

# AUTHOR GUIDELINES

SARAJEVO ISLAMIC FINANCE AND ECONOMICS CONFERENCE 2020

**02 October, Sarajevo**

## INSTRUCTIONS FOR AUTHORS

Manuscripts should be typed double-spaced, including references, and formatted for the A4 (21cm x 29.7cm) paper size. All submissions should preferably be in MS Word format using Times New Roman 12-point type and papers should be not more than ten thousand (10 000) words in total. Single spacing should not be used aside from tables and figures. Page numbers are to be placed in the upper right-hand corner of every page. A tab indent should begin each paragraph. Please allow the text to wrap, rather than placing a hard return after every line. Please refrain from using first person singular in the text. In the article, please be sure that acronyms, abbreviations, and jargon are defined, unless they are well-known. Quotes of 10 or more words must include page number(s) from the original source. Every citation must have a reference, and every reference must be cited. For any details of manuscript preparation not included in the following sections, see The Chicago Manual of Style.

## CONTENT OF THE MANUSCRIPT

The sections of the manuscript should be placed in the following order: title page, body, appendices, endnotes, reference list, tables, figures.

- Title Page - Title of paper, without author(s) name(s), and a brief abstract of no more than 150 words substantively summarizing the article. JEL classification code to facilitate electronic access to this manuscript should also be listed on this page.
  - Body - The text should have its major headings centred on the page and subheadings flush with the left margin. Major headings should use all uppercase letters; side subheadings should be typed in upper- and lowercase letters. Do not use footnotes in the body of the manuscript. If used, please place endnotes in a numbered list after the body of the text and before the reference list; however, avoid endnotes wherever possible because they interrupt the flow of the manuscript.
  - Tables and Figures - Each table or figure should be included in the text of manuscript where appropriate. The data in tables should be arranged so that columns of like materials read down, not across. Non-significant decimal places in tabular data should be omitted. The tables and figures should be numbered in Arabic numerals, followed by brief descriptive titles. Additional details should be footnoted under the table, not in the title. In the text, all illustrations and charts should be referred to as figures. Figures must be clean, crisp, black-and-white, camera-ready copies. Please avoid the use of gray-scale shading; use hatch marks, dots, or lines instead. Please be sure captions are included. Be sure to send final camera-ready, black-and-white versions of figures and, if possible, electronic files.
  - Index - The index for the manuscript needs to be submitted together with the final manuscript. Final page numbers will be assigned during the production process and final corrections can be made at proof stage. You can submit an index using one of the following options:
    - prepare it yourself
    - hire and pay for a freelance indexer to do so for you (we can supply you with a list of names)
    - use the index feature in Microsoft Word
  - References - References should be typed double-spaced in alphabetical order by author's last name.
  - Reference Citations within Text - Citations in the text should include the author's last name and year of publication enclosed in parentheses without punctuation, e.g., (Johnson 1999). If practical, the citation should be placed immediately before a punctuation mark. Otherwise, insert it in a logical sentence break. If a particular page, section, or equation is cited, it should be placed within the parentheses, e.g., (Johnson 1990, p. 15). For multiple authors, use the full, formal citation for up to three authors, but for four or more use the first author's name with "et al." For example, use (White and Smith 1977) and (Brown, Green, and Stone 1984). For more than three authors, use (Hunt et al. 1975), unless another work published in that year
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would also be identified as (Hunt et al. 1975); in that case, list all authors, e.g., (Hunt, Bent, Marks, and West 1975).

- Reference List Style - List references alphabetically, the principal author's surname first, followed by publication date. The reference list should be typed double-spaced, with a hanging indent, and on a separate page. Do not number references. Please see the reference examples below as well as reference lists in recent issues. Be sure that all titles cited in the text appear in the reference list and vice versa. Please provide translations for non-English titles in references, page ranges for articles and for book chapters, and provide all authors' and editors' names (not "et al.," unless it appears that way in the publication)

Journal article:

Smith, J. R. 2001. Reference style guidelines. *Journal of Guidelines* 4 (2): 2-7 [or 4:2-7].

Book:

Smith, J. R. 2001. Reference style guidelines. Thousand Oaks, CA: Sage.

Chapter in a book:

Smith, J. R. 2001. Be sure your disk matches the hard copy. In *Reference style guidelines*, edited by R. Brown, 155-62. Thousand Oaks, CA: Sage.

Editor of a book:

Smith, J. R., ed. 2001. Reference style guidelines. Thousand Oaks, CA: Sage.

Paper presented at a symposium or annual meeting:

Smith, J. R. 2001. A citation for every reference. and a reference for every citation. Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO, January.

Online:

Smith, J. R. 2001. Reference style guidelines. In MESH vocabulary file (database online). Bethesda, MD: National Library of Medicine. [http:// www.sagepub.com](http://www.sagepub.com) (accessed October 3, 2001).

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