

******The paper will not exceed 10 pages (including references)**

1. THE PAGE FORMAT

PAGE SETUP: Margins: *Top* – 3 cm, *Bottom* – 3 cm, *Left* – 2,5 cm, *Right* – 2,5 cm, , *Header* – 1.5 cm, *Footer* – 1,5 cm, Apply to Whole document; PAPER SIZE: A4 (21×29.7 cm), *Orientation*: Portrait; LAYOUT: *Section*: Continuous, *Header and Footers*: Different odd and even pages, Different first page, *Vertical Alignment*: Top.

2. THE PAGE COUNTER

INSERT, Page numbers: *Position*: Bottom of page, *Alignment*: Outside.
It is recommended that the paper have an even number of pages (between 4 and 12).
The maximum number of pages is 15.

3. THE PAGE TITLE

The page title will be different between odd and even pages.
FONT: Times New Roman, 11 pt, regular
First page header: Scientific Bulletin – Economic Sciences, Vol. x (xx)
Alignment: Center, *Line spacing*: single.

4. THE MAIN TITLE

FONT: Times New Roman, 14 pt, All Caps, Bold; *Alignment*: Centered, *Spacing*: Before: 30 pt.

5. THE AUTHORS

You will insert the entire author's name and the scientific degree.

FONT: Times New Roman, 12 pt, First name (Regular); Family name: All Caps;

PARAGRAPH: *Alignment*: Centered, *Spacing*: Before: 30 pt.

For a single affiliation no superscript number is necessary. In case of different authors, from different institutions, one marks every name by a number. The affiliation is indicated under author's lines. For each author you must indicate: name, address, e-mail, under the affiliation lines.

6. THE ABSTRACT

FONT: Times New Roman, 10 pt, *Italic*;

PARAGRAPH: *Alignment*: Justify, *Indentation*. Left: 2 cm, Right: 2 cm, *Spacing*: Before: 24 pt, After: 6 pt, *Line Spacing*: single.

Key Words: *Spacing*: Before: 6 pt, *Line Spacing*: single, and the distance until the paper's text will be 24 pt.

JEL Classification Codes: maximum 5.

7. THE PAPER'S TEXT

FONT: Times New Roman, 12 pt; PARAGRAPH: *Alignment*: Justified, *Indentation*: First Line 1 cm, *Line spacing*: single.

8. THE CHAPTERS TITLE

The chapters are countered and they have a name.

The style will be: FONT: Times New Roman, 12 pt, Bold, All Caps;

PARAGRAPH: *Alignment*: Left, *Spacing*: Before = 18 pt, After =6 pt.

9. FORMULAS

Please use Microsoft Equation for formulas. The formulas are centered and countered:

$$\lambda = \frac{1}{m} \sum_{i=1}^n x_i \quad (1)$$

10. FIGURES, TABLES

The Figure number and title is included bellow the figure (centred) with the style:

FONT: Times New Roman, 11 pt, Bold; PARAGRAPH: *Spacing*: Before = 6 pt, After = 6 pt, *Alignment*: Centered.

Tables are counted separately and the name and legend (ex.: Table 1. The evolution of system) are placed over the table:

FONT: Times New Roman, 11 pt, Bold; *Spacing*: Before = 6 pt, After = 6 pt, *Alignment*: Centered.

REFERENCES

The title: REFERENCES will be printed with FONT: Times New Roman, 12 pt, Bold, All Caps, unnumbered, PARAGRAPH: *Alignment*: Left, *Spacing*: Before = 18 pt, After = 6 pt.

For papers and books the style will be:

FONT: Times New Roman, Regular, 11 pt,

The titles will be printed with *italic*, the volume number, the author's name, the publisher will be printed with regular fonts.

References are called in context form by author's name (s) and the paper (book or website consultation) year: (Aaa & Bbb, 2013)