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Instructions for Preparation of Papers for *Acta Universitatis Sapientiae, Economics and Business Series*

First AUTHOR,¹ Second AUTHOR²

¹ Department of Economics, Faculty of Economics and Human Sciences, Sapientia Hungarian University of Transylvania, Miercurea Ciuc; e-mail: firstauthor@sapientia.ro

² Department of Business, Faculty of Business, Babeş–Bolyai University, Cluj-Napoca; e-mail: secondauthor@rdslink.ro

Abstract: The paper should be submitted in Word.doc format. The camera-ready journal will be prepared in .pdf format by the editors. An accurate formatting is required in order to reduce subsequent changes of aspect to a minimum. The paper should be prepared on A4 paper (210 x 297 mm), and it must contain an abstract not exceeding 150 words.

Keywords: max. 6 words; do not include words from title

Only papers written in English will be published in the journal (please use English spell-check).

The paper should be prepared in single-column format.

Acknowledgements should be placed after *Conclusions* or *Appendices* and before *References*.

Fonts: Times New Roman font is required. Please follow the font sizes specified in *Table 1*.

Table 1. *Type sizes and appearance*

Size in points	Times New Roman	Appearance
14	TITLE	bold, Title Case
12	Authors' Names	
11	Main Text	
9	Affiliations	
11	Equations	
12	Section title	bold
10	Table captions	
11	<i>Subheadings</i>	<i>italic</i>
9	Abstract	
10	Table, figure captions	
9	Footnotes, References	

Format: Please set all four margins to **25 mm** and left- and right-justify your text. Please separate paragraphs by blank lines and do not use indentation at the beginning of a paragraph.

Spacing: double. Titles, authors' names, authors' affiliation, section titles, figures, captions, tables, and equations should be centred and separated by blank lines.

Figures and Tables: Tables and graphs, if any, should be prepared in black and white, should be titled, numbered, and integrated in the main text.

Figure captions should be placed under figures as shown in *Fig. 1*. For figures, please use the same font type as in the body of the text.

Tables should be numbered. Table captions should be aligned left and placed above the table.

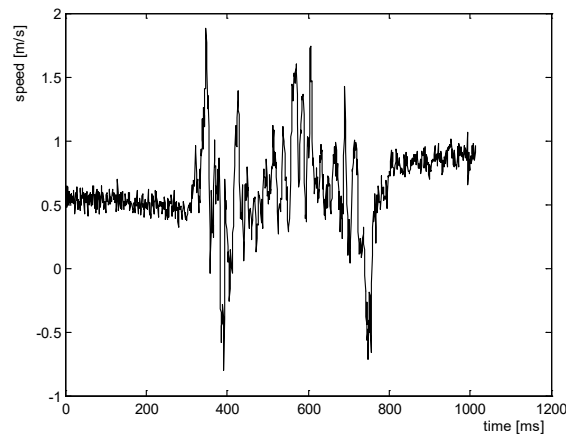


Figure 1. *Speed versus time*

Formulas: Displayed formulas should be centred and numbered. The numbers should be placed to the left of the formula:

$$(1) \quad y = \beta_1 + \beta_2 x_2 + \beta_3 x_3 + \varepsilon.$$

Variables denoted by Latin characters that appear in the main text should be typed in italics.

In-Text References: When citing references in the text, please put the corresponding authors' last name and the publication year in round brackets (Smith 1980); in the case of multiple authors and if exact page numbers are provided, proceed as follows: (Smith, Patel, and Johnson 1980: 124–132).

For preparing the list of references, please use the examples below.

Atkinson, Anthony C.; Donev, Alexander N. (1992). *Optimum experimental designs*. London: Oxford.
[for books]

Huber, Joel; Zwerina, Klaus. (1996). The importance of utility balance in efficient choice design. *Journal of Marketing Research* 33(6): 307–317. [for journal articles]

Schwartz, Norbert; Bohner, Gerd. (2000). The construction of attitudes. In: Tesser, A.; Schwartz, M. N. (eds.), *Blackwell handbook of social psychology: Intrapersonal processes*. Oxford: Blackwell. 224–262. [for book chapters]