

INSTRUCTIONS FOR AUTHORS

Only contributions meeting the following requirements can be considered:

1A) Original scientific articles based on own research, which contains all parts of a scientific article (introduction, theoretical solutions, objectives and methodology, results, discussion, conclusion),

or

1B) Overview essay (own scientific review), which is not based on original research, but has scientific value, the structure of a given article is not strictly specified;

2) The article is original and has not yet been published;

3) The author has the copyright including the permission to use it freely.

1 The structure of a contribution

The structure of a contribution for acceptance is binding, namely in the following form:

- Title of the contribution
- Name of the author and co-author(s) (without academic degree titles)
- Abstract
- Keywords
- JEL Classification
- Actual text of the contribution (shall correspond to the structure of a scientific article with following chapters: introduction, theoretical background/ Literature review, methodology, data description, results and discussion, conclusion)
- Acknowledgment (If any)
- List of references
- Contact Information (Name of author (s), no academic titles, Institution, Address of institution, Email, Skype/Zalo/Facebook/Line/... *(only for contacting))

2 Instructions for writing a contribution

2.1 General specifications

- **Paper Length:** Maximum size of the manuscript is 15 pages (format A4); between 3,000 and 8,000 words are preferred.
- **Text:** The paper must be written in **English, A4 paper, Times New Roman, Size 12pt, line spacing: 1.5 lines, After 0pt, before 0pt, justified.**
- **Margins:** The margins must be formatted to **0.98"** on all sides of the paper.

2.2 Title, Authors, Key words, Abstract, Main text

- **Title:** Times New Roman, Size 16, Single-space + After 10pt, CAPTIAL+Bold
- **Authors:** Times New Roman, Size 14, Single-space After 10pt, Bold, Center. The

authors' name should include first and last name of author.

- **Abstract:** does not exceed 300 words, summarizing your problems and findings. Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Purpose:** What are the reason(s) for writing the paper? What are the aims of the research?. Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Design/methodology/approach:** How are the objectives achieved? Include the main method(s) used for the research. What is the sample? What is the approach to the topic and what is the theoretical or subject scope of the paper?. Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Findings:** What was found in the course of the work? This will refer to analysis, discussion, or results. Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Research/practical implications:**What outcomes and implications for practice, applications and consequences are identified? What changes to practice should be made as a result of this research/paper? What are the suggestions for future research? Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Originality/value:** What is the original contribution and main added value of the paper? Times New Roman, Size 12, line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Keywords:** (from 3 to 5 keywords) Times New Roman, Size 12, Single-space + line spacing: 1.5 lines, After Opt, before Opt, justified.
- **Main text:** Times New Roman, 12 pt. , alignment in block, line spacing: 1.5 lines, After Opt, before Opt, justified.

2.3 Headings

Headings should be used with third level heading.

- Heading 1: Times New Roman; 14 pt.; CAPTIAL+Bold; for example, **FIRST-LEVEL HEADING**
- Heading 2: Times New Roman; 12 pt.; Bold; for example, **Second-level Heading**
- Heading 3: Times New Roman; 12 pt.; Italic, Bold; for example, ***Third-level Heading***

2.4 Tables and Figures

Table text: Size: Adjusted to fit page, Single-space

Name: Tab.1 and Fig. 1 for a figure and the source should follow.

2.5 JEL:

Details concerning this referencing about JEL code can be found at:

<https://www.aeaweb.org/econlit/jelCodes.php?view=jel>)

2.6 The list of references

The list of references should be complete and accurate. For each work shown in the list of references, which must be a reference in the text.

Citations in the text and the list of references should follow the referencing style used by the American Psychological Association. Details concerning this referencing style can be found at <http://www.library.cornell.edu/resrch/citmanage/apa>. Authors can also use citation machine at <http://citationmachine.net/>.

References should be arranged in alphabetical order and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letter “a”, “b”, “c”, etc., placed after the year of publication. Authors are required to complete the reference in a list of literature used with DOI (Digital Object Identifier) if it has been assigned to the publication. To search for the **DOI**, please visit: <http://www.crossref.org/guestquery/>.

2.7 Contact information

First and last name of author, no academic titles (Times New Roman, 12 pt., spacing 1.5)

Institution

Address of institution

Email

Skype/Zalo/Facebook/Line/...: this information is used to contacting purpose only

3 Procedure for the peer review

In the first phase, the contribution is evaluated by the editor. The evaluation is primarily aimed at meeting the following criteria:

- Are the theme and the character of the contribution in accordance with the overall topic of the conference?
- Does the formal treatment of the contribution meet the requirements of the prescribed formatting and the sequence of its individual parts?
- Are the language use and the style of the contribution adequate?
- Are citations and list of the used literature arranged properly and according to existing standards?

Based on editor’s positive review, the contribution proceeds to the peer review process. Editors have the right to reject contributions that do not meet the above criteria. The publication of a contribution must be recommended by at least two independent reviewers.

The evaluation mainly addresses the following criteria:

- Is the theme of the contribution relevant and of interest for specialized readers?
- Do the formulation of the title and the abstract correspond to the actual content of the

contribution?

- Are the goals of the contribution appropriately set out and clearly formulated?
- Is the theoretical argument of the contribution appropriate and suitably articulated?
- Are appropriate research methods employed for dealing with the issue?
- Are the main results and conclusions of the contribution clearly formulated?
- Does the contribution have a clear structure which corresponds to the established goals?
- Does the contribution contain appropriate critical views and opinions on the part of the author on the analyzed issue?
- Are the conclusions and results of the contribution valuable?