

Financial and Economic Review – Submission Guidelines for Authors

Dear Authors,

The Financial and Economic Review (FER) is a proofread journal of social sciences, for the first issue of which we primarily expect to receive would-be publications from the areas of social sciences, including economics, financial management and organisational sciences, as well as their neighbouring disciplines. The categories of manuscripts for publication include: studies, essays, reviews, reports (on events involving the academic community). All contributions must be in English or Hungarian.

1. STEPS OF PUBLICATION

- 1.1. Prior to submission, please consult with our editorial recommendations (2) and legal terms and conditions (3)
- 1.2. Manuscripts should be submitted to the editor (FER) electronically, to the following e-mail address: szemle@hitelintezetiszemle.hu
- 1.3. FER will respond whether it can accept the manuscript within four weeks
- 1.4. Upon assessing the manuscript, FER will perform a double-blind review (for more detail, please see the Guidelines for Reviewers)
- 1.5. Prior to publication, a final copy of the manuscript in its intended published form will be sent to contributors for checking.

2. EDITORIAL RECOMMENDATIONS

- 2.1. A fundamental requirement for all contributions is correct grammar and language use. The average length of the articles is 1 sheet (40,000 characters including spaces). A maximum 25–50 per cent deviation is accepted. Authors are requested to use a brief, concise and expressive title.
- 2.2. In all cases, an abstract should be placed on the title page of the manuscript (800–1,000 characters) containing an overview of the main hypotheses and assertions of the paper. The abstract should also include Journal of Economics Literature (JEL) codes (http://www.aeaweb.org/jel/jel_class_system.php) and keywords, but it should exclude references.
- 2.3. The author's occupation (possibly including position) should be shown at the bottom of the title page, along with the author's affiliation, e-mail address, information regarding the preparation of the article and any acknowledgments. All footers should be set in italics, in font size 9.

Example: Béla Kovács is senior associate at the Research Centre for Economic and Regional Studies of the Institute of Economics, HAS. E-mail: bela.kovacs@krtk.mta.hu

- 2.4. To facilitate double-blind review, authors should submit two separate files to the editor. One of the files should be prepared in a way that does not reveal the author's identity (including on the title page).
- 2.5. Self-references should be limited to the minimum, with the source indicated in each case. Otherwise the suspicion of plagiarism may arise during the process of double-blind reviewing. Avoid the first person to refer to work the Authors have previously undertaken.
- 2.6. At the end of the article a list of references should be included, indicating the full name(s) of the author(s) (in case of foreign authors, first names should be indicated by first initials), the year of publication, the exact title of the publication, name of publisher and place of publication. In case of journals, the title of the journal should be added with the year, volume number, month of publication and page number (from–to). The names of the authors are followed by the year of the publication, both set in normal fonts, the latter in brackets, followed by a colon. The title is set in italics, all other text is normal.

Examples:

László Csaba [2006]: A fölemelkedő Európa. Akadémiai Kiadó Zrt, Budapest.

András Gömöri [2001]: Információ és interakció. Typotex Kiadó, Budapest.

*Habermalz, S. [2006]: More Detail on the Pattern of Returns to Educational Signals. *Southern Economic Journal*, Vol. 73, No. 1, pp. 125–135.*

*Éva Lukács [2002]: Ki fizeti a számlát? – A személyek szabad mozgása és az egészségügy kapcsolata az EU tagállamaiban. *Magyar Jog*, 12. évf., 8. szám, pp. 485–486.*

- 2.7. References should be justified with no line breaks. References in the text can be limited to surnames, years and page numbers. In case of direct quotations, the indication of page numbers is indispensable. References in the text should be in italics; page numbers should be separated from the year of publication by a colon, e.g. (Nagy, 2008:34), (Kiss, 2013); in case of more than one authors in the case of the first author: Szabó et al. (2012:4–6).
- 2.8. The References section may only include items referenced in the text and vice versa, all literature cited in the text should be included in the References section.
- 2.9. In the References section authors should be listed in alphabetic order.
- 2.10. Web based reference should contain the date of download as well.
- 2.11. The article should be edited in Calibri font, 10.5 font size. The first paragraph following the headings should begin at the left margin. Headings and sub-headings must be numbered. The title of the article and section headings must be boldface, while sub-headings should be italic, non-bold, left justified. Any highlighting should be indicated in italics.
- 2.12. Tables and charts must be numbered continuously throughout the entire article (numbering should not be re-started in new sub-sections or sub-paragraphs). Each table and chart must have a title, and the units of measurement of the values contained must be indicated. The title should be left justified above the table or the chart. Tables must be edited in Word or Excel. Copied or scanned charts or tables will be rejected as their quality will not be acceptable for printing. Due to space limitations, the number of charts

and tables in the article should be limited to 4 or 5. Notes and data sources should be inserted directly under the table or the chart, set in italics, font size 9, left justified.

Example:

Table 1 Household consumption and savings

Source: Kardos (2013:23)

2.13. Formulae must be edited in formulae editor. Formulae should be numbered continuously (i.e. the numbering should not be restarted in each sub-section).

Example:

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

2.14. Contributions should be submitted to the editor electronically (via e-mail) in Word format. A separate Excel file containing all charts and tables should be also attached. If the language of the contribution is in Hungarian, both English and Hungarian versions of the Excel file are needed.

3. LEGAL TERMS AND CONDITIONS

3.1. In consideration of its editorial objectives, FER will retain full discretion as to which articles meet the selection criteria for publication and will actually be published.

3.2. The publication will be made available to the public free of charge by the Financial and Economic Review and consequently, as a general rule, the Publisher of FER will not pay compensation to Authors. Authors explicitly waive their claims to compensation.

3.3. The Authors must be identified in their article, in any communication referring to their article, or in case their article is reproduced, cited or reviewed.

3.4. Authors grant FER an irrevocable licence to use the title of the article, and to publish the article or parts thereof in any printed form and in electronic format, including, but not limited to the use of the article on the internet. Authors grant the Publisher of FER a licence to reproduce, distribute or recast the article and translate it into any other languages.

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- 3.6. Authors will be free to use their article elsewhere.
- 3.7. Views expressed in contributors' articles do not necessarily reflect the views of FER or the Publisher of FER.
- 3.8. Authors guarantee that their contribution is their own personal and original intellectual property, and it does not constitute an infringement in any way of third parties' intellectual property rights which would impede or restrict the use of the contribution by the Publisher of FER.
- 3.9. Submission of an article implies consent by the Author to all the terms and conditions listed above.
- 3.10. Any issues not regulated herein shall be governed by the prevailing Hungarian legislation.

Thank you.

Editors of the Financial and Economic Review

Budapest, 4 November 2014