

## Instruction for authors

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Articles which are to be published in *Managerial Economics* should be prepared according to the following guidelines.

Length of the paper should not exceed 22.000 characters (figures and tables included).

The running text of the body of the paper should be followed by figures and tables. In the main text the authors should indicate places where each table/figure should appear.

Title page should include a footnote, giving the author's affiliation.

Figures must be prepared in a form suitable for direct reproduction. Digital artwork at least 300 dpi resolution is accepted. Photographs, on glossy paper (9 by 13 cm or larger), should display sharp contrast. Figures, tables and photographs should be numbered according to their reference in text.

Illustrations should be edited in CorelDraw (\*.CDR), DrawPerfect (\*.WPG) or in any other vector graphics form e.g. HPGL, Encapsulated PostScript (\*.EPS), Computer Graphics Metafile \*.CGM) or bitmaps (\*.TIF, \*.PCX).

Mathematical equations within the text should be written in separate lines, numbered consecutively (numbers within round brackets) on the right-hand side. Greek characters must be written out clearly.

Summary (no more than 300 words, in English) and keywords should be submitted in separate file containing the name of the author, title of the paper with the heading "Summary".

Authors using Word are requested to employ, as far as possible, text form of mathematical symbols leaving graphic form for the equations longer than single line.

### Reference style

In general, the authors should use the Harvard style of referencing. References to literature within the text should be given in the form: the name of the author(s) and the year of publication (in parentheses), e.g. “Smith (1990) underlines...”, “As shown in Smith (1990)...”. In case of more than two authors of the cited publication the “et al.” shortcut should be used.

Lists of references should be written in alphabetical-chronological order, numbered and follow the rules:

- JOURNAL ARTICLE

Muller, V. (1994) ‘Trapped in the body: Transsexualism, the law, sexual identity’, *The Australian Feminist Law Journal*, vol. 3, August, pp. 103–107.

- BOOKS

*Book with one author*

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

*Book with two authors*

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

*Book with three or more authors*

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

*Book – second or later edition*

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

*Book by same author in the same year*

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin. Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

*Book with an editor*

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

*A chapter in a book*

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

- WORLD WIDE WEB PAGE

Young, C. (2001) English Heritage position statement on the Valletta Convention, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001].

- CONFERENCE PAPERS

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *In-front Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba*, pp. 143–48.

- NEWSPAPER ARTICLES

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

All the items cited in the main text, and no other items, must be placed in the list of references.

Authors should include 2-3 JEL codes with manuscript during submission. For more details on the JEL classification system CLICK: <http://www.aeaweb.org/econlit/jelCodes.php?view=jel>.

Information about the journal and the deadlines for submitting articles for next issues are presented at

<http://www.managerial.zarz.agh.edu.pl>

**IMPORTANT NOTE:** Instead the traditional e-mail-based procedure, the authors are encouraged to use the new Online Submission System that has just been activated.



## Double blind peer review procedure

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1. In order to assess a quality of submitted publication the Editorial Board consults at least two outside referees (not affiliated to any of the authors' institutions) which are recognized experts in the specific field.
2. At least one of the referees must represent a foreign institution (i.e. an institution located in other country than the home institution of each author).
3. The journal uses double blind peer review policy, i.e. neither the author nor the referee knows the identity of the other. In addition, each referee signs a declaration of no conflict of interests, whereby the conflict of interest is defined as a direct personal relationship (kinship to the second degree, legal relationships, marriage) or a professional scientific cooperation between the referee and the author which took place at least once in the past two years preceding the year of accepting the invitation to review.
4. Only written referee reports are considered (journal does not accept face-to-face or phone-call- based reports). Each report should clearly express the referee's final recommendation (i.e. whether the article should be accepted for publication, revised or rejected). The referees are kindly requested to fill the review form which can be found in "For reviewers" section. In general, the referees are asked to:
  - assess:
    - the scientific importance of the submission's topic,
    - the quality of research;
  - verify whether:
    - the Abstract is concise and informative,
    - the facts and interpretations are satisfactorily separated in the text,
    - the interpretations and conclusions follow from the data,
    - the length and structure of the paper is appropriate,
    - the paper can be shortened without loss of quality,

- all the tables and figures are necessary,
  - the diagrams and photographs are of good quality,
  - there are all essential figures that should be prepared,
  - all the references are exact,
  - the manuscript requires proof reading by native speaker,
  - there is sufficient attention given to previous research.
5. The names of the referees of particular articles are classified.
  6. Once a year the journal publishes the complete list of referees.