# Title of the Paper (Capitalize First Letter)

Name SURNAME, e-mail address[[1]](#footnote-1),

Name SURNAME, e-mail address [[2]](#footnote-2)\*

**Abstract**

*The abstract should be no longer than 100 words and must avoid abbreviations or citations. It should provide enough information for readers to assess the significance and nature of the topic. The structure should include: a) a brief introduction to the paper's topic; b) an overview of relevant scientific literature; c) a description of the research methodology and questions; d) a summary of key results and their implications; and e) an outline of the paper’s contribution to the field. Note that the abstract does not replace the introduction of the paper.*

**Keywords:** first keyword, second keyword, third keyword, forth keyword, fifth keyword (the list should consist of a maximum of 5 keywords).

**JEL Classification:**Mention the code/codes according to the classification from <http://www.aeaweb.org/jel/jel_class_system.php>.

**1. Introduction**

The Introduction chapter should provide the research context, outline the objectives of the work, and offer a relevant background.

For text, use Times New Roman TNR font, 12, left-right alignment, line spacing single, indent the first line of the paragraph to 0.5 cm, and use Ctrl + A (for full selection of text) and then set the language to English (United Kingdom). The article should not exceed 25 pages (A4), including notes and references. No indents (tab key) should be used in the document. All text should be justified, and all paragraphs should be starting from the left margin of the document.

All the authors and their e-mail address should be included in the Authors’ list.

Titles and subtitles must be relevant to the content and formulated clearly and concisely.

For the chapter titles we will use TNR font, 12, bold, left alignment, hanging indentation 0.42 cm, spacing before: 12 point, after: 6 point.

For the titles of the subchapters, we will use TNR font, 12, bold and italic, left alignment, indentation hanging 0.49 cm, spacing – before: 12 point, - after: 6 point, line spacing single. Highlighting techniques must not be abused (bold, italics, underline, inverted commas etc.).

**2. Literature review**

This chapter should provide an overview of the scientific literature related to the research topic, highlighting key references. The research gap should be identified within the context of the existing literature, emphasizing the article's contribution, and the novelty it brings to the field.

**3. Methodology**

In this chapter the author should present and discuss the research methods used in obtaining data/results.

In this chapter there can also be presented the objectives of the research, as considered by the author/authors to be relevant for understanding the proposed paper.

**4. Results and discussions**

This chapter presents the results in a structured manner.

#### 4.1 Structure

Papers must be written in English and not exceed **15 pages** (appendices included).

The minimum length of the paper is **7 pages**.

**The page numbering** is done starting with page 1, TNR font, 10, centred.

**The title of the article** will be written in TNR font, 14, centred alignment, bold, single line spacing, before 18 points, after 12 points and capitalize each word, except the link words.

Bulleted lists may be included if absolutely necessary and should look like this:

* First point;
* Second point;
* And so on.

#### 4.2 Tables

Tables need to be formatted in Word. All accompanying notes will be set underneath them and not as footnotes.

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Tables must be embedded into the text and not supplied separately. Number tables consecutively in accordance with their appearance in the text. It is mandatory for all tables and figures to have short and precise names.

**Table 1.** *An example of a table*

|  |  |  |
| --- | --- | --- |
| **An example of a column heading** | **Column A (*t*)** | **Column B (*T*)** |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

**Source:** Hofstede, 2010. (Source is mandatory for each table!)

*The title of the table* will be written in TNR font, 10, italic, left alignment, spacing before 6 points, after 2 points, single line spacing. **The source of the table** (is mandatory) will be written in TNR font, 10 and only the word “source” will be written in bold, spacing before 2 points, single line spacing, as seen in the formatting of this template. If the table takes up several pages, **then the table header will be repeated for each page**, and it will be written bold, centred. All information in the table will be written in TNR font, 10 or less, depending on how many columns and rows there are, so that it can fit in the page and only vertical alignment will be used. Columns with text will line up to the left, and columns with numbers to the right.

**Tables will be inserted left aligned** (across the width of the page) and **editable**, only in special situations can image captures be allowed, for example, when they are made in another program and cannot be imported as editable tables.

#### 4.3 Figures

Figures must be made in high quality, suitable for reproduction and print. Figures should be embedded in the text. A short descriptive title should appear under each figure. Mention the sources under the title. Number figures consecutively in accordance with their appearance in the text.

**Figure 1.** *An example of a figure*

**Source:** Adapted from Hofstede (2010) (Source is mandatory for each figure!)

*The title of the figure* will be written in TNR font, 10, italic, left alignment, spacing before 6 points, after 2 points, single line spacing. **The source of the figure** (is mandatory) will be written in TNR font, 10 and only the word “source” will be written in **bold**, single line, as seen in this template.

**Figures and graphs** will be inserted centred (across the width of the page) and **editable**. Graphs will be processed in Excel (no scans allowed), explanations in the graphs will be written in textboxes, with TNR 9 fonts, and will have a width of no longer than 8 cm - for small graphs, or 13 cm - for large graphs. Only in special situations can image captures be allowed, for example, when they are made in another program and cannot be imported as editable figures.

#### 4.4 Equations

Equations are left and numbered consecutively (see Equation 1), from 1 upwards. Please, use the point style for percentage numbers. Equations will be written with the equation editor, with TNR 10 font; the multiplication symbol will be “×” and not “•”.

x1 + x2y = 10**.**7% (1)

**The equations** will be **editable** inserted and left-aligned. The right-alignment tabs will be used to number them, as shown in the previous model and in the next capture, if you look at the ruler and have the **Show All button active** (Hide / Show).

#### 4.5 Construction of References

References should be listed at the end of the paper in alphabetical order. Authors should ensure that every reference in the text appears in the list of references and vice versa.

References to notions cited in the text must be of the form: (Smith, 1998: pp. 66-71). Use of the expression “et al.” will be made when the cited work has more than two authors. When citing an author with more than one published work in the same calendar year, small fonts a, b, c, will be used. Ex.: (Knight, 1999a: pp. 91-92).

When publications are referred in the text, enclose the author’s name and the date of publication within the brackets.

For one author, use author’s surname and the year: (Assibi, 2002) or “…as Aron (2002) demonstrated”.

For two authors, give both names and the year: (Pilinkiene and Liberyte, 2021) or „ Pilinkiene and Liberyte (2021) have recently shown .... ”

For three or more authors, use the first author plus “et al.”, and the date (Runfola et al., 2021).

For legal regulations and laws, organizationsuse abbreviated name and year (between round brackets): (INS, 2008) or „..according INS (2008)...”

Citations of groups of references should be listed alphabetically: „...as demonstrated (Assibi, 2022; L Runfola et al., 2021)…”

**5. Conclusions**

The conclusion chapter should address the research questions, examine the validity and credibility of the study, discuss its limitations, and consider the generalizability of the findings.

**Acknowledgment**

If needed, include acknowledgment in a separate section at the end of the paper before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise.

**References**

All references cited in the text must be included in the reference list at the end of the manuscript, and every reference in the list must be cited in the text.

The bibliography (references) will be written in normal text (not as a table), in alphabetical order, at the end of the article. The name of the author will be written in normal text, the titles of the works will be in normal text and in between inverted commas, and the name of the publication will be written in italics. The bibliography must adhere to the Harvard Style, as published by the Anglia Ruskin University Library.

**The entire list of references** will be written in TNR font, 10, left-right alignment, indentation hanging 0.3, spacing after 1 point, single row spacing and each reference in the list ends with a period (full stop).

Author, A. A., Author, B. B., & Author, C. C., year. Title of article. *Title of Journal*, *Volume No.* (Issue No.), pp-pp.

Surname, A. A., year. *Title of work*. Location: Publisher.

Surname, A. A., year. *Title of work*. Available at: <http://www>.

Author, A. A., and Author, B. B., year. Title of chapter or entry. In A. Editor, B. Editor, and C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A. A., and Author, B. B., year. Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Available at <http://www>.

Author, A. A., Author, B. B., and Author, C. C., year. Title of article. *Title of Journal*, Volume No*.* (Issue No.), pp-pp.

Author, A. A., year. *Title of work original language* [Title of work English translation]. Location: Publisher.

***Example:***

Assibi, A.T., 2022. The Role of Enterprise Risk Management in Business Continuity and Resiliency in the Post-COVID-19 Period. *Open Access Library Journal*, 9(6), pp. 1-19.

BBVA, 2022. DiGiX – Infographics, <https://www.bbvaresearch.com/wp-content/uploads/2022/06/DiGiX\_2022\_Infographics.pdf> [accessed April 2024].

Bogetić, S., Vidas-Bubanja, M. and Bubanja, I., 2021. Innovation Ecosystem as the Basis for Post-Pandemic Economic Growth, Business and Competitiveness. *Engineering Management and Competitiveness (EMC 2021)*, pp. 201-206.

Gopisetty, S., 2020. October. “Global pandemic: Business model impact on enterprises reTHINK, reIMAGINE, reINVENT businesses”. *2020 IEEE Second International Conference on Cognitive Machine Intelligence (CogMI),* pp. 114-120.

Meyer, B.H., Prescott, B. and Sheng, X.S., 2022. The impact of the COVID-19 pandemic on business expectations. *International Journal of Forecasting*, 38(2), pp. 529-544.

Pilinkiene, V. and Liberyte, M., 2021. Conceptualization of Business Digitalization and Its Impact on Economic. *2021 IEEE International Conference on Technology and Entrepreneurship (ICT*E), pp. 1-6.

Runfola, A., Milanesi, M. and Guercini, S., 2021. Rethinking interaction in social distancing times: implications for business-to-business companies. *Journal of Business & Industrial Marketing,* 36(13), pp.105-115.

Stang, S., 2021. Impact of the coronavirus pandemic on businesses and employees by industry. *US Bureau of Labor Statistics*. Available at: impact-of-the-coronaviruspandemic-on-businessesand-employees-by-industry.pdf.

Varma, D. and Dutta, P., 2023. Restarting MSMEs and start-ups post COVID-19: a grounded theory approach to identify success factors to tackle changed business landscape. *Benchmarking: An International Journal*, 30(6), pp. 1912-1941.

**Appendix** (if needed)

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2. Author’s affiliation, City, Country, e-mail address.

   \* Corresponding author. [↑](#footnote-ref-2)