

SAE Journal of Business Economics and Management Style Sheet

I General information

Authors are invited to follow this style sheet when drafting manuscripts for the SAE Journal of Business Economics and Management. Papers must be written in English. Oxford English or American spelling is acceptable, but it must be consistent throughout the manuscript. The page should include the full name and affiliation for each author. The name and surname should always be in its original form.

II Layout

PAPER TITLE IN ENGLISH (font size 18, bold, upper case)
Naslov rada na srpskom jeziku (font size 16, bold)

Petar Petrović (font size 12pt)

University of Belgrade, Faculty of Economics – Department of Business Economics and Management,
Belgrade

Abstract (Times New Roman, font size 13pt)

The title and the author's name are followed by a brief summary in English and Serbian in the Times New Roman, font size 10pt. An abstract should be from 100-250 words.

Key words: Authors are required to state the key words that best represent the main features of their paper. There should be no more than 10 words (font size 10pt, italic).

Sažetak

Posle naslova rada i imena autora sledi kratak sažetak na engleskom i srpskom jeziku u fontu Times New Roman, veličina fonta 10pt. Sažetak treba da ima od 100-250 reči.

Ključne reči: Autori bi trebalo da navedu ključne reči koje najbolje opisuju osnovnu tematiku njihovog rada. Broj ključnih reči ne bi trebalo da bude veći od 10 (font 10pt, italic).

Introduction

The paper is prepared in the Microsoft Word program, the format A4 (210x297mm), the Times New Roman, font size 11pt. Margins: top 2.5 cm, bottom, left and right 2 cm.

Indentation and Spacing: Indentation: Left 0pt, Right 0pt; Special: None, Spacing: Before 0pt, After 0pt, Line spacing: Single.

Headings and subheadings

In the text use font size 13pt for headings and 12pt for subheadings.

Quotations

Sources used in the text should be given in brackets with reference number of the source from the list of references, and pages, e.g. [9, p. 139].

Graphics

Figures and tables should be laid out at appropriate places in the text; the originals should be submitted as separate files (tables in Microsoft Word, graphics in Corel Draw, Adobe Illustrator, Visio, Excel). Figures should be submitted at the resolution of 300 dpi (jpg, eps or tiff). The following are unacceptable file formats: figures imported or copy-pasted into Word or PowerPoint, bmp, gif, png or low quality jpg files (downloaded from the Internet).

As far for the figures:

Grey scale mode is preferred. Figure backgrounds must be white. Grey backgrounds (or backgrounds of any other color) are not acceptable. Charts, graphs and diagrams should not use more than 5 shades of gray. Patterns are acceptable. Please send figures as you would like them to appear in print.

All figures and tables must be numbered.

Figure 1: GDP in CEE (font size 11)

Table 1: Government expenditures in transition economies (font size 11)

Titles and sources of figures and tables should not be within figures and tables.

Tables should have single line for outside frame, and single line for inside lines

Conclusion

Total length, including tables, figures, references, and notes should not exceed 15 pages.

References

Cited literature should typically include bibliographic resources, papers, and monographs and it should be presented in the form of references. This publication has adopted APA style of referencing, as it is one of the most frequent referencing styles in business and economics academic publications. Full references are arranged in alphabetical order, font size 10 pt. References should not be translated. Table 2 presents examples of references.

<i>Source type</i>	<i>Template</i>	<i>Reference examples</i>
<i>Entire book</i>	Author, A. A. (Year). <i>Title of book</i> . Location: Publisher. <i>Electronic book:</i> Author, A. A. (Year). <i>Title of book</i> . Retrieved from http://www.xxxxxxx	Murray, R. (2005). <i>Writing for academic journals</i> . Maidenhead: Open University Press. Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp
<i>Book chapter</i>	Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Location: Publisher.	Murphy, P. E., Lacznia, G. R., Bowie, N. E., & Klein, T. A. (2006). Ethical reasoning and marketing decisions. In P. E. Murphy & G. R. Lacznia (Eds.), <i>Marketing ethics: Cases and readings</i> (pp. 1-42). Upper Saddle River, NJ: Pearson Prentice Hall.
<i>Journal article</i>	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Periodical</i> , xx, pp-pp.	Yang, D. (2005). Culture matters to multinationals? intellectual property business. <i>Journal of World Business</i> , 40, 281-301.

<i>Proceedings of meetings and symposia</i>	Contributor. A. A., Contributor. B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), <i>Title of symposium</i> . Symposium conducted at the meeting of Organization Name, Location.	Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behavior</i> . Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.
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Biography and photography

Biography should contain about 800 characters, font size 10pt. Photography should be submitted in ID card or passport form, 80x50mm, CMYK (full color), at the resolution 300 dpi, jpg, eps or tiff.