



**INSTRUCTIONS FOR PREPARATION OF ARTICLES FOR THE JOURNAL
"PROCEEDINGS OF FACULTY OF ECONOMICS BRCKO"
IT IS NECESSARY THAT THE AUTHORS ABIDE BY THIS INSTRUCTION AND
TEMPLATE**

**TITLE IN ENGLISH [FONT CALIBRI, FONT SIZE 13, ALL CAPS, LEFT
ALIGNMENT, NORMAL]**

Full name of the author ^{1a,1} [font Calibri, font size 10, left alignment, normal], Full name of the author ^{2a,2} [font Calibri, font size 10, left alignment, normal], Full name of the author ^{3b,3} [font Calibri, font size 10, left alignment, normal]

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ABSTRACT [FONT CALIBRI, FONT SIZE 7, ALL CAPS, LEFT ALIGNMENT, NORMAL]

The Abstract [font Calibri, font size 7, justify, normal] should include 100 to 250 words and it is placed in the second column, on the right side in relation to Article info section and keywords. The abstract provides brief informative review of the article which enables the reader to quickly and accurately evaluate the relevance of the article and it includes the terms for indexing and searching. The goal, methods, results and conclusion of the research are an integral part of the abstract.

The keywords are placed in first column, on the left side in relation to Abstract.

Introduction [font Calibri, font size 9, left alignment, bold]

The Introduction clearly defines the problem, subject and goal of the research.

The articles can be written in Serbian, Bosnian, Croatian or English language in program Microsoft Word, with font Calibri, font size 9, normal, format B5. Margins: left 2,5 cm; upper, lower and right 2 cm.

Maximum volume of the article is 10 pages, including the figures, tables, literature and other enclosures. The article should be sent to the address: zbornik.ebf@gmail.com. The document title in electronic form: Full name of the author_Article title.

1. Article title and subtitles

¹ autor1@mail.com

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On the first page, place the article title in English language [font Calibri, font size 13, all caps, left alignment, normal]. The article title should describe the contents of the article as precisely as possible, with words suitable for indexing and searching.

Under the title place the full name of (all) authors of the article [font Calibri, font size 10, left alignment, normal], without functions and titles. After that insert the tag (a, b, c, ...) to indicate the author's institutions (affiliation) and the footnote mark (regular number, 1,2,3, ...). In the footnote, specify the author's e-mail address. The name of the author's institution (affiliation) should be written directly below the author's name according to the corresponding tag (a, b, c, ...) [font Calibri, size 7, left alignment, normal], where for complex institutions the complete hierarchy should be included.

The main text of the article should be written with single line spacing and without empty row between the paragraphs [font Calibri, font size 9, justified, normal]. The first line of the paragraph should start indented with 0,5 pt and the remaining lines in the same paragraph should start at the beginning of the row. Subtitles, which do not need to be numbered, should be written in capital letters [font Times New Roman, bold, 11 pt].

It is recommended that the headings are numbered in Arabic numerals, eg:

- 1. The first heading** [font Calibri, font size 9, left alignment, bold],
- 2. The second heading** [font Calibri, font size 9, left alignment, bold],
- 2.1. The first heading of the second row** [font Calibri, font size 9, left alignment, italic],
- 2.2. The second heading of the second row**,
- 3. The third heading...** (like heading structure used in this instructions).

1.1. Citing sources in the text, under the figures and tables [font Calibri, font size 9, left alignment, italic]

The sources are cited according to the APA style (<http://www.apastyle.org/index.aspx>) according to which the abbreviated identification of used sources is stated in the text, i.e. under the figure or table, immediately after the part of the text the author is citing, and complete identification of the used source is at the end of the paper, in the list of references.

For citing of the sources in the text, the following principle shall be used: family name of the author, year of issue. Example: (Krugman, 2014).

When the text is cited directly, or information from a specific page is cited, also the page number is included. Example: (Hammer & Champy, 1993: 123).

If the author is cited who has two or more issues in the same year, after the year a letter is included in the alphabetical order. Example: (Stankić, 2014a: 56). If the book or the article from a journal has two authors, both authors shall be included (Akerlof & Kranton, 2000), and if there are more than two authors, the first author is stated followed by et al. Example: (Campbell et al., 2001). The list of the literature, at the end of the paper, shall include all authors.

If several authors are cited in the same part of the text, the references are separated by a semicolon and they are listed in the alphabetical order. Example: (Akerlof & Kranton, 2000; Krugman, 2014).

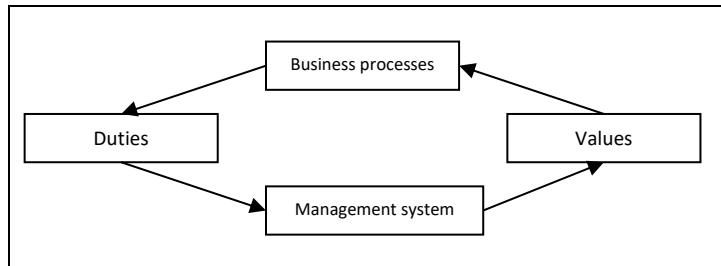
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For sources taken over from the internet, the text shall use the form (family name, year). Example: (Radovanović et al., 2011). If the name of the author is unknown, the first place shall include the document title. Example in the text: (Citing Guide, 2016).

1.2. Figures and tables [font Calibri, font size 9, left alignment, italic]

Figures and tables should be adjusted to the text width and state the source under them. The objects forming the figure have to be grouped. If the object includes the text, it should be placed in a frame and leave the possibility of proofing and corrections, and the language and writing should correspond to the main text of the article. The articles cannot include scanned images, tables and parts of texts.

Figure 1: Relationship of business processes, system and values [font Calibri, font size 9, left alignment, bold]



Source: (Hammer & Champy, 1993: 34.) [font Calibri, font size 8, left alignment, normal]

Table 1: Table title [font Calibri, font size 9, left alignment, bold]

(Please insert the table you have created!)

Source: (Author, year: page.) [font Calibri, font size 8, left alignment, normal]

Conclusion [font Calibri, font size 9, left alignment, bold]

The article has to include the conclusion which is derived on basis of the treated matter and achieved results. The conclusion cannot include the same sentences or parts of the text from the article.

The article has to be proofread and written in accordance with the writing rules of the English language.

References [font Calibri, font size 9, left alignment, bold]

Include only the literature directly related to the subject matter of the article by alphabetical order.

Use the following form for listing:

- Book: Family name and first letter of the first name of the author. (Year of the issue). *Book title*. Place of issue: Publisher.
 - Article: Family name and first letter of the first name of the author. (Year of the issue). Article title. *Journal name, number* (volume), page of the paper beginning – page of the paper end.
 - Internet source: Family name and first letter of the first name of the author. (Year of the issue). Paper title. Downloaded on day, month, year from <http://> (see in the list of literature an example under number 8).

When citing the internet source it is necessary to state all four URL elements: 1) protocol (<http://>), 2) *host name* (www.apa.org/), 3) document path (monitor/oct00/) and 4) document title (workplace.html). If the reference, taken from the internet, has the DOI (Digital Object Identifier), it is preferred to sue it instead of the internet address, without the doi at the end.

An example of the list of references [font Calibri, font size 9, left alignment, normal]:

1. Akerlof, G. A., & Kranton, R. E. (2000). Economics and identity. *Quarterly journal of Economics*, 715-753.
2. Campbell, J. Y., Lettau, M., Malkiel, B. G., & Xu, Y. (2001). Have individual stocks become more volatile? An empirical exploration of idiosyncratic risk. *The Journal of Finance*, 56(1), 1-43.
3. Vodič za citiranje. Downloaded on June 27, 2016 from http://www.dksg.rs/biblioteka/vodicZaCitiranje/apa_format.html
4. Hammer, M., & Champy, J. (1993). *Business process reengineering*. London: Nicholas Brealey, 444.
5. Krugman, P. (2014). Currency regimes, Capital flows, and Crises. *IMF Economic Review*, 62(4), 470-493.
6. OECD. (2016). *OECD Business and Finance Outlook 2016*. Paris: OECD Publishing.
7. Petrović, T. M., Radovanović, L. K. i Petrović, D. D. (2012). Transferne cijene i njihove računovodstvene implikacije u divizionalnim organizacijama. *Business Consultant/Poslovni Konsultant*, br. 4, 35-50.
8. Radovanović, L., Petrović, T., & Matanović, S. (2011). Accounting software application in cost allocation and calculation of secondary cost elements in a manufacturing enterprise. Downloaded on May 19, 2016 from <http://www.tfzr.rs/emc/emc2011/Files/B%2006.pdf>.
9. Stanković, R. (2014a). *Elektronsko poslovanje*. Beograd: Ekonomski fakultet.

10. Stankić, R. (2014b). *Projektovanje informacionih sistema*. Beograd: Ekonomski fakultet.
11. Trifunović, Lj. i Radovanović, L. (2014). Karakteristike organizacije i menadžmenta digitalnih preduzeća. *Novi ekonomist*, br. 8, 23-26.

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