

IJMBS - International Journal of Multidisciplinarity in Business and Science

INSTRUCTIONS TO AUTHORS

International Journal of Multidisciplinarity in Business and Science (IJMBS) is a peer-reviewed academic journal published by M-SPHERE ASSOCIATION FOR PROMOTION OF MULTIDISCIPLINARITY IN SCIENCE AND BUSINESS. It publishes papers on any topic in the field of business and economic science with an accent on multidisciplinarity and/or interdisciplinarity touch.

A wide range of scientific papers such as literature reviews, conceptual papers, research papers, as well as those focusing on methodology development and case studies, will be considered for publishing. Furthermore, any professional papers and book reviews will also be considered for possible publication.

Only the papers that have not been published or with permission from another source for publishing in IJMBS will be considered for publishing. In addition, the author(s) will be held responsible for any breach of copyright.

GENERAL GUIDELINES

Papers can be submitted and published in Croatian and English with abstracts and key words (maximum 6 key words).

The journal is published twice a year (June and December). The papers must be submitted no later than April 1st for a possible publication in the June issue, and by October 1st for a possible publication in the December issue.

All the papers will undergo a peer review by at least two reviewers. Based on reviews, the editor may accept the paper, request that minor or major revisions and amendments be made, or reject the paper. Should major revisions and amendments be requested, the paper will be subjected to another review. IJMBS, as the official journal of M-SPHERE, owns all the copyright.

By submitting the papers, the authors automatically waive copyright in favor of IJMBS.

Editorial Board accepts papers presented in the following way:

- The paper should be written in Word for Windows.
- The title page must contain the paper title, author's name, academic title, author's present position, name of the institution where the author is employed, and author's email address. An e-mail address of a corresponding author should also be given on the title page.
- For it is assumed that the author(s) have a distance from their subject, the paper should be written in third person singular (body text as well as abstract).

- Articles (including abstract, graphics, and bibliography) should consist of no fewer than 2 500 and no more than 5 500 words.
- The paper should be formatted for print on 210X297 mm sheets. The font that may be used is Times New Roman, size 12 (except where the Guidelines state differently – for example when stating the source of graphics, etc.). Line spacing should be 1.5.
- Margins (left, right, top and bottom) should be 25 mm wide. The text needs to be justified to the margins both left and right.
- Pages numbers are to appear in the lower right corner, at the bottom of each page (footer), beginning with page number 1.
- The Abstract should be written in one paragraph. It should briefly provide the subject of the paper, methodology, the most important results of research, and main conclusions of the paper. The abstract should be 200 to 250 words in range. It comes after the title and has to be written in the third person in Croatian and English. If the paper is written in Croatian, the abstract presented at the end of the manuscript should be in English.
- After the Abstract and Key words section, the body text of the paper should be divided into chapters, beginning with an Introduction as a first chapter.
- If abbreviations are used, it is always necessary to specify a full name in the first mention. For example, the International Journal for Multidisciplinarity in Business and Science (IJMBS), etc.
- A reference list appears at the end of a paper and must include all sources consulted and cited in the text of a paper.

GRAPHICS

- Each table, graph, figure, and other types of graphics should have a heading.
- Headings are to be written above the graphics, in a font size 12, single line spacing (Table 3. Title).
- It should contain a designation of the type and the ordinal number of the respective type of graphics. Each is to be numbered separately, starting with 1 (Table 1., Picture 1., Graph 1., etc).
- Each graphics should also have a source stated in a font size 10, single line spacing in the caption below (Source: vwxyz).
- Tables, graphs, pictures and other graphics need to be placed in the text in the exact place. Exceptionally, “large” tables, graphs, figures, and other graphics could be placed at the text end of the document, after references. In that case, exact places where individual graphics need to be inserted are to be indicated in the text by a designation and the title.

REFERENCE CITATIONS IN TEXT

- Works by a single author:

a) The last name of the author and the year of publication are inserted in the text in parentheses at the appropriate point, e.g. „...high satisfaction with implemented CRM system (Plite, 2014, p. 46).“.

b) If the name of the author appears as part of the narrative, cite only missing information (year and/or page number) in parentheses, e.g. „Plite (2014, pp. 35-43) suggests...“.

- When a work has two authors, always cite both names every time the reference occurs in the text:

a) In parenthetical material cite the names, year of publication and/or page number, e.g. „...it is confirmed (Plite & Tores, 2014, p. 164)...“.

b) When authors names are part of narrative text, join the names with the word "and", e.g. „Plite and Tores (2014, pp. 164-165) argue that they found...“.

- When a work has three or more authors:

a) Cite all authors the first time the reference occurs and year of publication, e.g. „...managing reputation (Tores, Plite & Mare, 2013, p. 99)...“. Or if author's names are part of narrative text „Tores, Plite and Mare (2013, p. 99) argue...“.

b) In all subsequent citations, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication and/or page(s), e.g. „...managing reputation (Mare et al., 2011, p. 44)...“. Or if author's names are part of narrative text „Mare et al. (2011, p. 44) conclude ...“.

- Work which “author” is company/organization, company name (and year of publication) is usually written each time it appears in a text reference, e.g. (United Nations [UN], 2012, pp. 132-164). Next time when appears in-text citation, if the company name has an acronym, use only the acronym and year of publication, e.g. (UN, 2012).

REFERENCE LIST

Only the authors and works or websites that the author(s) refer to in the text and sources of the graphics, are to be cited in the Bibliography section. The information about the work contains the publisher, place, and year of publishing. It is listed in alphabetical order by author's family name beginning with ordinal number one, as follows:

- **Articles in journals**

a) Journal article

Montepare, J. M. (2009) Subjective age: toward a guiding lifespan framework. *International Journal of Behavioral Development*, 33(1), pp. 42–46. DOI: <https://doi.org/10.1177/0165025408095551>

b) Article from an Internet-only journal

Mahai, Z., Tores, H. (2014) Dilemmas surrounding information technology education in developing countries. *The Electronic Journal of Information System in Developing Countries*, 21(4), pp. 1-16. <http://www.ejisdc.org> (November 14, 2014).

- **Books**

Johnson, M. (2005) *The Cambridge Handbook of Age and Ageing*, Cambridge: Cambridge University Press

Nilsson, N. J. (2009) *The Quest for Artificial Intelligence: A History of Ideas and Achievements*. Cambridge: Cambridge University Press.

Hartley, P., Woods, A. & Pill, M. (eds.). (2005) *Enhancing teaching in higher education: New approaches to improving student learning*. [Online] London: Taylor & Francis Group. Available from: ProQuest Ebook Central. (February 3, 2021)

- **Chapter in edited book**

Randall, A. G., Druckman, D., Rozelle, R. M. & Baxter, J. C. (2006) Non-verbal behaviour as communication: approaches, issues and research. In: Hargie, O. (ed.) *The handbook of communication skills*. 3rd ed., London: Routledge, pp. 73-120.

- **Conference proceeding paper**

Game, A. (2001) Creative ways of being. In: Morss, J. R., Stephenson, N. & Rappard J. F. H. V. (eds.) *Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference*. Sydney: Springer, pp. 3-12.

- **Corporate Report**

European Commission (2018) Communication from the Commission to the European parliament, the European council, the council, the European economic and social committee and the Committee of the regions: Artificial Intelligence for Europe. SWD (2018) 137. [Online]. Brussels: European Commission. Available at: https://ec.europa.eu/knowledge4policy/publication/communication-artificial-intelligenceeurope_en. (May 8, 2020).

Bisias, D., Flood, M. D., Lo, A. W. & Valavanis, S. (2012) A Survey of Systemic Risk Analytics. U.S. Department of Treasury, Office of Financial Research. No. 0001. [Online]. DOI: <https://doi.org/10.2139/ssrn.1983602>. (September 10, 2020)

British Geological Survey. (2010) *Annual report 2010-2011*. [Online] [Accessed on April 24, 2012] <http://www.bgs.ac.uk/downloads/>

- **Thesis**

Bettman, J. R. (1969) Behavioral simulation models in marketing systems. PhD thesis. Ann Arbor: Yale University.

Vathsana, S. (2016) Determinants of foreign direct investment flows to Lao PDR. Master Thesis. Beppu, Ōita, Japan: Ritsumeikan Asia Pacific University.

- **Web site**

BBC News (2013) Book returned to Westminster Music Library 59 years late [online]. 4 September 2013. Available at: <https://www.bbc.com/news/uk-england-london-23956213>. (February 12, 2020)

- **Web article**

Rettberg, N. (2018) The worst of both worlds: Hybrid Open Access [online]. Available at: <https://www.openaire.eu/blogs/the-worst-of-both-worlds-hybrid-open-access>. (February 12, 2020)

- **Working paper**

Upper, C. (2007) *Using counterfactual simulations to assess the danger of contagion in interbank markets*. BIS Working Paper 234. Basel: Bank for International Settlements.

Gilpin, N., Henty, S., Lemos, M., Portes, J. & Bullen, C. (2006) *The impact of free movement of workers from Central and Eastern Europe on the UK labour market*. Department for Work and Pensions Working Paper no. 29. Norwich: HMSO. [Online] Available at: http://is.muni.cz/el/1456/jaro2006/PETPPZ/um/1293746/the_impact_of_free_movement_of_workers_from_CEEC_on_UK_labour_market.pdf. (February 21, 2021)

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Please, make sure to check your spelling, grammar, and punctuation errors.

ACKNOWLEDGMENTS

If you need to include funding information, please provide it after the Conclusion section of the paper.

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Please, send your paper (prepared according to the aforementioned authors' guidelines) at the e-mail address ijmbs@m-sphere.com.hr

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