

# Author's Guide

*Journal of Economic and Social Studies*



PREPARED BY

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## **Briefing**

Journal of Economic and Social Studies (JECOSS) aims to develop scientific knowledge in the areas that include, and are related to the following fields: Economics, Business Administration, Public Administration, Political Studies, International Relations, Econometrics, Sociology, Psychology, Labor Economics and Industrial Relations.

As an international social sciences journal with interdisciplinary feature, it aims to set a ground for bringing social science communities across disciplines identified above with a will for sharing information and debate.

The journal publishes refereed articles and technical research notes that build on theory and contemporary scientific knowledge. Articles submitted to JECOSS will be peer-reviewed and expected to report previously unpublished scientific work.

Submitted manuscripts should follow journal guidelines and should not be under consideration elsewhere.

## **Format Guidelines for Authors**

**Title of the Paper** (14pt, bold)

**Name and Surname** (12pt, bold)

Name of organization or institution (12 pt, normal)

Country (12 pt, normal)

*e-mail address* (12pt, italic)

***Abstract:*** Length of abstract should be no more than 300 words (italic, 11pt).

***Keywords:*** Maximum of 5 words (italic, 11pt)

***JEL Classification:*** Maximum of 3 JEL codes (Italic, 11pt). See the following webpage to choose the appropriate classification codes: <http://www.aeaweb.org/econlit/jelCodes.php>

All headings should be 12pt, bold

All subheadings should be 12pt, italic

## **Introduction**

Papers should be submitted in English as doc. file attachment. Each paper should be single-spaced (1.0) with margins type normal, A4 paper size, with pages in numbered sequence. The font used for the main body should be 12 pt Times New Roman and for the endnotes 10 pt Times New Roman. Endnotes should be numbered consecutively and placed at the end of the text. Please leave one line empty before and after every section.

In introduction clearly explain the nature of the problem, previous work, purpose, and contribution of the paper. Ensure that your paper has been fully proofread before submitting it for publishing.

## **Main Body of Paper**

The main body of the paper should cover the following sections: Literature review, Methodology, Data Analysis, Discussion, Results/Findings, Conclusion, and References.

Do your best to write your paper in accordance to these sections and avoid long titles in the main body of your paper.

## **Figures and Tables**

Figures and Tables should be placed as close to their reference point in text as possible and they should be numbered consecutively as they appear in the text. All Figures and Tables must have titles and must be referenced from within the text. We emphasize that, all Tables and Figures should be included in one file, and integrated into the text at the appropriate points (not in an appendix), unless they are large and interrupt the flow of the text. In this case they should be appended and numbered consecutively in Arabic numerals with a descriptive caption. Appendix should be placed at the end of your paper, after the references.

Along with sending the paper, authors should attach the original document were the tables and figures are created.

Avoid color images as the journal is printed in black and white. Illustrations should be preferably included into the text as objects. They should be consecutively numbered in Arabic numerals with the heading always above the Table or Figure; they should not be typed in bold, font 12, single line spacing and the source beneath, also single line spacing.

Table 1: (12 pt, normal); Table captions should always be positioned above the Tables. The final sentence of a Table caption should end without a period.

**Sample:**

Table 1: Economies Included in the Study

Argentina	Dominican Republic	Israel	Portugal
Austria	Ecuador	Italy	Romania
Belgium	Egypt	Japan	Spain
Bolivia	El Salvador	Jordan	Sweden
Brazil	Ethiopia	Korea	Switzerland
Chile	Finland	Mexico	Syria
China	France	Morocco	Taiwan, China
Colombia	Greece	Netherlands	Thailand
Costa Rica	Guatemala	Norway	Turkey
Cyprus	Indonesia	Panama	Venezuela
Denmark	Iran	Peru	

Source: Authors' own work

**Equations**

Equations should be centered and numbered as the following example. It is preferable to use 'equation editor' or 'Math Type' for the necessary equations, as it follows:

$$P(x) = x^2 + 1 \tag{1}$$

Be sure that the symbols in your equation have been defined before or immediately following the equation. Use "(1)", not "Eq. (1)" or "equation (1)", except at the beginning of a sentence: "Equation (1) is . . ."

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or headings unless they are unavoidable.

## Conclusion

Clearly indicate advantages, limitations and possible applications of your paper.

## References

References and Citations should follow the American Psychological Association (APA), in alphabetical order at the end of the paper.

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

### Books and book chapters

#### Single author

<b>Rule</b>	Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
<b>Reference list</b>	Porter, M. E. (1985). <i>Competitive Advantage, Creating and Sustaining Superior Performance</i> . New York: The Free Press
<b>In- text</b>	Porter (1985) stated that.... Or It is suggested that..... (Porter, 2011)

#### Two authors

<b>Rule</b>	Last name, initial(s)., & Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
<b>Reference list</b>	Welch J. & Welch S. (2005). <i>Winning</i> . New York: Perfect Bound
<b>In- text</b>	Welch and Welch (2005) argued that.... Or In their findings .....(Welch and Welch, 2005)

### Three or more authors

<b>Rule</b>	Last name, initial(s), Last name, initial(s), & Last name, initial(s). (Year). <i>Title</i> . Place: Publisher
<b>Reference list</b>	Schneider, Z., Whitehead, D., & Elliott, D. (2007). <i>Nursing and Midwifery Research: Methods and Appraisal for Evidence-based Practice</i> (3rd ed.). Mauriceville, Australia: Elsevier Australia.
<b>In- text</b>	First citation: Schneider, Whitehead, and Elliot (2007) showed that... Subsequent citations: Schneider et al. (2007) showed that ....

### Edited book

<b>Rule</b>	Last name, initial(s). (Ed.). (Year). <i>Title</i> . Place: Publisher
<b>Reference list</b>	Cash, T.F., & Smolak, L. (Eds). (2011). <i>Body Image: A Handbook of Science, Practice, and Prevention</i> (2 <sup>nd</sup> ed.) New York: Guilford Press
<b>In- text</b>	Cash and Smolak (2011) stated that... Or It was argued..... (Cash and Smolak, 2011)

### Unknown author

<b>Rule</b>	<i>Title</i> (ed). (Year). Place: Publisher
<b>Reference list</b>	<i>Merriam-Webster's Collegiate Dictionary</i> (10th ed.).(1993). Springfield, MA: Merriam-Webster
<b>In- text</b>	The Merriam-Webster's Collegiate Dictionary (1993, p. 11) defines this as... <b>Note:</b> When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: ( <i>Merriam-Webster's</i> , 1993).

### E-book

<b>Rule</b>	Last name, initial(s). Year. <i>Title</i> (ed). Retrieved from URL
<b>Reference list</b>	Krames, J.A. (2002). <i>The Jack Welch Lexicon of Leadership</i> . Retrieved from <a href="http://www.strategicmanagement.ir/portal/files/articles/eBooks/">http://www.strategicmanagement.ir/portal/files/articles/eBooks/</a>
<b>In- text</b>	Krames (2002) stated that .... It was mentioned that (Krames, 2002)

## **Thesis**

### **Thesis found on a database (ProQuest, Ulrichs, etc.)**

<b>Rule</b>	Last name, initial(s). (Year). <i>Title of master's thesis or PhD dissertation</i> (PhD dissertation or master's thesis). Retrieved from Name of Database (Accession or Order No.)
<b>Reference list</b>	Richards, R. A. (1987). <i>A Geographical Analysis of Patterns of Mortality and Ill-Health in Wales</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses A&I. (DX97003)
<b>In- text</b>	Richards (1987) stated that... Or It argued.... (Richards, 1987)

## **Official publication**

\*An official publication is a publication published by Parliament, a governmental body (BH or foreign), devolved government or an international organization such as the EU or WHO.

<b>Rule</b>	Corporate author. (Year). <i>Title</i> . (Series or reference number). Place: Publisher
<b>Reference list</b>	Agencija za statistiku BiH. (2014). <i>Industrijska proizvodnja u Bosni i Hercegovini u 2013</i> . (TB 05). Fojnica: Štamparija Fojnica d.d.
<b>In- text</b>	Agency for Statistics of Bosnia and Herzegovina (2014) reported that... It was reported that... (Agency for Statistics of Bosnia and Herzegovina, 2014)

## **Online official publication**

<b>Rule</b>	Corporate author. (Year). <i>Title</i> . (Series or reference number). Retrieved from URL
<b>Reference list</b>	Agency for Statistics of Bosnia and Herzegovina (2013). <i>Annual Report for 2012</i> . Retrieved from <a href="http://www.bhas.ba/dokumenti/IZVJESCE%20O%20RADU%202012.pdf">http://www.bhas.ba/dokumenti/IZVJESCE%20O%20RADU%202012.pdf</a>
<b>In- text</b>	Agency for Statistics of Bosnia and Herzegovina (2013) reported that... It was reported that... (Agency for Statistics of Bosnia and Herzegovina, 2013)



## **Journal articles and conference proceedings**

### **Journal article from printed version**

<b>Rule</b>	Last name, initial(s)., & Last name, initial(s). (Year). Article title. <i>Journal title, Volume Number</i> (issue or part number if needed), page numbers
<b>Reference list</b>	Dursun S., & Acar R. (2011). Reasons of the arid aria formation in Turkey and the necessary measure applications. <i>Journal of Science and Technology, 1(1), 9-20</i>
<b>In- text</b>	Dursun and Acar (2011) stated that... Or It was shown....(Dursun and Acar, 2011)

### **Online journal article**

<b>Rule</b>	Last name, initial(s)., & Last name, initial(s). (Year). Article title. <i>Journal title, volume, page numbers. DOI or journal homepage URL</i>
<b>Reference list</b>	Lusardi, A. & Mitchell, O. S. (2014). The economic importance of financial literacy: theory and evidence. <i>Journal of Economic Literature, 52(1): 5-44. DOI: 10.1257/jel.52.1.5</i>
<b>In- text</b>	Lusardi and Mitchel (2014) stated that... It was argued that.... (Lusardi and Mitchel, 2014)

### **Article from the internet**

<b>Rule</b>	Last name, initial(s). (Year, Month, Day of posting the article online). Title. <i>Web page title</i> . Retrieved from URL
<b>Reference list</b>	Schlesinger, J. (2012, July 17). How to protect against financial scams. <i>Moneywatch</i> . Retrieved from: <a href="http://www.cbsnews.com/news/how-to-protect-against-financial-scams/">http://www.cbsnews.com/news/how-to-protect-against-financial-scams/</a>
<b>In- text</b>	Schlesinger (2012) explained that... It was emphasized that... (Schlesinger, 2012)

### **Newspaper article**

<b>Rule</b>	Author, A.A. (date). Title of article. <i>Title of Newspaper, page.</i>
<b>Reference list</b>	Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working. <i>Daily Telegraph, p. 1</i>
<b>In- text</b>	Ruddick (2103) stated that... Or It was shown.... (Ruddick, 2013)

## **Conference and Symposium proceedings**

### **Conference paper in published proceedings**

<b>Rule</b>	Last name, initial(s)., Last name, initial(s). (Year). Paper title. <i>Proceedings title, volume, page numbers.</i> DOI: number* (if there added)
<b>Reference list</b>	Herculano-Houzel, S., Collins, C.E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA, 105</i> , 12593-12598. DOI: 10.1073/pnas.0805417105
<b>In- text</b>	Herculano-Houzel et al. (2008) stated that ... Or It was explained... (Herculano-Houzel et al., 2008)

### **Conference paper (unpublished)**

<b>Rule</b>	Last name, initials. (Year, Month). <i>Title of paper or poster.</i> Paper or poster presented at the meeting of Organization name, Location.
<b>Reference list</b>	Ryan, R. M., & Openshaw, L. (2003, January). <i>Flavor enhancement and public perceptions of health risks.</i> Paper presented at the meeting of the Institute of Food Science and Technology, London.
<b>In- text</b>	Ryan and Openshaw (2003) stated that... Or It was argued.... ( Ryan and Openshaw, 2003)

## **Web pages**

<b>Rule</b>	Author, A. (date). Title of document [Format description]. Retrieved from <a href="http://xxxxxxxx">http://xxxxxxxx</a>
<b>Reference list</b>	Lee, J. (2014, October, 29). Kinship and family ties. Retrieved from <a href="http://www.postcolonialweb.org/nz/maorijlg2b.html">http://www.postcolonialweb.org/nz/maorijlg2b.html</a>
<b>In- text</b>	Lee (2014) stated that... Or It was explained ... (Lee, 2014)

## Other examples and solutions offered by American Psychological Association

How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing?

What's Missing	Solution	Reference template			
		Position A	Position B	Position C	Position D
<b>Nothing: I've got all the pieces</b>	N/A	Author. A.	(date)	Title of the document [Format]	Retrieved from URL
<b>Author is missing</b>	Substitute title for the author	Title of the document [Format]	(date)	Retrieved from URL	
<b>Date is missing</b>	Use "n.d" for no date	Author. A.	(n.d)	Title of the document [Format]	Retrieved from URL
<b>Title is missing</b>	Describe the document inside the square brackets [ ]	Author. A.	(date)	[Description of the document ]	Retrieved from URL
<b>Author and date are both missing</b>	Combine author and date methods	Title of the document [Format]	(n.d)	Retrieved from URL	
<b>Author and title are both missing</b>	Combine author and title methods	[Description of the document ]	(date)	Retrieved from URL	
<b>Date and title are both missing</b>	Combine date and title methods	Author. A.	(n.d)	[Description of the document ]	Retrieved from URL
<b>Author, date and title are missing</b>	Combine all three methods	[Description of the document ]	(n.d)	Retrieved from URL	

Source: American Psychological Association

## How to Capitalize and Format Reference Titles in APA Style

APA Style has special formatting rules for the titles of the sources you use in your paper, such as the titles of books, articles, book chapters, reports, and web pages. The different formats that might be applied are capitalization, italics and quotation marks, and they are used in different combinations for different kinds of sources in different contexts. (Lee, 2012)

The formatting of the titles of sources you use in your paper depends on two factors: (a) the independence of the source (stands alone vs. part of a greater whole) and (b) the location of the title (in the text of the paper vs. in the reference list entry). The table below provides formatting directions and examples:

Independence of source	Text		Reference List	
	Treatment	Example	Treatment	Example
<b>Stands alone</b> (e.g., book, e-book, report [technical, government, etc.], dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album, unpublished manuscript)	Italic, title case	<i>Gone With the Wind</i>	Italic, sentence case	<i>Gone with the wind</i>
<b>Part of a greater whole</b> (e.g., journal article, book chapter, e-book chapter, newspaper article, magazine article, blog post, television episode, webisode, webpage, tweet, Facebook update, encyclopedia entry, Wikipedia entry, dictionary entry, song)	Inside double quotation marks, title case	“Longitudinal Impact of Parental and Adolescent Personality on Parenting”	Not inside any quotation marks, sentence case	Longitudinal impact of parental and adolescent personality on parenting

Source: American Psychological Association

## **Additional instructions**

### **Two or More Works by the Same Author**

Use the author's name for all entries and list the entries by the year (earliest comes first).

- Berndt, T. J. (1981).
- Berndt, T. J. (1999).

When an author appears both as a sole author and in another citation, as the first author of a group, list the one-author entries first.

- Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.
- Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author or the last name of the third if the first and second authors are the same.

- Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.
- Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

### **Two or More Works by the Same Author in the Same Year**

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

- Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.
- Berndt, T. J. (1981b). Effects of friendship on pro-social intentions and behavior. *Child Development*, 52, 636-643.

## Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

- Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English Grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.
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## Submission – Evaluation process

