

The papers should be structured as follows:

- a) Title: Should be short and informative.
- b) Authors(s): The complete, unabbreviated names should be given along with the affiliation (institution), city, country and email address.
- c) Abstract: A brief abstract of 150–200 words must accompany each manuscript. It should contain some basic information of the paper: why the research was carried on, the results and their importance.
- d) Keywords: Authors should give 3–5 keywords immediately after the abstract.
- e) Introduction: Should include the aims of the study and results from previous notable studies.
- f) Methodology: Methodology of the study, together with the research methods and instruments used should be described clearly and briefly.
- g) Results and Discussion: This section may be separated into two parts. Unnecessary repetition should be avoided.
- h) Conclusions: The general results of the research are presented in this section.
- i) Acknowledgements: Should be as short as possible.
- j) References: Must be numbered in the paper, and listed in the order in which they appear.

Diagrams, Figures and Photographs should be constructed so as to be easy to understand and should be named „Figures“. The author should write their title and indicate where the figure should be placed in the article; however, please note that the figures themselves should be provided separately from the MS Word article, as .tif or .jpg files of at least 300 dpi, named as Figure no. ... (name of the figure). Figures should be referred to by numbers, and not by the expressions „below“ or „above“. The number of figures should be kept to minimum (maximum 10 figures per paper).

Tables should be numbered consecutively throughout the paper. Their titles must be given at the top of the tables. Their dimensions should correspond to the format of the Journal page. The tables should be placed immediately near (after or before) the reference that is being made to them in the text. Tables should be referred to by numbers, and not by the expressions „below“ or „above“. The measure units (expressed in International Measuring Systems) must be explicitly presented.

Formulas, Equations should be numbered by Arabic numbers in small parentheses, in order of appearance, and should be Centered. The literal part of formulas should be in Italics.

Footnotes are not allowed. If the reference is not in English, than the original title in the language of origin should be given, followed by the translation in English in round parentheses. Example: Managementul calitatii (In English: Quality Management)

References. Starting with Vol. 3, Issue 4, references should follow the Harvard referencing system (known as Author & Date system); the references should list recent literature also. References should be listed in alphabetical order, regardless of their order of appearance in the text of the article. Please follow closely the indications of *Harvard referencing systems* explained below.

Harvard Referencing Guide

What is referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment, can be found.

The basics

Harvard is known as the Author & Date system:

1. Citations in the text of your article should be made following the in-text guidelines given in the examples on the following pages.
2. A complete list of all the citations used in your text will need to be provided at the end of the article. This is called your reference list and needs to be presented in alphabetical author/originator order.

Italics & underlining

Only the title of the source of information should be italicized.

How to reference sources

Here are some examples of how to reference commonly used resources:

Type of resource	Format	Bibliography Example	In text example
Book (1 author)	Family/Surname, Initials. (Publication year in brackets) <i>Book title – italicised</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.	Neville, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2nd Ed. Maidenhead: Open University Press.	Neville (2010) argues that... “Quotation” (Neville, 2010, p. 76)
Book (2 to 3 authors)	Surname, Initials. Family/Surname, Initials. and Family/Surname, Initials. (Publication year in brackets) <i>Book title – italicised</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher	Bradbury, I., Boyle, J. and Morse, A. (2002) <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall. Note: Use either “and” or “&” between authors’ names as dictated by the book’s own presentation.	Bradbury, Boyle and Morse (2002)... As noted by Bradbury, Boyle and Morse (2002) “Quotation” (Bradbury, Boyle and Morse, 2002, p. 51)

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Type of resource	Format	Bibliography Example	In text example
Book (4 or more authors)	It is discretionary as to whether you list all authors and also whether you use 'et al.' or 'and others' as below: Family/Surname, Initials. et al. or and others. (Publication year in brackets) <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	Campbell, N. A. et al. (2008) <i>Biology</i> . 8 th Ed. London: Pearson.	(Campbell et al., 2008).... "Quotation" (Campbell et al., p.76)
Chapter in an edited book	Family/Surname, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: Family/Surname, Initials. of author or editor of book (ed.) or (eds.). <i>Book title - italicised</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher.	Marshall, W. A. (1975) The Child as a Mirror of his Brain's Development. In Sants, J. & Butcher, H. J. (eds.). <i>Development Psychology</i> . Aylesbury, Bucks: Hazell Watson & Viney Ltd.	As noted by Marshall "Quotation" (Marshall, 1975, p.76)
Journal article (printed)	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised</i> . Volume number (Part number/month in brackets). p. followed by the page numbers of the article.	Trefts, K. & Blacksee, S. (2000) Did you Hear the One about Boolean Operators? Incorporating comedy into the library induction. <i>Reference Services Review</i> . 28 (4). p.369-378.	Trefts and Blacksee (2000) argue that.... "Quotation" (Trefts and Blacksee, 2000, p. 376)
Corporate authors (groups, committees, companies)	Includes publications by Government departments, Committees: COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets) <i>Title of publication – in italics or underlined</i> . Place of publication: Publisher. (Report Number – if applicable in brackets).	GREAT BRITAIN. DEPARTMENT OF ENERGY. (1977) <i>Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility</i> . London: H. M.S. O. (Energy Papers 23)	The Great Britain Department of Energy (1977) concluded that... "Quotation" (Great Britain, Department of Energy, 1977, p.12)
E-Book	Family/Surname, Initials. (Publication year in brackets) <i>Book title - italicised</i> . [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from –	Sadler, P. (2003) <i>Strategic Management</i> . [Online] Sterling, VA Kogan Page. Available from: http://www.netlibrary.com/reader/ . [Accessed: 6 th May	Sadler (2003) argues that.....

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	URL. [Accessed: date].	2012].	"Quotation" (Sadler, 2003, p.18)
Films [DVD], [VHS], [Blu-ray Disc]	<i>Title - in italics.</i> (Year of distribution in brackets) Material type. Directed by – name of director(s). [Format of source in square brackets] Place of distribution: Distribution company.	<i>Chicken Run.</i> (2000) Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution. <i>Requiem for a Dream.</i> (2000) Film. Directed by Darren Aronofsky. [DVD] UK: Momentum Pictures.	If you refer to a film in the body of your work, the title will need to be placed in italics: ...the animation movement (<i>Chicken Run</i> , 2000) ...this is highlighted by Harry's character in the film <i>Requiem for a Dream</i> (2000).
Type of resource	Format	Bibliography Example	In text example
Newspaper (online)	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. <i>Title of Newspaper - italicised.</i> [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].	Randerson, J. (2008) Researchers find Fish that can Count up to Four. <i>The Guardian</i> . [Online] 26 th February. p.14. Available from: http://theguardian.co.uk . [Accessed: 22 nd May 2012].	Randerson (2008) argues that... "Quotation" (Randerson, 2008, p.14)
Website	Author of website Family/Surname, Initials or WEBSITE name if no author is available. (Year - in brackets) <i>Title of website in italics or underlined.</i> Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].	BBC NEWS. (2008) <i>Factory Gloom Worst since 1980.</i> [Online] Available from: http://news.bbc.co.uk/1/hi/business/7681569.stm . [Accessed: 19 th June 2012].	...as reported by the BBC (2008) "Quotation" (BBC, 2008)
Conference article	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. <i>Proceedings: Title of Conference -</i>	Stalberg, C.E. (1994) The Intelligent City and Emergency m	Stalberg (1994) argues that.... "Quotation"

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(print)	<i>italicised</i> . City. Date (Month, period). Volume number. p. followed by the page numbers of the article.	Management in the 21 st Century. <i>Proceedings: The International Emergency Management and Engineering Conference</i> . Barcelona. April 18-21. 2. p.56-62.	(Stalberg, 1994, p. 56)
Conference article (online)	Author(s) of article's Family/Surname, Initials. (Publication year in brackets) Title of article. <i>Proceedings: Title of Conference - italicised</i> . [Online in square brackets] City. Date (Month, period). p. followed by the page numbers of the article. Name of Database the article is from if appropriate. Available from: URL. [Accessed: followed by the date in square brackets].	Olkiewicz, M. (2015) Knowledge management as a determinant of innovation in enterprises <i>Proceedings: The 9th International Management Conference</i> . [Online] Bucharest. November 5-6. p.399-409. Available from: http://conferinta.management.ase.ro/archives/2015/index.html . [Accessed: January 2016].	Olkiewicz (2015) argues that.... "Quotation" (Olkiewicz, 2015, p. 399)