

AUTHOR GUIDELINES

- Papers should be written in English, should be clear, and grammatically correct. For the non-native authors we recommend you a professional translation;
- Papers must be up to 25 A4 pages in length, including list of references and annexes. Pages are numbered in Arabic numerals placed on the right hand corner;
- Font format: Times New Roman, 12 pts, double line spacing;
- Footnotes, not end notes should be used.
- In order to facilitate the editing work, and since corrections to the paper cannot be undertaken by the Reviewers, Editors and/or the Publisher, the authors are kindly invited to consider the following instructions:

A. Each paper will begin with two pages (according to the model below) which will comprise information about the author and the abstract of the paper. These pages will not be numbered.

The page "i" - Title page

The title should be: one or two lines long, centred, 12 point Times New Roman. Below the title, centred, the author's name should be placed. Insert the symbol * for Footnote to give details about the authors: names, affiliation, address, email.

This is the title of the paper
Name of the author (s)*
*Author's name, affiliation, address, email

The page "ii" - Abstract page;

Abstract

The word Abstract is centered on the first line of typing. The paper should include an abstract of 120-150 words, as one block paragraph, typed in font size 12; double line spaced. The abstract should refer to the aim of the paper, methodology, results/findings and main conclusions/implications/lessons.

Keywords: Please type 5-8 keywords as main terms for indexing (and JEL classification, if applicable)

B. The paper content

The page no 1 is the beginning of the main text. The page starts with the title of the paper (centered, double-spaced, without author's name).

This is the title of the paper

The structure of the paper must be as follows

- **1. Headings (centered)**
- **1.1. Sub-headings**

Please leave one empty line before every heading.

- **Tables and Figures** (graphs, charts, pictures)
- Illustrations should be preferably included into a text as objects. They should be consecutively numbered in Arabic numerals with the heading always above the table or figure; they should be typed in bold font 12, single line spacing and the source beneath, also single line spacing. Figures must **not** contain **colors**. Please leave one line empty before and after every illustration and/or table.
- Table1: table title

Source:

Figure 1: this is the first figure

Graph 1: This is the first graph

Conclusions/Concluding remarks/Main findings

References

References and citations should be consistent to SAGE Harvard guideline

http://www.uk.sagepub.com/repository/binaries/pdf/SAGE_Harvard_reference_style.pdf:

1. General

1. Initials should be used without spaces or full points.
2. Up to three authors may be listed. If more are provided, then list the first three authors and represent the rest by et al. Fewer authors followed by et al. is also acceptable.

2. Text citations

1. All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given.
2. Do not use *ibid.*, *op. cit.*, *infra.*, *supra.* Instead, show the subsequent citation of the same source in the same way as the first.
3. Where *et al.* is used in textual citations, this should always be upright, not italic.

Note the following for the style of text citations:

1. If the author's name is in the text, follow with year in parentheses:

"... Author Last Name (year) has argued ..."

2. If author's name is not in the text, insert last name, comma and year:

"... several works (Author Last Name, year) have described ..."

3. Where appropriate, the page number follows the year, separated by a colon:

"... it has been noted (Author Last Name, year: page nos) that ..."

4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.:

"... it has been stated (Author Last Name and Author Last Name, year) ..."

"... some investigators (Author Last Name et al., year) ..."

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

"... it was described (Author Last Name, yeara, yearb) ..."

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

“... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...”

Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:

“... the author has stated this in several studies (Author Last Name, year, year, year, year) ...”

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

“... several investigators have claimed this (but see Author Last Name, year: page nos–page nos)”

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:

“... a recent statement (Name of Institution, year: page nos) ...”

“... occupational data (Name of Bureau or Institution, year: page nos) reveal ...”

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

“... it was stated (*Name of Journal*, year) that ...”

11. Citations from personal communications are not included in the reference list:

“... has been hypothesized (Name of Person Cited, year, personal communication).”

3. Reference list

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not

Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)

5. Names containing Jr or II should be listed as follows:
 - Author Last Name Initial Jr (year)
 - Author Last Name Initial II (year)
6. References where the first-named author is the same should be listed as follows:
 - Single-author references in date order;
 - Two-author references in alphabetical order according to the second author's name;
 - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.

Brown J (2003)

Brown TR and Yates P (2003)

Brown W (2002)

Brown W (2003a)

Brown W (2003b)

Brown W and Jones M (2003)

Brown W and Peters P (2003)

Brown W, Hughes J and Kent T (2003a)

Brown W, Kent T and Lewis S (2003b)

7. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.
8. Journal titles should not be abbreviated in SAGE Harvard journal references
9. Where et al. is used in reference lists, it should always be upright, not italic.

4. Reference styles

Book

Clark JM and Hockey L (1979) *Research for Nursing*. Leeds: Dobson Publishers.

Book chapter

Gumley V (1988) Skin cancers. In: Tschudin V and Brown EB (eds) *Nursing the Patient with Cancer*. London: Hall House, pp.26–52.

Journal article

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 296(4): 401–405.

Journal article published ahead of print

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal*. Epub ahead of print 12 June 2011. DOI: 10.1177/09544327167940.

Website

National Center for Professional Certification (2002) Factors affecting organizational climate and retention. Available at: www.cwla.org./programmes/triechmann/2002fbwfiles (accessed 10 July 2010).

Thesis/dissertation

Clark JM (2001) *Referencing style for journals*. PhD Thesis, University of Leicester, UK.

Newspaper/magazine

Clark JM (2006) Referencing style for journals. *The Independent*, 21 May, 10.

Conference article (published or unpublished)

Clark JM and Smith P (2002) Latest research on car exhaust manifolds. In: *17th international conference on strain analysis* (ed L Macadam), London, UK, 23–25 September 2010, pp.12–14. London: Professional Engineering Publishing.

Blog

Clark JM (2006) Article title. In: Blog title. Available at: www.blogit.com/johnmatthewclark (accessed 20 August 2011).

Report

1. MacDonald S (2008) The state of social welfare in the UK. Report, University of Durham, UK, June.

2. Citigroup Ltd. (2011) *How to make your money work for you*. Report for the Department of Finance. Report no. 123345, 13 June. Oxford: OUP.

Package insert (medical etc.)

1. Eisai Inc. (2008) Aloxi (package insert). New York: Esai Inc.

Standard

1. ISO 27799:2008 (2008) Information security management in health.