

# Folia Oeconomica Stetinensia – Paper Writing Guide

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## Introduction

*Folia Oeconomica Stetinensia (FOS)* publishes research results in all economic fields. The aim of this journal is to become the source of high quality research related to finance, macroeconomics, microeconomics, econometrics and other fields of economics. The language of the journal is English. FOS publishes research and review articles in electronic and paper version. The primary mission of FOS is to assist European researchers in communicating their achievements to the global scientific community, nevertheless, contributions from other regions of the world are by no means excluded. We assist researchers to polish up the language of submitted articles. All authors receive very fast and comprehensive double-blind peer-review. The journal does not have article processing charges (APCs) nor article submission charges. All manuscripts are checked by the Cross Check service – the world premier plagiarism detection tool.

## Manuscripts preferred for publication in FOS are those which:

1. Contain original work - which is not published elsewhere in any medium by the authors or anyone else and is not under consideration for publication in any other medium. This restriction does not apply to review articles.
2. Are focused on the core aims and scope of the journal - FOS is a scientific journal publishing fundamental research results from all fields of economics, finance and econometrics.
3. Are clearly and correctly written - should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner, and be readable for a wide audience of economists.
4. Are delivered in electronic format to the *Folia Oeconomica Stetinensia* e-mail address: [fos@usz.edu.pl](mailto:fos@usz.edu.pl). Please comply with maximum volume of manuscript up to approx. 16 pages).

## Ghostwriting, guest authorship and financial disclosure:

1. Author(s) have to inform potential readers if some part of the manuscript or other contribution like help in method creation/assessment, discussion about the research idea or data processing reflects a contribution of other persons not mentioned by name as authors of the given paper (ghostwriting).
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3. Any financial contribution of some institution to the paper creation should be pointed out (financial disclosure).
4. All above kinds of information should be placed into acknowledgments at the end of the paper. In case of discovering any incorrectness Editor-in-chief will inform all eligible parties.

## How to prepare your paper

Please read these instructions carefully. If you have any questions, please contact the Deputy Editor (Krzysztof Dmytrów via the FOS e-mail address: [fos@usz.edu.pl](mailto:fos@usz.edu.pl)).

### 1. Paper elements:

1. title page with:
  - 1.1. title (short title)
  - 1.2. name(s) of author(s)
  - 1.3. name and address of workplace(s)
  - 1.4. personal e-mail address(es)
2. abstract
3. keywords and JEL numbers
4. text
5. reference lists

Each of these elements is detailed below

#### 1.1. Title (short title)

We suggest the title should be relatively short but informative. If a long title is necessary, please prepare an optional short title.

#### 1.2. Name(s) of author(s)

A list of all authors of the paper should be prepared. We need full first name, initial(s) for middle name(s) and full last name.

#### 1.3. Name and address of workplace(s)

Authors' affiliations should be indicated in this section. Either endnote or footnote (endnote recommended) can be used to present additional information (for example: permanent, adequate postal addresses).

#### 1.4. Personal e-mail address(es)

At least one e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

## 2. Abstract



#### Tables (max. width - 125 mm, max. height – 170 mm)

Authors should use tables only to achieve concise presentation, or where the information cannot be given satisfactorily in other ways. Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible.

#### Figures (max. width - 125 mm, max. height – 170 mm)

Authors may use diagrams to illustrate theses from their text. The figures should be clear, easy to read and of good quality. Styles and fonts should match those in the main body of the article. All figures must be mentioned in the text in consecutive order and be numbered with Arabic numerals. We accept only figures made directly in Word using Microsoft Graph or made in Corel Draw (Excel) format (in the both latter cases authors should deliver also an original source file)

#### Schemes (max. width - 125 mm, max. height – 170 mm)

By schemes we understand sequences of reactions. They should have brief titles describing their contents. Schemes should be numbered with Arabic numerals. We accept only schemes made directly in Word using Microsoft Graph Editor or made in Corel Draw (Excel) format (in the both latter cases authors should deliver also an original source file)

#### Pictures (max. width - 125 mm, max. height – 170 mm)

Resolution 300 dpi, \*.tif format

#### Scanned graphs, schemes

Black and white, resolution 600-1200 dpi, \*.tif or \*.jpg formats

#### Formulas

Please use the built-in equation editor in versions of MS Word 2007 and newer.

Authors should indicate precisely in the main text where table/figures/schemes should be inserted, if these elements are given at the end in the original version of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end.

#### English language

Folia Oeconomica Stetinensia is published only in English. Make sure that your manuscripts are clearly and grammatically written. Please note that authors who are not native speakers of English can be provided with help in rewriting their contribution in correct English. Try to prepare your manuscript in an easily readable style; this will help avoid severe misunderstandings which might lead to rejection of the paper.

### **5. Reference list/citations**

If the article/book has DOI number, the author should include it in the references. DOIs are very easy to find. Most publishers, if they have them, place them at the top of the article front page. Please keep in mind that the DOI number will automatically make the active link!

All data in the reference must be correct. Most common errors are incorrect abbreviations of journal titles or wrong navigation data (like volume number or article pages) of the cited article.

Authors should provide complete, correct and properly structured references, as instructed by the editors. **We strongly encourage to cite at least five publications indexed in Scopus and Web of Science databases.**

Please use only Roman alphabet in the references.

A complete reference should give the reader enough information to find the relevant article. Please pay particular attention to spelling, capitalization and punctuation here. Completeness of references is the responsibility of the authors.

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**Please use the APA citation style for citations/references. Please find the complete guide in the file “APA Citation Style Guide”.**

### **Submission formats**

Manuscripts for FOS should be submitted in the MS Word (2007 or higher) file (.docx).

### **Supplementary data**

Authors can also submit any data files and additional figures in attachments. These elements can be submitted in any of the usual formats (PDF, MS Word, TeX, GIF, TIFF, etc.). It is possible that we may not be able to open your data files. To prevent

any misunderstandings, we request that authors submit a text file (instruction.txt) containing brief instructions on how to use the attached files.

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