**Recommended abstract structure:**

* **A brief Introduction** of the approached subject highlighting the added value of the research *(100-300 words)***;**
* **Research Purpose and the Methodological Approach** *(70-100 words)*
* **Key Results of the research and brief Discussions** *(270-320 words)*
* **Main Conclusions** *(70-100 words)*
* **References (5-12 references)**

**Specifications:**

* **Language:** Papers should be written only in the **English UK Language**.
* **Length of abstract:** 600 to 800 words.
* **Font:** Times New Roman, Size 12, Colour Black
* **Line Spacing:** Single
* **Citation style:** In-text citations and Final References should follow the Harvard style (<https://www.library.hbs.edu/content/download/49322/file/HBS_Citation_Guide>) **Within the text**, for more than 3 authors, we recommend the use of First Author **Surname, et al., year** **PLUS page/pages for books/book chapters**; within the text, page numbers are only to be provided for books and book chapters, while in the final list of **References**, page numbers are going to be provided for book chapters and articles following the format: pp. 23-41 (pp. first-last page of the chapter/article). We recommend the use of the References Function under MSWord, Insert Citation, insert New Reference – Style Harvard Anglia.
* **Page Setup:** It is strongly recommended to observe this given paper format. We kindly advise you to input your paper text in this document which is already properly formatted.
  + **Size:** A4 paper, Portrait
  + **Margins:** 2.5 all around (Left, Right, Top, Bottom), Header/Footer 1.5 cm.
  + **Alignment:** Justify, Paragraph Before 0pt, After 6pt.

You may use the following section to write or copy/paste your text, matching the formatting:

**Paper Title – Capitalize the First Letter of all Words Included in the Title (Font: Times New Roman (TNR), size 14, centred, bold, avoid the use of abbreviations here)**

**First Author First and Surname**1\* - **TNR, bold, 10**

**Second Author First and Surname**2 - **TNR, bold, 10**

**Third… Last Author First and Surname**1 - **TNR, bold, 10**

1 Institutional Affiliation/Name of the University 1 - TNR, 9,Country, \*e-mail address of the corresponding author

2 Institutional Affiliation/Name of the University 2 (if different from the 1st university, etc.) - Times New Roman, 9,Country

**Keywords:** keyword1, keyword2, keyword3…- maximum 5 keywords /TNR 11

**JEL classification:**

**Introduction**

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**Examples of cited sources (we recommend the use of the References function under MSWord: opt for Harvard-Anglia style, click Insert Citation (click Add New Source, extend by ticking “Show all bibliographic fields” and fill in the appropriate fields); obviously, once introduced, the same source can be used several times (add new placeholder); for books, please edit the citation and add the page number/numbers:**

Text text text **cited book** (Atkinson & Jones, 1991, pp. 3-6) text text.

Text text **cited academic article** (Mason, et al., 1992) text text.

Text text **cited paper from conference proceedings** (Lamba & Jain, 2022)text text.

Text text **cited institutional report** (Organization for Economic Co-operation and Development (OECD), 2016, pp. 34, 56-78)text text.

Text text **cited newspaper article/article in a periodical with author** (Smith, 2017)text text.

Text text **cited newspaper article/article in a periodical without any author** (\*\*\*, 2008)text text.

Text text **cited online document/source** (Castle, 2005)text text.

**Research Purpose and the Methodological Approach**

Use Tabs (1.27 cm for the first line) for the first line of each paragraph. Do not insert any rows between paragraphs. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Results and Discussions**

Use Tabs (1.27 cm for the first line) for the first line of each paragraph. Do not insert any rows between paragraphs. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

For **Tables** (if needed) consider the following recommendations. The content of tables should be written with **Times New Roman size 10.** Number each table and insert table headings **above** the table – Centered

**Table no 1**. A table caption is always placed above it (Font size TNR 10)

|  |  |  |
| --- | --- | --- |
| **Heading level** | **Example** | **Font size and style** |
| Title (centered) |  | Times New Roman, 9 |
| 1st-level heading | 1 Introduction | 12 points, bold |

Source: Author (year of publication), p./pp. (use p. for a single page or pp. for multiple pages) (Font size TNR 9)

For **Figures** (if needed) consider the following recommendations: Number each figure and place the figure caption **below** the figure. Short captions should be centered, while long ones should be justified.

All objects used in one figure should be GROUPED.

All figures and images should be prepared in **Full Colour!**

**All Tables and Figures must have sources (including those produced by the author(s) – “Source: Author’s/Authors’ own processing based on…”**

Drawings (figures, charts) should be prepared with **a minimum line weight of 1pt.**

Chart, line chart

Description automatically generated

**Figure 1**. A figure caption is always placed above the illustration (Font size TNR 10)

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**Formulas:**Formulas should be typewritten (use, e.g., Microsoft Equation Editor). Displayed equations are centered and set on a separate line.

*x* + *y* = *z*

**Conclusions**

Use Tabs (1.27 cm for the first line) for the first line of each paragraph. Do not insert any rows between paragraphs. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**REFERENCES (specifications)**

**References should follow the Harvard referencing style (https://www.library.hbs.edu/content/download/49322/file/HBS\_Citation\_Guide)**

**Generate the final list of References** using the MS Word References function: **click Bibliography, select Built-in References – do not forget to select the references and format them using the font TNR 12, single-spaced, paragraph spacing 6 pt before and 0 pt after.**

**REFERENCES (examples)**

\*\*\*, 2008. Small Change. *Daily News*, 2nd February, p. 7. - **cited newspaper article/article in a periodical without author**

Atkinson, M. J. & Jones, M. G., 1991. *The Financial Markets.* 4th ed. New York: Wiley. - **cited book**

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Lamba, J. & Jain, E., 2022. *Business Revolution in Post-COVID Era: An Evolving Economy Outlook.* Singapore, Springer, pp. 19-30. - **cited paper from conference proceedings**

Mason, C. K., Rao, R. P. & Steven, R. S., 1992. Limit Moves and Price Resolution: A Reply. *The Journal of Markets,* 12(1), pp. 361-367. - **cited academic article**

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Smith, A., 2017. Money for Old Rope. *Daily News*, 21st January, pp. 1, 3-4. - **cited newspaper article/article in a periodical with author**