



Center for Intercultural
Studies and Research
Faculty of Philosophy Skopje



PAPER TITLE (Calibri, all caps, 12pt, bold, centered)

First author's name and surname, academic title¹ (12 pt, Calibri, Bold, Centered)

Footnote: Affiliation, country, e-mail

Second author's name and surname, academic title² (12 pt, Calibri, Bold, Centered)

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Abstract: The abstract should contain at least 200 words and at most 300 words. It should clearly summarize the paper and present the objectives of the research. (Font: Calibri, italic, 10pt; Paragraph: Alignment: justified, Indentation: left, right:1cm, Special: none, Line spacing: single).

Keywords: List 3-5 keywords or key phrases, separated by commas (Font: Calibri, italic, 10pt).

Introduction (bold, 11pt, centered)

These guidelines outline the manner in which the manuscripts should be prepared for the Conference Proceedings. The paper should be formatted according to the design of the Template guidelines.

All papers should be written in English. The paper should be 6-10 pages in length and include text (Introduction, Main text, Conclusion), illustrations, tables, references and other. The paper should be formatted according to the following specifications: Page Layout – Page Setup - Margins - Top, Bottom: 5cm, left, right - 4cm, header, footer - 4.3cm; Paper size: A4; Font: Calibri (latin).

All subheadings must be numbered in Arabic numerals in order of appearance. Author(s) should not use more than three levels of headings. Follow the instructions for formatting:

1. The subtitle of the first level (bold, lowercase letters, 11 pt)

1.1. The subtitle of the second level (italic, lowercase letters, 11 pt)

1.1.1. The subtitle of the third level (bold, italic, lowercase letters, 10 pt)

¹ Affiliation, country, e-mail

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The body of the text should be in Calibri 10pt. The paper should be formatted according to the following features: Paragraph - Indents and spacing: Indentation: Left, Right 0; Special: First line: 1 cm; Spacing: Before 6pt, After 0pt; Line spacing: Single.

Citations in the text should be given in brackets, stating the author's surname, year of publication and, possibly, pages, if it is a direct quote.

If a publication has two authors, cite the surnames of both authors, and if there are more than two authors, only the surname of the first author should be mentioned followed by the abbreviation et al. Example: (Kelley & Chang, 2007) or (Hughes et al., 2004)

When the author's surname is mentioned in the text, the surname must be followed by the year of publication, given in parentheses: Example: ... according to Fisher (1933)

In other cases, the surname and the year are in parentheses: Example: (Fisher, 1933)

The page number should be given if quoting a specific text (the original text should be given as in the original, i.e. in extensor) or when a reflection on the main conclusions is not done, but the concrete idea or argument: Example: (Fisher, 1933 p. 58).

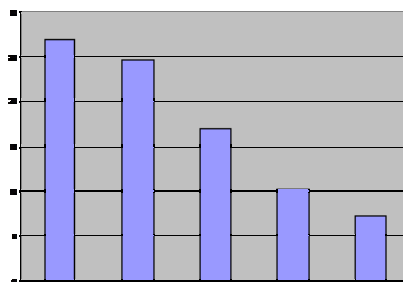
In fact, the quote must be clearly distinguished from the rest of the text by using quotation marks ("text") at the beginning and end of quote.

If there are any equations in the text, Microsoft Equation Editor must be used. The numeration should appear to the right of a given equation, as in the example:

$$y_{ijk} = \mu + a_i + b_j + ab_{ij} + e_{ijk}, \quad (1)$$

If there are illustrations or figures in the text, illustration/figure captions should be centered and typed in Calibri 10pt bold, above each illustration/figure. You should name the source below the caption text. Illustrations and figures should not appear in text boxes.

Illustration/figure caption: Calibri, Bold, 10pt



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Tables should be set by using solely the option Insert Table. Tables should be numbered consecutively and referred to in the text by their numbers. The source should be specified below the table. The text inside the table should be in Calibri 9pt font type.

Table 1. Table caption: Calibri, Bold, 10 pt

Paper Title

Text of a table:	Calibri	9pt

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Footnotes should be used in exceptional cases in order to clarify certain terms or parts of the manuscript, but not as a substitute for a list of references (References, Insert Footnote). Always use footnotes instead of endnotes. Footnotes should be written in Calibri (Latin) - 9pt.

3. Conclusion (bold, 11pt, centered)

Main results, findings and future research should be presented. Use Calibri, 10 pt.

References

References should not be listed in the footnotes!

Calls to the literature (citations) in the text must match exactly with the list of references. More specifically, each reference cited in the manuscript has to be present in the list of references, and vice versa. References in the list should be ranked in alphabetical order (by the surname of the first author) and not numbered.

If the same author(s) is listed two or more times, you first need to specify an earlier publication. If the same author(s) is stated on several occasions with works published in the same year, the year of publication should be indicated by a suffix (a, b, and so on), by adding it after the year, eg (2010a). Reference published in the same year by the same author should be lined up in alphabetical order, bearing in mind the title of the publication.

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Model: Surname, name initial(s). (year of publication). Book title. Place of publication: Name of publisher.

Example: O'Hara, M. (2004). Market microstructure theory. Cambridge: Blackwell Publishers.

Proceedings with the named editors:

Model: Surname, initials. (Eds.) (year). Book title. Place of publication: Name of publisher.

Example: Bisignano, J. & Hunter, W. (Eds.) (2000). Global financial crises: Lessons from recent events. Boston: Kluwer Academic Publishers.

Paper (section) in the proceedings or other collective publication:

First author's name and surname, second author's name and surname

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Example: McKinnon, R. (2000). Limiting moral hazard and reducing risk in international capital flows: The choice of an exchange rate regime. In: Bisignano, J. & Hunter, W. (Eds.), *Global financial crises: Lessons from recent events* (pp. 159-176). Boston: Kluwer Academic Publishers.

Book (publication) in which the institution is listed as an author:

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Example: OECD (2013). *OECD Economic Surveys: China 2013*. Paris: OECD Publishing.

Paper in the journal:

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Example: Frenkel, J. & A. Levich, R. M. (1975). Covered interest arbitrage: Unexploited profits? *Journal of Political Economy*, 83 (2), 325-338.

Document or database from the Internet, private or official website:

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Example: Jelašić, R. (2010). Ključne determinante kretanja cena u Srbiji: Empirijski pregled devet godina tranzicije, Retrieved from:

http://www.nbs.rs/internet/latinica/15/konferencije_guvernera/prilozi/20100309_kopaonik.pdf, Accessed on 15 August 2012.

Publications published in other languages or written non-Latin scripts:

Publication title or paper in other languages, but in the Latin script, should be left in the original language. If a title is originally in non-Latin alphabet it may be noted in the original or the Latin script, in which the author may, but need not, specify the translation of the title into English.

Example 1: Schmidt, G., Allouche, J., Bardelli, P. & Beaujolin-Bellet, R. (2012). Restructurations d'entreprises. *Revue française de gestion*, 38 (220), 73-74.

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