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**THE TITLE OF YOUR PAPER (12 PT, TIMES NEW ROMAN, CENTER, UPPERCASE)**

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**ABSTRACT** (**12pt, bold, capitals, left)**

*The abstract should be clear and descriptive. In no more than 250 words the abstract is supposed to present the reasons for research, aims of paper, the most important results and conclusions, the practical implications, and the originality of research. (Times New Roman, 12pt, italics, justify)*

**KEYWORDS** (**12pt, bold, capitals):** *three to five key words should be supplied. (12pt, italics, justify).*

**JEL CLASSIFICATION** (**12pt, bold, capitals):** *The code / codes according to the classification from* [*http://www.aeaweb.org/jel/jel\_class\_system.php*](http://www.aeaweb.org/jel/jel_class_system.php) *(Times New Roman, 12pt, italics)*

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**1. INTRODUCTION** (**Times New Roman**, **12pt, bold, capitals, left)**

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Please read these instructions carefully. Prepare your manuscript exactly according to the instructions. Please use the Template, and insert the text of your paper without alter it. That is the easiest and the most efficient way to have a good published manuscript.

The introduction should comprehensibly define the problem, the context in which it appears, and the importance of studying it. This part of the paper also mentions the research methods and summarizes the main results of research.

**2. HEADING LEVEL 1**(**Times New Roman**, **12pt, bold, capitals, left)**

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Describe used method and justify its choice (the description of the method informs the readers of the usefulness of the method and so the quality of the results. By this you also justify the relevance of the used method).

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**2.1.Heading level 2**(**Times New Roman**, **12pt, bold, left)**

Statements and opinions expressed in the chapter are these of the author(s) and not those of the editors. No responsibility is accepted for the accuracy of information contained in the published paper. Editors assumes no responsibility or liability for any damage or injury to persons or property arising out of the use of any materials, instructions, methods or ideas contained inside the paper.

**2.2. Heading level 2**(**Times New Roman**, **12pt, bold, left)**

Manuscripts should be concise, in 1 line spacing. The font should be Times New Roman of size 12 points. The text of the paper should be divided into chapters. The numbering of chapters should be in decimal form.

**The manuscript has no length restrictions.**

All submissions must be typed, single spaced with 2.5 cm or one-inch margins using 12 point Times New Roman font in a single MS Word file. [font name Times New Roman, size 12, justified text].

All submissions must include a Title, Authors (names, affiliations, e-mails of all authors and a notation (\*) of the corresponding author), an Abstract (no more than 250 words), 3-5 Keywords, the text body (Introduction, Theory, Methods, Findings, Discussion, Conclusions and Implications) and References. All paper submissions must include a discussion, which addresses the contribution of the author’s work to the advancement of business and business-related science and practice in the Conclusions and Implications section.

The manuscript has to be submitted in MS Word format **(\*.docx**) and also PDF format (**\*.pdf**).

Use **Lastname** and **Firstname** of the first author for the name of your file as in **PopGeorge.docx**.

**3. INFORMATION**(**Times New Roman**, **12pt, bold, capitals, left)**

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**3.1. Language, Style Spelling(Times New Roman, 12pt, bold, left)**

(a) The manuscript must be written in English. Use common technical terms and avoid abbreviations. Define all abbreviations at their first mention in the text. Ensure consistency of abbreviations throughout the article.

(b) **Do not use footnotes:** Footnotes affect the final formatting of the paper. If you have to, please use endnotes instead, right before references section.

(c) **Use the metric measurement system**: the dot as decimal symbol and comma to separate digits into groups of three (ex: 0.25 123,235.76 231,435).

**3.2. Tables and figures**

Tables and figures have to be made in high quality, which is suitable for reproduction and print, taking into account necessary size reduction.

Tables and figures should be embedded in the text. A short descriptive title should appear above each table. Draw the tables in grid format using a basic, solid line style without shadows. Mention the sources under the table.

When referring to a table or chart, don’t use phrases such as “how it can be shown in the table…” but tell exactly, where in the table 1.

**Table 1. Title of this table…(Times New Roman, 12pt, bold, centred)**

|  |  |  |
| --- | --- | --- |
|  | **Indicators** | **Values** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

*Source:* adapted from Adams (2002)

A short descriptive title should appear under each figure. You have to mention the source under the title, as seen below.

**Figure 1. Title of this figure… (Times New Roman, 12pt, bold, centred)**

*Source:* adapted from Popescu (2009: 13)

Number figures consecutively in accordance with their appearance in the text. All illustrations should be provided in camera-ready form, suitable for reproduction.

**3.4. Equations**

Equations are centred and numbered consecutively (see Equation 1), starting at 1. Please, use the point style for percentage numbers (10.7%). Use the Equation Editor and not the simple text.

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**3.5. Citation**

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: (Adams, 2002) or “…as Adams (2002) demonstrated”.

For two authors, give both names and the year: (Allan&Byron, 2005) or “Allan and Byron (2005) have recently shown ....".

For three or more authors, use the first author plus “et al.”, and the date (Liam et al., 1996).

For legal regulations and laws, organizations use abbreviated name and year (between round brackets): (INS, 2009) or “…according INS (2009)...”.

Citations of groups of references should be listed alphabetically: "…..as demonstrated (Adams, 2002; Nick et al., 2010)…”.

The full URL should be given in text as a citation, if no other data are known.

If the authors, year, title of the documents are known and the reference is taken from a website, the URL address has to be mentioned after these data.

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**4. CONCLUSIONS**(**Times New Roman**, **12pt, bold, capitals, left)**

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Summarize the basic knowledge of the results.

If the results contain some extreme differences, do not mystify, twist them but explain properly.

Interpret the results in the context of previous publications on the same topic.

Explain the theoretical and practical benefits of research.

Describe the research findings clearly and understandably.

Give to all conclusions concrete evidence.

Leading questions:

* What are the implications of your research?
* What new do you bring to the table?
* What else should be found (limitations & further research)?

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**ACKNOWLEDGMENT**(**Times New Roman**, **12pt, bold, capitals, left)**

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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.

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**REFERENCES**(**Times New Roman**, **12pt, bold, capitals, left)**

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References should be listed alphabetically by the authors’ last names, with complete details, according to **APA citation style**.

**The list of references should only include works that are cited in the text.**

**Do not number references.** References have not to be aligned in the centre of the paragraph. Publications by the same author(s) should be listed in order of the publication year. If there are more than one manuscript by the same author(s) and with the same date, label them a, b, c, etc.

**EXAMPLES:**

Book by one author

Aron, M. P. (2004). *The title of the book*. San Diego, CA: Halstead.

Book by two up to six authors

Popescu, O. &Baciu, L. (2001). *The title of the book.* Bucharest: Editura PRO Universitaria.

Book by more than six authors

Chang, M., Nice, F., Denis, J., Brown, K., Johnson, M.,Popescu, S. et al. (2009). *Health The title of the book*, University of Madrid.

Book with no author

*The title of the book.* (2010). National Agency of Renewable Energy, Romania.

Book by an organization or institution (corporate author)

European Commission. (2010). *The title of the book*.Bruxelles.

Chapter in an edited book

Browm, A. (2007). The title of the chapter. In G. L. Yeager (Ed.), *The title of the book* (pp.42–64). London, England: OtherWorld Books.

Thesis

Chang, A. (2007). *Practical dissertation on the enterpriseX* (Unpublished doctoral dissertation, University of Florida, Gainesville, 2007). Retrieved from http://cgpub.library.com/product/12345

Journal article – one author

Romischer, P. (2008). The title of the article.*Journal title, 64*(7), 34–37.

Journal article – two up to six authors

Ciocoiu, N., Burcea, Ş., &Târţiu, V. (2010). Environmental impact of ICT and implications for e-waste management in Romania.*Economia. Seria Management*, *13* (2), 348-360.

Journal article – more than six authors

Paradise, S., Moriarty, D., Marx, C., Lee, O. B., Hassel, E., Thyme, E. J. et al. (2000). Portrayals of fictional characters in reality-based popular writing: Project update. *Off the Beaten Path, 7*(1), 34-39.

Journal article in press

Henry, W. A. (in press). Making the grade in today's schools. *Education Time.*

Article with DOI

Hoff, K. (2010). Fairness in modern society. *Science, 32*(3), 1467–1468. doi:10.1126/science.1188537

Electronic article

Cicea, C., Dobrin, C., &Popa, I. (2007). The Economic Efficiency for the Higher Education System: an econometric model. The International Journal of Interdisciplinary Social Sciences, 2(4), 67-78. RetrievedJuly 10, 2008, from <http://iji.cgpublisher.com/product/pub.88/prod.293>

Newspaper article with author

James, O. (2008, September 15). The truth. *The Liberty*, p. 18.

Newspaper article without author

Britain launches new space agency. (2010, March 24). *The Event of the day,* p. 10.

Article in a weekly magazine

Hoff, K. (2010, March 19). Fairness in modern society. *Science, 327,* 67–68.

Electronic newspaper or magazine article

Wall, M. (2011, December 6). NASA Telescope Confirms Alien Planet in Habitable Zone. *Yahoo News.* Retrieved June 20, 2012, from <http://news.yahoo.com/nasa-telescope-confirms-alien-planet-habitable-zone-162005358.html>

Published conference paper

Todorut, A. (2011). Aspects regarding the strategic process of quality continuous improvement. *Paper presented at The 10th International Conference Investments and Economic Recovery.*Bucharest, Romania.

Unpublished conference paper

Pirlogea, C. (2011, November). *Investments for a sustainable energy future.* Paper presented at the Fifth International Conference Modern Approaches in Organizational Management and Economy. Bucharest, Romania.

Entry in an online dictionary or reference work, no date and no author identified

Verisimilitude. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/verisimilitude>

Web page - with author

Amirat, A. (2008). *Energy and Economic Growth: The Algerian case.* Retrieved March 11, 2011, from <http://www.ps2d.net/media/Amina%20Amirat.htm>

Web page - no author

Management. (n.d.). In*Wikipedia*. Retrieved August 8, 2013, from http://en.wikipedia.org/wiki/Management

Webpage – no date

Union of Concerned Scientists. (n.d.). *Barriers to the use of renewable energy technologies,* Retrieved January 6, 2011, from <http://www.ucsusa.org/assets/documents/clean_energy/ps4.pdf>

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A. Monterey (personal communication, September 28, 2012)

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