Article title (style Title)

Please remove any information that may suggest who the authors of the text are

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Abstract

**Objective:** the structure of the abstract is required (style Abstract)

**Research Design & Methods:** This abstract should be also pasted to the form in the submission process

**Findings:** …

**Implications/Recommendations:** …

**Contribution:** …

**Keywords:** 4-6 keywords

**JEL Classification:** (see: <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>)

# Introduction (style Heading 1)

This is a plain text. Plain text is written in the Normal style. The Normal style itself introduces paragraph indentations, spacing, hyphenation, etc. Do not use additional formatting methods (e.g. forcing the end of a line or page).

Please use **British English**.

The **general rule[[1]](#footnote-1)** is that all formatting is done with styles without modifying them. The template should be used in Word 365. Other versions of Word may not work correctly with this template.

When copying texts from other files, **copy without formatting**. To do this, after pasting, click the paste options button (appears with the pasted text) and select the “Include target formatting” or “Keep text only” option.

# Proposed structure of the article

The **typical structure** of a research article consists of the following sections:

1. Introduction – provides background information, and explains the study's rationale and objectives.
2. Literature review – presents the current state of knowledge and a review of the literature. Based on the literature review, Authors should formulate objectives and research questions or hypotheses.
3. Methodology – describes the study design, participants, materials, procedures, and data analysis techniques used in the research.
4. Results – report the study’s findings, including, e.g., statistical analyses and relevant data, without interpretation.
5. Discussion – interprets the results, explains their significance, compares them to previous research (including references to the literature review), and discusses limitations and implications.
6. Conclusions – summarise the main findings and their importance and suggest future research directions.

In the case of a conceptual paper, you may consider the following sections:

1. Introduction – presents the main idea or concept, provides context, outlines the paper’s purpose, and explains its significance in the field.
2. Methodology – describes the approach used to develop the concept, including the theoretical framework, literature search methods, and analytical techniques employed.
3. Theory development or Literature review – critically analyses existing literature, identifies gaps or inconsistencies and develops new theoretical propositions or conceptual frameworks.
4. Discussion – explores the implications of the proposed concept or theory, compares it with existing knowledge, and examines its potential applications and limitations.
5. Conclusions – summarise the key points of the conceptual paper, emphasise the contribution to the field, and suggest directions for future research or practical applications.

# Bulleted lists, enumerations, references

## Bulleted lists (subsection, style Heading 2)

If you wish to use **bulleted text**, please put the reference before the list. Bullet text includes (reference here):

* bullet points are written after a colon (in the line above),
* begin with a small case,
* use commas at the end of the line,
* the whole bulleted list should be treated as one sentence (no periods inside),
* use a dash as a bullet symbol,
* use the period at the end of the bulleted list.

## Enumerations

If you use **enumerations**:

1. Enumerations start with a capital letter and end with a period. These are full sentences. There may be several sentences at one point.
2. You may need to move the left indent if it is too deep.
3. If the numbering in the text does not start with 1, right-click and select the “restart at 1” option.

## References

The **references** should be in APA 7 style (Name, 2024, p. 123; Davis & Kowalski, 2012, p.12; Mushroom, et al. 2010, p. 322). Please see examples at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>. We encourage using a bibliography manager, e.g., the free application Zotero (<https://zotero.org>).

## Others

**Hyphenation** must be enabled: Page Layout tab → Hyphenation → Automatic (in some versions of Word it is disabled).

The **blank lines** are not allowed in the text. Vertical spacing is provided by appropriately selected styles (the required spacing is defined in the styles).

# Tables, figures and formulas

## Tables

The **tables** should be mentioned in the text (Table 1). Each table should have a caption and source.

Table 1. Table title - menu References → Insert Caption → select Table (above the table)

|  |  |  |  |
| --- | --- | --- | --- |
| Table heading | Style Table text |  |  |
| Use a dash (–) if the phenomenon does not occur | Use zero (0) if a phenomenon exists, but in amounts smaller than the numbers that can be shown in the table expressed in digits. For example, if production is expressed in thousands of tonnes, a 0 means that production in a given case does not reach 0.5 thousand tonnes | Use dot (.) if data is not available or not reliable | x – the layout of the table makes filling the boxes in the table impossible or impracticable |
| “Including” means that not all of the elements of the total are given | All tables should be included in the text, not separate files |  |  |

Notes: Notes accompanying tables should be placed directly beneath them (style: Source).

Source: own study (choose one of the three options; style: Source).

Source: based on (Name 2021, p. 123).

Source: (Name 2012, p.321).

Each table must have an auto-reference in the text (Table 1). On the ribbon: References → Signatures section → Cross-reference.

Another piece of plain text – Normal style. The Source style on the line above provides the appropriate spacing – you don’t need to use additional Enter (empty lines).

## Figures

All **figures, charts, and images must be included in the text and sent in a separate file**. They should be references as Figures. They should be referenced in the text (Figure 1).

[ FIGURE ]

the pasted drawing is to be anchored “to the character”

and have a Figure style.

Figure 1. Figure title - menu References → Insert Caption → select Figure (below the figure)

Source: (Name 2024, p. 124) format APA7, text style: Source.

Rules regarding figures:

* provide a source for the figure,
* all the figures should be included in the article text,
* **every figure should be additionally sent in a separate file in an editable format** (ai, eps, pdf, ps, xls),
* Excel charts should be inserted as objects so they allow style modifications,
* please make sure that you have permission to use figures of other authors.

## Formulas

**Formulas** should be inserted into lines with the Formula style. This allows them to be easily formatted in the following layout: tab → formula → tab → formula number. There is no need to use multiple spaces. The formula number should be added manually.

 Formula (style Normal, tabs before and after) (1)

Articles with a large number of formulae should be prepared as follows:

* single-level ones should be typed out using the keyboard,
* complex, multi-level formulae should be embedded using a formula editor, such as MathType.

References

Please add references using APA7 style (see: https://apastyle.apa.org/style-grammar-guidelines/references/examples). Please consider using bibliography managers, like free Zotero (see: https://zotero.org/)—style Bibliography.

1. Bold text has been used to highlight key requirements. Please **do not use bold** in the text of the article. [↑](#footnote-ref-1)