

Notes for Contributors_2015

Faculty of International Business and Economics (FIBE) Working Papers

1. The FIBE Working Paper series contain publications of FIBE faculty and Ph.D. candidates. The Ph.D. candidates papers have to be supported by their respective supervisors prior to the submission: fibe_wp@fnc.ue.poznan.pl
2. Papers should contain current work in progress. The final version of the paper can still be submitted to a journal.
3. **Manuscripts** submitted for publication in the FIBE Working Papers should be written in English and submitted in a Microsoft Word format. The format of the title page is described in an attached separate document.
4. The *manuscripts* should be written in TNR 12 with one and a half space and only left-band justified. Pages should be numbered (TNR 11). For other details see: <http://www.ebr.ue.poznan.pl/index.php/en/notes-for-contributors>
5. The *manuscripts* should have an **Abstract** of the article of not more than 200 words, **keywords** and the **Journal of Economic Literature classification**.
6. Both the **Abstract** and **Introduction** should have information about the aim of the paper. **Introduction** additionally has to refer to methodology and paper results. Introduction should also contain a short description of the contents of the paper.
7. The paper should be divided into **numbered sections**. Use Arabic numerals.
8. The paper typically should have the following **sections**: review of the literature, methodology, data description, results and discussion and finally conclusions.
9. Sections are divided into **paragraphs**; each paragraph needs to have at least three sentences.
10. **Acknowledgements** and **references to grants**, etc. should appear as footnotes to the author's name* and should not be included in the main list of footnotes.
11. **Footnotes** should be listed consecutively throughout the text with superscript Arabic numerals.
12. Each **table**, **figure** and **chart** should be numbered and signaled in the text beforehand in brackets (e.g. Table 1). **References to tables, figures and charts** should invoke their particular numbers, e.g. see Table 1, or ... as it is shown in Figure 6... Lack of references to tables, figures, etc. might mean that in a particular paper they are useless. (see the Example)

13. **Quoted passages** of more than 40 words should be set off from the text by indenting the left-band margins four spaces, as a block quotation.
14. Do not cross reference to page numbers. **Cross references** should refer to a section number: e.g.: (see Section 1.4).
15. **In the text a reference** should be indicated by the author's name and date of publication and the page number where appropriate, e.g. Atkinson [2015: 129], Blinder [1998: 40], Hicks [1965a], Hicks [1965b], Krugman and Obstfeld [2000].
16. References should be listed in **Bibliography** at the end of the article according to the style in the following examples:

Atkinson, A.B., 2015, *Inequality. What can be done?* Harvard University Press, Cambridge.

Blinder, A.S., 1998, *Central banking in theory and practice*, The MIT Press, Cambridge.

Kalecki, M., 1943, *Political aspects of full employment*, The Political Quarterly, vol. XIV, no. 4: 322-331.

Simon, H.A., 1976, *From substantive to procedural rationality*, in: Latsis S.J. (ed.), *Method and appraisal in economics*, Cambridge University Press, Cambridge.
17. Authors are responsible for the **careful checking** of the English of their papers and their editing format.