

# MANUSCRIPT SUBMISSION GUIDELINES:

## ***Page layout***

- Format of the text file: Microsoft Word\*.DOCX (or compatible)
- Format of the paper A4 (210×297 mm)
- Margins: all 20 mm
- Main text: Times New Roman, font size – 12. (it is acceptable to highlight in italics or semi-bold)
- Title of the paper: Times New Roman, font size – 14, semi-bold
- Titles and subtitles: Times New Roman, font size – 14
- Line space –1.5
- Indent –1 cm
- Automatic hyphenation
- Page number in the footer at the centre.

## ***Structure of the paper***

Author(s)

Title

Abstract

Keywords

JEL Classification

Introduction

1.

2.

3.

Conclusion

Acknowledgements

References

Appendix

## ***Tables***

- Tables given as figures or screenshots are NOT ACCEPTABLE
- The title of the table must be written as a main text
- Reference to the source must be placed after the title (font size – 9)
- Notes must be placed directly below the table (font size – 9)
- Tables must be of the same design throughout the whole manuscript (fonts and lines, titles and columns, interline layout, etc.)
- “Reverted” (cross-sectional tables – are read when the issue is turned by 90 degrees clockwise.

## ***Graphic information***

- Graphic illustrations (flow charts, diagrams, graphs) must be built in the programs of MS OFFICE, and contain the built-in data file
- Graphic information must be presented in shades of grey (color illustrations are NOT ACCEPTABLE)
- Illustrations which were built in other programs or taken from other resources must be inserted in formats \*.wmf, \*.eps, (or \*.jpg, \*.png with the resolution 300 dots per inch)
- Maximum size of the illustration in the made-up form is 16x23 cm.

## ***Formulae***

- Formulae must be written with the help of the formula builder, note that the file of the manuscript must be saved in the format .docx
- It is NOT ACCEPTABLE to insert the formulae in the form of figures or screenshots!

***Special letters, typography, etc.:***

- The integral and the decimal part of complex numbers must be separated with the help of the “dot” (for example, 1.02), the digit position must be separated with the help of the “comma”, for example, 1,200,000 or 1,200,000.008
- When writing the paper, it is obligatory to distinguish between the hyphen, “-” and dash/minus “–”
- It is prohibited to use the Cyrillic alphabet to simulate the Latin one
- The commonly known contractions, abbreviations, acronyms and special symbols can be used in the text of the manuscript, but less known one must be expanded when mentioned in the text for the first time
- The units of measurement used must comply with the International System of Units
- Symbols which are used for constants must be highlighted in italics (for example, J, K, m/z), but do not highlight the figures which correspond to them.

***Guidelines for footnotes and references***

- It is NOT ACCEPTABLE to insert the footnotes throughout the text of the paper!
- It is NOT ACCEPTABLE to insert the internal references!
- All the footnotes must be inserted as usual ones, at the end of the end of the paper and be numbered with the help of the consecutive numbering.