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

GUIDELINES FOR AUTHORS

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The Associate Editors receive all manuscripts at www.ssbfnnet.com/ojs.

After initial review of the manuscripts, Editor-in-Chief assigns reviewers from Review 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 actions including:

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- (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.

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All manuscripts submitted for publication in *IJRBS* are double-blind reviewed by two academics appointed by the Editorial board: one from the Society for the Study of Business and Finance 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 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 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 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.

After receiving the editorial decision, Associate Editor will send a template for your consideration.

In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

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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 (“APA 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*
- 1. *Introduction*
- 2. *Literature Review*
- 3. *Methodology/ method/model/conception of analysis* (the second section)
- 4. *Empirical data (documentation background) and analysis* (the third section)
- 5. *Results and discussion* (the fourth section)
- 6. *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. *Literature review* – appropriate the recent literature and the results have to be observed.

f. *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).

g. *Empirical data and analysis* – contain documentation background and the results of the analysis

h. *Results and discussion* – explain results, especially their economic significance and messages

e. *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;*
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- 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

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