

INSTRUCTIONS FOR AUTHORS

Submission of papers

The papers should be submitted in Microsoft Word format to ekonbiz@fpe.ues.rs.ba. Authors should also submit a signed and scanned Statement of Originality.

Technical instructions

The paper should meet the main technical and stylistic criteria. The length of the paper should be between 6 to 10 pages. The editorial board reserves the right to publish positively reviewed papers that have a different number of pages than specified. It should be written in a clear and logical order which typically includes the following elements: introduction, goal and methods of the research, discussion of the results and conclusion.

All papers are peer-reviewed and should be written according to the technical instructions below. If the paper is not written according to the technical instructions, it can be rejected or the author(s) can be asked to revise it.

The main elements of each submitted paper

The paper should be written in a standard academic form which includes main elements such as title, author and co-author's full name, affiliation, country and email address. The template of the paper can be downloaded from the web page <http://www.ekonbiz.ues.rs.ba>.

The title should present the content of the paper in the most accurate and concise way, using expressions appropriate for indexing and searching processes. The title should also be written in English.

The mail elements of the paper should be written on the first page, including the **name and surname** of all authors of the paper.

The full name and location of the author's affiliation should be provided. If the paper is written by more than one author and if some of them are employed in different institutions, it is obligatory to specify each author's institution. Affiliations should be written after each author's name and surname while the author's title should be omitted. The name and surname, affiliation and **email address** of each author should be written below the title of the article.

The **ORCID number** is a unique and permanent identifier of researchers and collaborators, the use of which will ensure better visibility of authors and interoperability of a wide range of information systems.

Abstract contains a brief overview about the content of the paper which enables the reader to assess its relevance rapidly and accurately and it contains the terminology which is frequently used for indexing and searching processes. Constituent parts of the abstract are: research objective, methods, hypotheses, results and conclusion. The abstract should be **100 to 250 words** and should be located immediately after the heading which includes the title of the paper, author and co-author's name and surname and affiliations. The Editorial Board will make sure that the abstracts (summaries) in a foreign language are proofread.

Key words part typically includes up to 10 terms written after the abstract. They briefly and accurately explain the content of the paper necessary for indexing and searching processes. For instance: key word 1, key word 2, key word 3 etc.

Authors should classify their manuscripts according to Journal of Economic Literature (JEL) Classification System: <https://www.aeaweb.org/jel/guide/jel.php>.

The paper should also include concise **concluding remarks**.

Literature section includes bibliographic references such as scientific papers, monographs, etc, and is given at the end of the paper. The bibliographic references should include recently published top international and republic scientific journals. The bibliographic references must be listed in a consistent way. They are not translated into the language of the paper. They are consistently written in the journal according to the citation standards. If the authors use someone else's results, acknowledgement of sources is required. Citation instructions are specified below.

IN-TEXT CITATION OF THE PAPER

If mentioned in the text, bibliographic references should be given according to the following model: surname of the author, year and page (with the note p.). The in-text citation can be done in one of the following three ways:

According to Petrović (2001), „The application of data warehouses can be of a limited nature, especially if they contain confidential data.“ (p. 201).

Petrović (2001) thinks that „the application of a data warehouse can be of a limited nature“ (p. 201).

He thinks that „the application of a data warehouse can be of a limited nature“, but it does not explain the possible consequences (Petrović, 2001, p. 201).

One author

Boškov (2005) compares access volume...

In another research on the extent of access (Boškov, 2005), it was established...

Two authors

Another study (Jovičić and Stavrić, 2011) concluded that there is a direct relationship between the range of management, on the one hand, and the number of organizational levels and the form of the organizational structure, on the other hand.

Three to five authors

The first in-text citation for the paper of more than three authors includes all of the names of the authors (e.g. Jovanov, Boškov, Perić, Tanasijević and Stakić, 2004).

Subsequent citations include only the first author's surname, followed by *et al.* and the year.

According to Jovanov et al. (2004), when such a phenomenon occurs again, the media usually pay far more attention to it.

When such a phenomenon occurs again, the media usually pay far more attention (Jovanov et al., 2004).

Six or more authors

Yossarian et al. (2004) conclude that...

... not relevant (Yossarian et al, 2001).

Unonymous author

If the work is anonymous or the author is not listed, the in-text citation includes the title in the introductory phrase or the first two words, which should be put in brackets.

The book titles are italicized whereas the titles of papers and chapters are written in quotation marks.

A similar survey was conducted in a number of organizations that have full-time database managers („Limiting database access“, 2005).

If, for instance, the in-text citation includes the words of a journal editor where the author of the article is not mentioned, only a couple of the initial words from the title are written, followed by the publishing year („The Objectives of Access Delegation,“ 2007)

Organization or state entity as an author

If the in-text citation includes the data of an organization/institution, the author should refer to the organization/institution in an introductory phrase as in the following example:

According to the data of the Institute of Statistics Republic of Srpska (2017),...

The review is limited to cities with a population of 10,000 or more (Institute of Statistics Republic of Srpska [SORS], 1978).

When more than one publication of the same author is listed:

(Bezjak, 1999, 2002)

(Griffith, 2002a, 2002b)

Two or more publications published in the same year

If two or more papers or books by the same author are published in the same year, you can refer to them using lowercase letters (a, b...) after the year.

The results of a survey published in Theissen (2004a) show that...

Citation of publications you have not read

Research (mentioned in Žižek, 2013)...

When there is no year of publication listed

(Britten, n.d.)

Citation of particular chapters

(Theissen, 2004a, chap. 3)

FOOTNOTES

Footnotes should not be used for bibliographic references or end notes. If the author still wants to give further explanation or comment on some particular term from the text, he/she can include footnote. Footnotes are written at the bottom of the page which contains the text that the footnote is clarifying. Footnotes include less important details and additional explanations. The footnote number is inserted at the end of a sentence.

REFERENCES

Literature section should be given at the end of the paper. Sources should be listed in alphabetical order, or if the author is anonymous the title of the source should be written.

Surname, initial of the author's first name. (2010).

More publications of the same author are listed chronologically.

Surname, initial of the author's first name. (2010).

Surname, initial of the author's first name. (2011a).

Surname, initial of the author's first name. (2012b).

Journals and other publications

Surname, initial of the author's first name. (year). The title of the paper. *The title of the journal, volume* (number), from the first to the last page of the paper.

Mitrašević, M. (2017). Trendovi razvoja tržišta osiguranja u Bosni i Hercegovini i njihov doprinos ekonomskom rastu. *Novi Ekonomist*, 11 (2), 6-14.

Jovičić, M., and Mirković, M. (2017). Dostignuti nivo kvaliteta obrazovanja u funkciji razvoja Bosne i Hercegovine. *Novi Ekonomist*, 11(1), 92-99.

Starčević, V., Subotić, S., and Božicković, S. (2017). Učešće hartija od vrijednosti u razvoju tržišta kapitala Republike Srpske. *Novi Ekonomist*, 11(2), 40-47.

If the journal is published on the internet, the reference should be written as follows:

Surname, initial of the author's first name. (year). The title of the paper. *The title of the journal, volume* (number). Retrieved March 11, 2014, from the website: [//www.azors.rs.ba/azors/vodic_info.html](http://www.azors.rs.ba/azors/vodic_info.html)

Papers published in Conference Proceedings

Surname, initial of the author's first name. (year). The title of the paper. *The title of the Conference Proceedings*. from the first to the last page of the paper. Place: Publisher.

Rikić, Ž., Damjanović, S., and Drakul, B. (2017). Marketing effectiveness of bank websites in Republika Srpska. *Proceedings of the 5th International Scientific Conference EkonBiz 2017* (192-204). Bijeljina: University of East Sarajevo, Faculty of Business Economics Bijeljina.

Books

Surname, initial of the author's first name. (year). *The title of the book*. Place: Publisher.

Jovičić, M., and Stavrić, B. (2011). *Osnovi menadžmenta*. Bijeljina: Fakultet poslovne ekonomije Bijeljina.

PhD dissertation

Surname, Initial of the name. (year). *The title of the dissertation*. PhD dissertation, Faculty, Place.

Master thesis

Surname, Initial of the name. (year). *The title of the master thesis*. Master thesis, Faculty, Place.

Internet publication

The instructions for listing the papers published online are the same as for those published in print.

Surname, initial of the author's first name. (year). The title of the paper. *The title of the journal*. Retrieved March 25 from the website http://www.azors.rs.ba/azors/vodic_info.html