University of Economics in Katowice

Journal of Economics and Management

e-ISSN 2719-9975 ISSN 1732-1948

sciendo

Instructions for Authors

General

JEM publishes original high-quality papers that contribute to conceptual, theoretical, and empirical research development. Papers range from empirical studies with practical application to examinations of theoretical and methodological issues, and reviews of the literature in economics, management, and finance.

The papers are open-access and free of charge. Authors are not charged any publication fee.

JEM provides immediate open access to its content under the **Creative Commons BY-NC 4.0** license. Authors who publish with this journal retain all copyrights and agree to the terms of the above-mentioned CC BY-NC 4.0 license. That means that all papers of JEM may be used as long as their readers follow the license conditions, i.e.,

- BY – readers may adapt, remix, transform, and build upon the material when proper attribution to the original source is provided (Attribution).
- NC – readers may adapt, remix, transform, and build upon the material only for any non-commercial purposes (NonCommercial).

JEM's regulations and requirements are identified in the following documents:

- **JEM Publishing Procedure**;
- **JEM Instructions for Reviewers;**
- **JEM Publication Ethics Statement**;
- **JEM Paper Outline**;
- **JEM Template for SUBMISSION AND REVISION**;
- **JEM Template for ACCEPTED PAPERS ONLY**;
- **JEM Revisions Document**; and
- **JEM Declaration of Copyright**.

Dear Authors, take your time for reading **JEM Paper Outline** and the useful information below.

Papers that do not fulfill the criteria of JEM and do not follow the **JEM Template for SUBMISSION AND REVISION** file will not be accepted for **the publishing procedure.**

Types of Papers

JEM publishes **original scientific papers**, including **theoretical, conceptual, experimental, and empirical research**. Book reviews are also invited.

Requirements of Papers

Rules for Authors

1. By submitting a paper to JEM, the authors confirm that the research described in the paper complies with the **ethical standards** described in JEM Publication Ethics Statement.
2. Submitted papers **should be organized** following the criteria referred to in the paragraph below (Required structure of papers).
3. Submitted papers should be **written in American English**. Please note that spelling must be American, and it must be consistent throughout the text. However, the authors whose native language is not English are kindly requested to have their papers proofread by a native speaker.
4. Submitted papers should be **prepared under** the editorial and technical requirements described in **JEM Template for SUBMISSION AND REVISION** file. The paper must be written in this file.
5. Submissions are made **online via EditorialSystem** – see **Submit** tab.
6. Papers (including tables, figures, and appendices) should be sent as Word documents, *.DOC or *.DOCX format.
7. Figures should be sent in the editable form, in a separate file.

Multiple or concurrent submissions

1. Papers submitted for review, published, or accepted for publication elsewhere cannot be submitted to JEM.
2. Papers submitted for review, published, or accepted for publication in JEM cannot be submitted to other journals.
3. Papers previously presented at conferences will be considered for publication provided they have been rewritten (at least 50% of the content) and no conference proceedings have been published.

Required structure of papers

Papers submitted to JEM should **be divided into logical parts labeled as headlines** including:

- **Title** (preferably no more than 12 words);
- **Names and primary affiliations** of the authors, the author's ORCID iD, telephone numbers (for the editors' information, not printed), e-mail addresses, and full contact details for the corresponding author;
- **Abstract**: (1) Aim/purpose, (2) Design/methodology/approach, (3) Findings, (4) Research implications/limitations, (5) Originality/ value/contribution;
- **Keywords** (maximum 5 keywords indicating the content of the paper);
- **JEL Classification codes**;
- **Main body**: (1) Introduction, (2) Theoretical background (or Literature review), (3) Research methods and procedure, (4) Research findings and discussion, and (5) Conclusions;
- **Disclosure statement** to report no conflict of interest;
- **Funding** (if required;)
- **Acknowledgements** (if required);
- **References** in the **APA** style preferably no less than 40 and no more than 80 literature items); and
- **Appendix** (if required).

All tables, figures, pictures, and other graphics should be placed within the text.

Submitted papers should not exceed 40,000 characters with spaces.

Required ORCID iD for Each Author

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized (https://orcid.org/).

The main benefits of ORCID for Authors:

- ORCID iD makes it easier for you to claim ownership of a paper and for the scientific community to correctly attribute and reward authorship;
- all your publications are in one place;
- there is no more confusion with researchers with the same name; and
- Crossref's Auto Update refreshes your ORCID record when you submit papers with your ORCID iD.

Don't have your free ORCID iD yet? Don't hesitate. Get it here!

Submission Checklist

Submission of a paper implies that the paper has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any compensation claims.

Please:

1. Read the **Aims & Scope** tab to gain an overview and assess if your paper is suitable for JEM.
2. Read the **JEM Publishing Procedure** to know the stages of the publishing procedure.
3. Read the **JEM Publication Ethics Statement** and make sure that issues about publication ethics, research ethics, copyright, and authorship have been appropriately considered.
4. Read the **JEM Instructions for Reviewers** to know the paper evaluation criteria.
5. Read the **JEM Instructions for Authors** to write your paper by the JEM's requirements.
6. Use the **JEM Template for SUBMISSION AND REVISION** to prepare your new paper and submit it, and then submit its revised versions.
7. Use the **JEM Template for ACCEPTED PAPERS ONLY** for your initially accepted paper only.
8. Ensure that all authors have approved the content of the submitted manuscript.

Please **follow the hyperlink EditorialSystem** in **Submit** tab **to upload your paper** following the instructions given on the screen.

Author Responsibilities

Reporting standards

Authors reporting results of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, redundant or concurrent publication

An author should not generally publish manuscripts describing the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

Acknowledgment of sources

Proper acknowledgment of the work of others must always be given. Authors should also cite publications that have been influential in determining the nature of the reported work.

Authorship of a manuscript

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where others have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of the manuscript and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Hazards and human or animal subjects

If the work involves chemicals, procedures, or equipment that have any unusual hazards inherent in their use, the authors must identify these in the manuscript.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or their interpretation within the manuscript. All sources of financial support for the project should be disclosed.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in their published work, the author must promptly notify the journal's editor or publisher and cooperate with them to either retract the paper or publish an appropriate erratum.