Ophelia* [online]. Available at: [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506) (Accessed: 21 June 2014)

***[Film]***

*Rear Window* (1954) Directed by Alfred Hitchcock [Film]. Los Angeles: Paramount Pictures.

***[TV Programme]***

‘Fly’ (2010) *Breaking Bad*, Series 2, episode 10. AMC, 23 May 2010

***[Music]***

Beyonce (2016) *Lemonade* [Visual Album] New York: Parkwood Records. Available at: <https://www.beyonce.com/album/lemonade-visual-album/> (Accessed: 17 February 2016).

***[Website]***

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Thomson, M. (2017). *APA citation* [Online]. How and when to reference. Available at: <https://www.howandwhentoreference.com/APAcitation> (Accessed: 21 August 2017).

***[Blog Post]***

Defeo, C. (2017). New webinar on research careers [Blog] *Mendeley blog*. Available at: <https://blog.mendeley.com/2017/08/04/new-webinar-on-research-careers/> (Accessed: 21 August 2017).

***[Tweet]***

Mendeley\_com. (2017). *We applauded our final @pintofscience talk & feeling sad. But we literally zoomed from #atomstogalaxies and it was a perfect finale* [Twitter]. 17 May. Available at: <https://twitter.com/mendeley_com/status/864947989797896194> (Accessed: 21 August 2017).

***[Facebook Status]***

Mendeley. (2017). *The pressure is always on for researchers to fund their research careers* [Facebook]. 16 May. Available at:

<https://www.facebook.com/mendeley/photos/a.10150156999648611.291608.42920143610/10154866770358611/?type=3> (Accessed: 21 August 2017).

***[Online Video]***

Mendeley. (2014). *Getting started with Mendeley* [Online video]. 3 April. Available at: https://www.YouTube.com/watch?v=Gv6\_HuCYExM (Accessed: 21 August 2017).

## Appendix A. An example appendix

Authors including an appendix section should do so after References section. Multiple appendices should all have headings in the style used above. They will automatically be ordered A, B, C etc.

* 1. Example of a sub-heading within an appendix

There is also the option to include a subheading within the Appendix if you wish.