Template – ***Ovidius University Annals***

**Paper Title**

Author(s) First name(s) and Surname(s)

*Author(s) Affiliation(s)*

*Author(s) e-mail address*

**Abstract**

*All text must have no less than 4 pages and no more than 6 pages, and should be written only in English.*

*The text is to be in fully-justified, as in the present template (A4 page size, top, bottom, and right margins 2.5cm, left margin 3.0 cm) without pagination.*

*Use the word “Abstract” as title, in 12-point Times New Roman, boldface type, centered relative to the column, initially capitalized.*

*The abstract text is to be in 11-point, single-spaced type, italic. An abstract must not contain more than* **150 words***.*

**Key words:** papers must have no more than 5 key words

**J.E.L. classification:** papers must have the J.E.L. classification. This classification can be found at the following link: <http://www.aeaweb.org/journal/jel_class_system.php>.

Key words and J.E.L. classification is to be in 11-point, single-spaced type, justified, normal (please write only the JEL code, without further explanations).

**1. Introduction**

Please follow the steps outlined below when submitting your final draft. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts.

**2. Formatting your paper**

All printed material, including text, illustrations, and charts, must be kept within the paper margins as presented in this example (Top – 2.5 cm; Bottom – 2.5 cm, Left – 3 cm, Right – 2.5 cm). All body text is set in one column as in the present template.

The paper must comply with the structure agreed by the journal and is mandatory to contain: introduction, content (with chapters and subchapters designed/established by author(s)), conclusions and references.

**3. Paper’s title**

The main title should begin from the top edge of the page, centered, and in Times New Roman 14-point, boldface type.

**Capitalize the first letter of all the words in your title**, but do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Please initially capitalize only the first word in other titles, including section titles.

Leave two blank lines after the title.

**4. Author(s) first name(s), surname(s) and affiliation(s)**

Author first names, surnames and affiliations are to be centered beneath the title and printed in Times New Roman 12-point, non-boldface type. Multiple authors may be shown in a two or three-row format, with their affiliations below their respective names, and **without providing other didactic or scientific titles.**

Affiliations and e-mail addresses are centered below **each author name**, italicized, not bold and followed by two blank lines before main text.

**Affiliation must be written in English.**

**5. Main text**

Type your main text in 11-point Times New Roman, single-spaced.

All paragraphs should be indented at 0.5 cm from the left margin of the column. Please do not place any additional blank lines between paragraphs.

Figure and table captions will be included in the text, and their titles should be 10-point Times New Roman italicized and centered above the figures/tables. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately.

For example:

*Figure no. 1. Figure title* *(Times New Roman, 10 pts, italic, center)*

*Source (Times New Roman, 10 pts, italic)*: (Stevenson, 2004, 25) (Times New Roman, 10 pts.)

 or

*Table no. 1 Table title (Times New Roman, 10 pts, italic, center)*

|  |  |  |
| --- | --- | --- |
| **Column 1 title (Times New Roman, 10 pts., bold, centered)** | **Column 2 title** | **Column 3 title** |
| Text Times New Roman, 10 pts. |  |  |
|  |  |  |

*Source (Times New Roman, 10 pts, italic)*: (Stevenson, 2004, 25) (Times New Roman, 10 pts.)

Under each figure, graph or table **is to be written the source of the information.**

**6. Section titles**

Section titles should be Times New Roman 11-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

**7. Footnotes**

To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text, within parentheses.

**8. Bulleted lists examples**

* Bulleted lists examples should be Times New Roman 11 point fully aligned, single spaced, hanging indent 0.5 cm.

**9. References**

References to other publications must be in Harvard style (<http://libweb.anglia.ac.uk/referencing/harvard.htm>). That is, shown within the text as the first author's name followed by a *comma, year of publication* and *the quoted page number* - all in round brackets, e.g. (Levine, 2007, p.23). If there are more authors, the following format is used: (Frankel *et al*, 2001, p.236). Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date: (Stiglitz, 1966a, p. 256).

At the end of the article list and number all references in alphabetical order as follows (10-point Times New Roman, single-spaced):

* *For books*: Author, Initials., Year. *Title of book.* Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

E.g. Ballou, R.H., 1992, *Business Logistics Management*. 3rd Edition. Eaglewood Cliffs: Prentice-Hall International Editions.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis.* 3rd ed. Bloomington: Indiana University Press.

* *For chapters of edited books:* Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by **In**: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

E.g. Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research.* Sheffield: CRUS, pp.44-68.

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health.* Oxford: Oxford University Press. Ch.2.

* *For journals*: Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

E.g. Boughton, J.M., 2002. The Bretton Woods proposal: an brief look. *Political Science Quarterly*, 42(6), p.564.

Cox, C., 2002. What health care assistants know about clean hands. *Nursing today*, Spring Issue, pp.647-85.

Perry, C., 2001. What health care assistants know about clean hands. *Nursing Times*, 97(22), pp.63-64.

* *Multiple works by the same author:* The works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.

Author, Initials., Year followed by letter. *Title of book*. Place: Publisher.

E.g. Soros, G., 1966a. *The road to serfdom.* Chicago: University of Chicago Press.
Soros, G., 1966b. *Beyond the road to serfdom.* Chicago: University of Chicago Press.

* *For Internet sources*: Authors, Initials., Year. Title of article, *Full Title of Magazine,* [online]. Available at: web address (quote the exact URL for the article) [Accessed date].

E.g. Kipper, D. , 2008. Japan’s new dawn, *Popular Science and Technology,* [online] Available at:<http://www.popsci.com/popsci37b144110vgn/html> [Accessed 22 June 2009].

NHS Evidence, 2003. *National Library of Guidelines.* [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009 ]

Boots Group Plc., 2003. *Corporate social responsibility.* [online] Boots Group Plc. Available at: <http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level 2id=0> [Accessed 23 July 2005].
Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders.* [online] Champaign, Illinois: Project Gutenberg. Available at: <http://www.gutenberg.org/etext/370> [Accessed 18 November 2005].

**10. Submission of the paper**

The paper must be sent in Word and Acrobat Reader format document and will have the title with the following form: **surnameauthor\_firstnameauthor.doc/pdf**, where the surname and the first name will be **of the first author of the paper**.