

## Paper Submission and Editing Instructions – a Guide for Authors

### General Requirements

The journal „*Economic Insights - Trends and Challenges*” (formerly: *Buletinul Universitatii Petrol-Gaze din Ploiesti, Seria Stiinte Economice/Petroleum-Gas University of Ploiesti Bulletin, Economic Sciences Series*) publishes scientific papers focused on the economic field and other related fields (interdisciplinary papers) that have not been and are not going to be published in any other magazines or volumes of scientific conferences.

“Economic Insights – Trends and Challenges” is an open access journal. The journal **does not** apply any article submission, processing and/or publishing charges/fees. Also, the journal **does not charge** any fee for accessing to its electronic archive.

The authors are totally responsible for the originality and authenticity of the manuscripts submitted for publication, as well as for the right of using the information included in the paper.

The authors submit the paper proposals to the following **e-mail** address: [bull-se@upg-ploiesti.ro](mailto:bull-se@upg-ploiesti.ro). After the double blind *peer review* procedure, the authors whose manuscripts fulfill the scientific standards as regards publication will be informed about paper acceptance. They will be asked to sign the contract concerning copyright, committing themselves to obey its claims, as well as the elaboration instructions included in this guide. The editorial board does not provide any explanations for rejecting the manuscripts that do not attain the standards included in this guide.

The papers must be transmitted in both English and Romanian language, in order to ensure the scientific review’s operativeness. The papers shall be published in English language. If the English translation is inappropriate, the publication’s Editor is not obliged to take the paper into consideration. In that case, the author (the representative one, for coauthoring situations) is given back the paper in order to remake the translation, in maximum 15 days.

The papers will be text-processed in Word 2003, 2007 or 2010. In case Word 2007 or 2010 is used, the document must be saved as compatible with 2003 version.

A paper may have no more than 4 (four) co-authors.

Authors cannot publish more than one article per issue, even if they are co-authors for at least one article.

**The general structure of the paper should be as follows** [[please use this template](#)]:

**Title of the paper** should not be longer than 2 lines according to the suggested format.

**Authors’ name and surname, their affiliation (institution name and address), e-mail address of one author**, as a representative of that institution.

**The abstract** of the paper should be written in English (8-10 lines, around 250 words) and it should provide information as regards the topic importance and value, and a brief outline of the research results.

**Key words** (3-5 words or phrases that represent the essence of the paper, in the decreasing order of their importance).

**JEL Classification** (for further details see [http://www.aeaweb.org/journal/jel\\_class\\_system.html](http://www.aeaweb.org/journal/jel_class_system.html)) consists in specifying the field(s) of interest the paper belongs to.

**The contents of the article** shall be structured as follows:

**Introduction** establishes the framework of the topic in close connection to the scientific field, drawing a brief outline of the current approaches in the field. It is emphasised the aim of the paper and the suggested claims and hypotheses, as well as the possible results of the research.

**The body of the paper** is structured in chapters and subchapters (without being numbered, no more than 3 heading levels), using the most appropriate style and specialised terminology. The approaches and methods shall be detailed; the results shall be clearly and concisely analysed highlighting their impact upon all relevant levels of study.

Acronyms shall be explained right after their first use in the text.

**Conclusions** consist in the review of the main issues of the paper, without reproducing the abstract. They assess the value of the paper or they can suggest guidelines for future research.

**References** shall be drafted according to the clear requirements presented below.

## Editing Guidelines

A paper shall be of no less than 8 pages and no more than 16 pages (preferably even), A4, single line spacing, Times New Roman 11pts., and the document \*.doc(x) shall bear the name of the author appointed as the representative of the institution.

**Page setup:** 30 mm – all margins; 20 mm – Header and Footer.

**Paper title** shall be TNR 18 Bold centered, 36 pts. Before and 18 pts. After and it is followed by **authors' name and surname** TNR 14 centered, 18 pts. After. The **institutions' name, addresses and the author's e-mail** should be inserted as TNR 10, Left, as in Figure 1 below.

**The abstract** is preceded by the title, i.e the word **Abstract** typed after 30 pts. below the authors' affiliation as TNR 14 Bold, Left. The Abstract contents should follow, as TNR 10 Italics, single line spacing.

**Key words** (TNR 11 pct. Bold) will include 3-5 words typed as TNR 10 Italics, 11 pts After.

**JEL Classification** (TNR 11 pct. Bold), followed by the relevant codes (TNR 10 Italics) of the domain(s) to which the paper belongs.

**The main text:**

**Headings (Level 1)** shall be typed as TNR 14 Bold Left; first heading after 40 pts below key words, 11 pts After.

**The text of the paper** shall be typed as TNR 11, justified, single line spacing, 6 pts After each paragraph; After the last paragraph of a chapter and the Level 1 Heading of the next chapter there should be 20 pts left.

**Subheadings 2** – TNR 12.5 Bold, Left (further details in the Figure).

**Subheadings 3** – TNR 11 Bold, Left (further details in the Figure).

**Illustrations** shall be 140 x 140 mm, by means of computerised techniques and then integrated within the text. Each illustration shall be numbered consecutively as **Fig. 1, Fig. 2** etc. (TNR 10 Bold) with caption TNR 10 normal. The source shall be mentioned below each illustration.

**Tables** inserted in the text shall be numbered consecutively and shall be accompanied by headings. The word **Table** and the number shall be placed above the table, TNR 10 Bold centred, followed by the heading TNR 10 normal. Table formatting shall be coherent for the paper as a whole. The source shall be mentioned below each table.

**Monetary symbols** should observe the English language requirements, using “.” For decimals separation and “,” for thousands separation (Example: 2500,34\$ shall be written as \$2,500.34).

**Formulas** shall be types TNR 11 normal, using exclusively the Word Equation Editor following the usual prescriptions as regards the style and dimensions for variables, functions, vectors etc. Each formula shall be centred and numbered in round brackets, right aligned.

**List of references** shall be placed in the end of the paper, in a numbered list (TNR 10 pts). Harvard style for references a mandatory requirement. Author-date references in the text of the document will be used, such as (Smith 1999). There will also be a list of references at the end of the document, arranged by authors' names and year of publication. For detailed and specific requirement, authors should consult [QuickHarvardGuide 2015](#) and [Harvard referencing 2015](#) or this [link](#).