**CHECKLIST OF TASKS BEFORE SUBMISSION**

**Formatting Rules**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Part of article** | **General rules** | **Style as can be seen** |
|[ ]  Title | Capitalise the Words according to the Rules of Capitalization | Title |
|[ ]  Author(s) | Authors names, separated by comma.If the affiliation is different should be numbering | Author**Author\_first\_name Author\_last\_name** |
|[ ]  Affiliation(s) | Contain Workplace Name and Address.Enter the same affiliation only once! | Affiliation |
|[ ]  Abstract title |  | Abstract\_title |
|[ ]  Abstract | Minimum 100, maximum 250 words which briefly describes the topic, the objectives, and results. | Abstract |
|[ ]  Keywords | Maximum 5 keywords, should be different as in title | Normal\_text\_after\_title |
|[ ]  JEL codes (optional) |  | Normal\_text\_after\_title |
|[ ]  Chapter title | Chapters are not numbered | Chapter\_title |
|[ ]  Subchapter title |  | Title2 |
|[ ]  Subsection of Subchapter title |  | Title3 |
|[ ]  Figure and Table titles | Above the tables and figures and do not need to be capitalized. | Fig\_Tab\_title |
|[ ]  Source of Figures and Tables | Under the tables and figures, do not need to be capitalized. External sources should be cited, author's own work citation is not must.The source must not contain the sentence such as “Author's own work” or “Edited by the authors” and the same. | Source |
|[ ]  Equations | Equations should also be followed by reference numbers in parenthesis. Within the text, the reference number should be used to indicate the equation. | Equation |
|[ ]  Reference title | Same as chapters | Chapter\_title |
|[ ]  References | The References should list the sources cited in ascending order in alphabetical order.  | Reference\_list |
|[ ]  Paragraphs | No ident after the title, other paragraph should have indentation | Normal\_text\_after\_titleNormal\_text |
|[ ]  Lists | Bulleted list or Numbered list | * \_Bullets
1. \_Numbering
 |
|[ ]  Highlights | Should be formatted in *italics* in the text. | - |
|[ ]  Correspondence title | Paragraph spacing after the last item of reference list | Co\_title |
|[ ]  Corresponding author name | This is different from other parts of the correspondence; the name is bold, and the last name is formatted by Small caps style. | Corresponding author **Author\_first\_name Author\_last\_name** |
|[ ]  Corresponding author | Contains affiliation, phone number (optional), and e-mail address.  | Corresponding author |

**Other rules**

|  |  |
| --- | --- |
| **List of references** | **Example** |
|[ ]  Reference style | APA 7th edition should be used, including italics where necessary. | Bundtzen, H. (2019). Assessing Corporate Sustainability with Repertory Grid Based Personal Construct Psychology. *Regional and Business Studies*, *11*(2), 1–12. <https://doi.org/10.33568/rbs.2406> |
|[ ]  Order | Ascending in alphabetical order. |  |
|[ ]  Publication year | If unknown use n.d. (no data)If two date of publication is same then write a, b, … letter. | scribbr.com (n.d.).Smith, A. (1999a). …Smith, A. (1999b). … |
|[ ]  Items | All items found in the text should be listed in the reference list. |  |
|[ ]  DOI number | If the referred literature has a DOI number, it must be indicated as a hyperlink. | <https://doi.org/10.33568/rbs.2406> |
|[ ]  Internet reference | The hyperlink to the source is provided in the reference list. APA7 style is not include download date. | scribbr.com (n.d.). *How to cite sources in APA format*. <https://www.scribbr.com/category/apa-style/> |
|[ ]  Page number | If necessary, the page number should be added to text citation after the year.  | Source: *Smith* (2020, p. 170) |
| **In-text citations** | **Example** |
|[ ]  Style | APA 7th edition is used. The author’s name must italicise. | (*Bundtzen*, 2019) |
|[ ]  Using the „&”  | In case of two authors, a & sign is placed between the names. | (*Smith & Taylor*, 2021) |
|[ ]  The „et al.”  | In case of 3 or more authors, the name of the first author is followed by “et al.”. | (*Smith et al*., 2020) |
|[ ]  Several citations in one section | The citations should be separated by semicolons | (*Smith*, 2020; *Taylor*, 2020; *Smith et al*. 2021) |
| **Figures and tables** | **Example** |
|[ ]  Title | It should be continuously numbered and type a colon after the number. | Figure 1: Title, Table 2: Title |
|[ ]  Reference | Figures and tables should be referred in the text, it can be added within or outside parentheses.  | (*Figure 1*) The *Table 1* shows … |
|[ ]  Sources | The source of tables and figures must be given unless they are the author's own work. | Source: *Bundtzen* (2019, p. 4.) |
|[ ]  Internet sources | You must add a full hyperlink to the source, clicking on this link should open the source. | Source: HCSO (2024). *Most important annual data on the labour market*. <https://www.ksh.hu/stadat_files/mun/en/mun0001.html> |
| **Others** | **Example** |
|[ ]  Equation | Within the text, the equation number should be used to indicate in parenthesis. | The formula (1) describes …According to equation (1) … |
|[ ]  Verbatim quote | The verbatim quote must write between quotation marks. In this case the page number should be added to citation. | “To be, or not to be, that is the question” |