

GUIDELINES ON PREPARATION OF PAPERS

- The manuscript must be in English and should be written in Word for Windows v. 6.0 (or later) format
- The first page of the manuscript should contain the following information:
 - the title (should be typed in Times New Roman 16, bold, font),
 - the name(s) and institutional affiliation(s) of the author(s) (Times New Roman, 11, regular),
 - an abstract (Times New Roman, 10, italic),
 - a short list of keywords (Times New Roman, 10, italic).
- Illustrations will be reproduced photographically from originals supplied by the author; they **will not redrawn** by the publisher.
- Allow 3,35 cm margins on top and bottom, and 1,85 cm on left and right sides.
- Papers should be typed in Times New Roman 12 font, with following paragraph parameters:
 - Spacing:
 - Before: 0
 - After: 0
 - Line Spacing:
 - Single
 - Alignment:
 - Justified
 - Indentation:
 - Left: 0
 - Right: 0
 - Special: 0.
 - Style
 - Normal (**not Title, Heading1, Heading2,....,BodyText, etc!!!**)
- Section headings should be in **bold** with Leading Capitals on Main Words. Sub-section headings should be in *italics*, with Leading Capitals on Main Words.
- Mathematical expressions should be numbered on the right side, while all variables and parameters must be defined.
- References to the literature should be indicated by arabic numerals enclosed in square brackets. Specific identification of the applicable parts of the reference, e.g. page numbers, may be included within the brackets.
- The reference list should be in alphabetical order, according to the following styles:

[4] Mintzberg, H, Quin, J.B., Voyer, J. (1995) *The Strategy Process*, Englewood Cliffs, N.Y.: Prentice Hall.