

INSTRUCTIONS FOR AUTHORS

The papers should be submitted electronically as an attachment - open document (Word and PDF format), at poslovnestudije@univerzitetps.com, within the prescribed period. The papers that do not arrive at the scheduled date, or do not fulfill the recommendations given in the Instructions will not be sent for review and will not be printed in the Journal.

The authors should fully comply with the Instructions for Authors. The papers that do not adhere to the Instructions will not be considered.

The papers must be written in Microsoft Word, Times New Roman (12), Latin alphabet, spacing (1). **Format the page** size A4. Margins: top (top) 2 cm bottom (bottom) 2 cm, left (left) of 2.5 cm, right (right) 2.5 cm. Text length up to 30,000 characters (16 pages). The exception to this are reviews which may have up to 50,000 characters. The papers must be reviewed.

TITLE - In the upper left corner there should be the author's surname author's first name (Times New Roman, 12). Immediately after the name [comma], scientific affiliation is given, [comma], while the function and title of the author are not stated. At the end of the paper, the author's academic title is stated for the purpose of selecting the reviewers of higher titles from the author. However, the titles are not published in the paper. After the affiliation [comma], the city [comma] and the country (Times New Roman, 11) are given. Example: **Markovic Marko**, University of Business Studies Banja Luka, Bosnia and Herzegovina. The author responsible for correspondence is the first author. After stating the country [comma], the first author's e-mail address (Times New Roman, 11) is listed, while other co-authors do not specify their addresses. Three lines lower, centered, in capital letters, the precise title is specified (TNR 14, capital letters, bold).

SUMMARY (should contain research aims, methods, results and conclusion) - Summary of a length of 100 to 250 words, should be placed two spaces below the title (TNR 12, bold) text (TNR 11, italic). At the end of the summary, one space lower, the **Keywords** are given (TNR 12, bold), up to five key terms (TNR 11, italic). One line down, below the key words, JEL classification (TNR 12, bold): A10, B12 (TNR 11, italic). There should be at least one classification code of JEL classification used by the Journal of Economic Literature (JEL: <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>).

TITLE AND SUBTITLE – The Introduction should be placed two spaces below JEL Classification.

- **INTRODUCTION** (TNR 12, capital letters, bold), text TNR 12. One line spacing between the introduction and the rest of the text.

- The main headlines in the paper should be TNR 12, capital letters, bold, left-side aligned. An empty line is between the titles in the work and the text. Headlines should be numbered 1, 2, etc. - Subtitles, second level, TNR 12, bold, left-side aligned. An empty line is between the titles in the work and the text. Subtitles, the second level mark 1.1. 1.2. etc.

- Subtitles, third level, TNR 12, left-side aligned. An empty line is between the titles in the work and the text. Subtitles, the third level is labeled 1.1.1. 1.1.2. etc.

CONCLUSION (TNR 12, capital letters, bold), text TNR 12. An empty line is between the titles in the work and the text.

LITERATURE (TNR 12, capital letters, bold), text TNR 12. An empty line is between the titles in the work and the text. The sources should be numbered and cited in the alphabetical order. Note: No paragraph indentation.

The paper that has already been published in a scientific journal, cannot be published in the journal "Business studies" and may not be reproduced, nor can it be published under a similar title as amended. Author

LANGUAGE AND SCRIPT – The languages used are Serbian, Bosnian, Croatian (BCS) and English. The papers in the BCS languages should be submitted in the Latin script. The paper in English should be submitted in another WORD document according to the above instructions. Be sure to submit papers in English. The author is responsible for the quality of the English translation (do not translate via "Google Translate").

CITING - The number of bibliographic units in the world languages should be at least 60%. The percentage of journal references should be at least 85%, out of which at least one reference should be from a journal indexed in WoS and at least four references from journals indexed in Scopus. When referencing literature, bold references that are in WoS and Scopus."The Chicago Manuel of Style. The cited literature should be from the latest top international scientific journals.

Reference to individuals in the text according to Author-Date Citation: Sample Citations, Chicago Style should contain the surname, year and page from which the text is taken.

ORGANISATIONS OR GOVERNMENT AGENCIES IN THE TEXT - In first reference, there should be the full name of the organization with the abbreviation in parentheses. For further references, only the abbreviation. For example: Social Science Research Council (SSRC) [first reference] SSRC [further references].

TABLES, CHARTS AND FIGURES - Tables and graphs should be in Word or any format that is compatible with Word. Tables and graphs from statistical programs should be transferred to Word format. The same information can be presented in tables and in graphs. Each table, chart, or picture should be numbered and have an appropriate title, for example. Table 1. GDP per capita for the year 2012. Name of the table (above), graphics or video (below), TNR 11, normal, two lines between tables and text. Pictures must be submitted in electronic format with a resolution of at least 300 dpi. If using illustrations from published sources, it is necessary to have a written permission of the copyright owner. Source should be stated below the table, graphs and images. Citations within the specified sources are provided in the same way as in the text. If the tables, charts and figures are the result of the author's work, it should also be emphasized.

STATISTICAL DATA - Results of statistical tests should be given in the following form: $F(1,9) = 25.35$; $p < 0.01$, or the like. Lower number of conventional P levels should also be indicated (for example, 05, 01, 001).

BIBLIOGRAPHY- The Journal uses Chicago Style Citation. Chicago Style Citation is used in scientific and research papers. Chicago style is named after the Chicago guide, developed at the University of Chicago in 1891. Chicago style contains precise instructions for the use of literature. Chicago Style has two text editing systems. The first style is the style of notes, footnotes, and the other one is the style of CSE or scientific style or format. CSE style (i.e., the author-date system) has long been used by those in the physical, natural and social sciences. In this system, sources are briefly mentioned in the text, usually in parentheses, by author's last name and date of publication. Short citations are emphasized in the list of references, where the complete bibliographic data are provided. The part referring to the bibliography should be typed single-spaced with complete

information and must start on a new page according to the author date system, the surname [comma] name [full stop]. When giving the titles and publishing dates, parentheses is not used. The year of publishing is given after the name of the author. The names of all authors / editors are all included /up to 10 names. For more than 10 authors, the et al. When citing several authors, use the word "and". The authors of papers, books and other materials, without authors or editors, such as government documents, newsletters and journals, are listed in alphabetical order. Most of the references listed in the bibliography should be included in the text.

APPENDIX - In the appendix there should be only the descriptions of material useful for readers to understand, assess or review the research.

FOOTNOTES AND ABBREVIATIONS - It is recommended that the text should **NOT** have footnotes or abbreviations. Abbreviations should be avoided, unless they are very commonly used. The abbreviations stated in tables and pictures should be explained.

REVIEWS AND PUBLISHING - All papers are reviewed by two anonymous reviewers. On the basis of the reviews, the Editorial Board makes a decision on paper publishing in the journal "Business Studies "and notifies the author. If the reviewers do not agree, the Editorial Board accepts the review by the reviewer of the higher academic title when deciding on the classification of paper. If the reviewers are of the same title, the decision is made in favor of the author. According to the instructions, reviewers can point to possible violations of ethical norms in the paper. In this case, the paper is dismissed.

Since the journal "Business Studies" is international, when validating the subject matter and its importance for researchers and readers, the standard of geographical distribution of the authors will be sought. The number of foreign authors should be over 50%.

The author provides a written statement on the authenticity of his work.

**CITATION EXAMPLES IN CHICAGO STYLE - Author-Date: Sample Citations BOOKS:
ONE AUTHOR**

Last name [comma] name [full stop]. Year. The Title. Publishing Place: Publisher.

Example:

Pollan, Michael. 2006. The Omnivore's Dilemma: A Natural History of Four Meals. New York: Penguin.

Example of citation in the text:

(Pollan, 2006, 99-100).

TWO OR MORE AUTHORS

Last name [comma] name [conjunction] name [comma] name [full stop]. Year. The Title.

Publishing Place: Publisher.

Example:

Ward, Ken Burns and Geoffrey. 2007 The War: An Intimate History, 1941-1945. New York: Knopf.

Example of citation in the text:

(Ward and Burns 2007, 52).

FOUR OR MORE AUTHORS

For four or more authors, list all authors from the bibliography, only the first author in the text, followed by et al. (and other):

Dana Barnes et al. *Plastics: Essays on American Corporate Ascendance in the 1960s*. . .
Barnes et al. *Plastics*. . .

EDITOR, TRANSLATOR OR TRANSLATOR INSTEAD OF AUTHOR

Last name [comma] name [comma], translated. Year. The Title. Translated by [last name and first name of the interpreter]. Place of publication: publisher.

Example:

Lattimore, Richmond, trans. 1951 *The Iliad of Homer*. Chicago: University of Chicago Press.

Example of citation in the text:

(Lattimore 1951, 91-92).

CHAPTER OR PART OF A BOOK

Last name [comma] name [full stop]. Year. "Title of the section under quotation marks." The Title. Author of the chapter, other authors, pages of the text cited. Place of publication: publisher.

Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67-83. Chicago: University of Chicago Press.

Example of citation in the text:

(Kelly 2010, 77).

ORIGINAL CHAPTER PUBLISHED IN THE SECOND SOURCE (YOUR CITATION IS FROM THE SECOND SOURCE)

Example:

Cicero, Quintus Tullius. 1986 "Handbook on Canvassing for the consulship." In *Rome: Late Republic and Principe*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33-46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans. *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Example of citation in the text:

(Cicero 1986, 35).

PREFACE, INTRODUCTION OR THE LIKE

Last name [comma] name [full stop]. Year. Introduction to the Title. Place of publication: publisher.

Example:

Rieger, James. 1982. Introduction to *Frankenstein, or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press.

Example of citation in the text:

(Rieger 1982, xx-xxi).

PUBLISHED ELECTRONIC BOOKS

Last name [comma] name [full stop]. Year. The Title. Place of publication: publisher. Web page.

If there are more authors:

Last name [comma] name [comma], [conjunction] name [comma] name [full stop]. Year. The Title. Place of publication: publisher. Web page.

Example:

Kurland, Philip B. and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Example of citation in the text:

(Kurland and Lerner, chap. 10, doc. 19).

JOURNALS:

PAPER IN A PRINTED JOURNAL

Last name [comma] name [full stop]. Year. "The title of the Paper under the quotation marks".

Name of the journal. Pages of the paper.

If a journal paper is from p.35 to 45 and the part of the paper on page 40 is cited, p.40 is not cited in the bibliography, but the entire paper, for example. 35-45. The specific page is referred in the text.

Example:

Weinstein, Joshua I. 2009. "The Market in Plato's Republic." *Classical Philology* 104: 439-58.

Example of citation in the text:

(Weinstein, 2009, 440).

PAPER IN AN ELECTRONIC JOURNAL

Last name [comma] name [full stop]. Year. " The title of the Paper under the quotation marks ".

Name of the journal. Pages of the paper. DOI: number. Date of access to state before the DOI number- only if asked by the publisher.

Example:

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "The Origins of homophily in an Evolving Social Network." *American Journal of Sociology* 115: 405-50. Accessed February 28, 2010. doi: 10.1086 / 599,247th

Example of citation in the text:

(Kossinets and Watts 2009, 411).

THESIS OR DISSERTATION

Last name [comma] name [full stop]. Year. " The title of the thesis under the quotation marks ".
PhD thesis, University.

Example:

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss. University of Chicago.

Example of citation in the text:

(Choi 2008).

PAPER PRESENTED AT A CONFERENCE

Last name [comma] name [full stop]. Year. " The title of the Paper under the quotation marks."

Paper presented at the conference indicate the name of the conference [comma] city [comma], country [comma], month [comma], page range, for example. 33-44.

Example:

Adelman, Rachel. 2009. "Such Stuff as Dreams Are Made On: God's Footstool and the Aramaic Targum and midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21-24.

Example of citation in the text:

(Adelman, 2009).

WEB PAGE

If it is a formal citation from the Web site, it can be stylized because the content is subject to change, including the access date and recent changes to the site.

Example:

Google. 2009. "Google Privacy Policy". Last modified March 11
<http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July .19.
<http://www.mcdonalds.com/corp/about/factsheets.html>.

Example of citation in the text:

(Google 2009).

(McDonald's 2008).

ITEM IN A COMMERCIAL DATABASE

Specify the database from which the text is taken. In the example, the data on a doctoral thesis from the database ProQuest is given.

Example:

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss. University of Chicago. ProQuest (AAT 3300426).

An author or co-author can be the author or co-author of maximum one paper in one issue of the journal. In order to present the "scientific research papers of a larger number of researchers, the author who published a paper in the previous issue of the journal cannot submit the text for publication in the next issue of the journal. The author (first author) receives a copy of the Journal in which her/his paper is published. Only the papers that have fully complied with the above instructions will be sent for review. Papers are anonymously sent to reviewers.