**Name and surname of the author 1** [Verdana font, size 12, bold]

Academic title or profession, affiliation, country, e-mail [Verdana, size 10]

**Name and surname of the author 2** [Verdana font, size 12, bold]

Academic title or profession, affiliation, country, e-mail [Verdana, size 10]

The title of your article here [font Verdana, size 16, bold]

(The title should be adjusted to the contents of the article and should not have more than 120 characters)

****Abstract [Verdana, size 12, bold]:****

**[Verdana, size 11]** The abstract should include 150–200 words. It should be written in the third person. There are no citations in the abstract. It can be structured according to the IMRD scheme or written in one paragraph, depending on the type of the article.

Keywords ****[Verdana, size 11, bold]****: [Verdana, size 11]

JEL classification code(s) ****[Verdana, size 11, bold]****: [Verdana, size 11]

*The article should be written in a concise and clear language, with a maximum of 5.000 words in length (approximately 10 typed pages).*

# Introduction: use this style - Heading 1 for level one headings [font Verdana, size 14, bold]

Use this Normal style for paragraph [font Verdana, size 10, justified]. Do use space between individual paragraphs - but click the "enter" key just once.

The introduction defines the research problem. Review of existing literature must justify the need for our research/study and serves as the basis for forming research goals, research questions, hypotheses and research plan. Scientific knowledge and concepts of current international and domestic research is used; used materials should not be older than 10 or five years, if the research problem is well researched. It is mandatory to quote and summarize research findings.

*Purpose and goals*

Purpose and goals of research must be defined. We recommend you to record research questions (qualitative research) or hypothesis (quantitative research).

## Heading 2: use this style for level two headings (subchapter title) [font Verdana, size 12, bold]

### Heading 3: use this style for level three headings **[Verdana, size 11]**

Figures and tables:



Figure/Graph 1: The title **[Verdana, size 11]**

Source of the image / graphic attachment below the picture / graphic attachment, and use Figure caption style: Figure title (source) [font Verdana, size 10, justified]

Table 1. Use Table title style [font Verdana, size 11, centre].



(Source: specify data sources for tabular display under the table in brackets and use Table title style)

# Methods: use this style - Heading 1 for level one headings [font Verdana, size 14, bold]

Report the selected research paradigm (quantitative, qualitative) and the design of the selected paradigm.

*Description of the instrument*

To be mentioned: description of the instrument set/up, how the instrument was formed, we list authors according to which the instruments were summarized, or list literature according to which they were developed. We describe the technique of data collection.

*Sample description*

To be mentioned: description of the population from which the sample was designed, sample type, what was the response of those, included in this research, description of the sample according to demographic data (gender, education, seniority, position, etc.).

*Description of conducted research and data processing*

To be mentioned:ethical permission to carry out a survey and permission for surveys in the organisation; mention the progress of research implementation, the time-period when data was collected, the location of data collection, the method of data collection, used analyses methods and statistical methods, programme and version of the statistical data processing. The qualitative research must clearly state the complete course of research, the method of recording and data collection, data transcription, processing steps, techniques of data processing and interpretation of data.

# Results: use this style - Heading 1 for level one headings [font Verdana, size 14, bold]

Describe the most important research results that correspond to the research problem. Results are shown with words, in tables and figures; be careful to select only one way for an individual result, so that the contents does not duplicate. Explanation of data should focus on statistically typical results and those that surprised us. Results are shown according to set variables, where we answer research questions or hypotheses. Qualitative research shows the progress of code design and categories; one or two representative statements should be included in the research for each code (those that represent the code best). Make a schematic representation of obtained codes and categories, developed out of them, and provide judgment.

*Tables and figures* should be numbered with Arabic serial numbers and a descriptive title. The author must refer to each table and figure (up to five).

# Discussion (and conclusion): use this style - Heading 1 for level one headings [font Verdana, size 14, bold]

The discussion should mention findings with words. Numerical results are not mentioned. Instead, we list them according to individual variables and from the point of view of set research questions or hypotheses that should not be repeated but answered with words. Results are compared with results of other research, and what does this mean for our work. At the end of the discussion, we mention the limitations of the research and list recommendations that derive from our research.

# Conclusion: use this style - Heading 1 for level one headings [font Verdana, size 14, bold]

Prepare a short summary of your key findings, summarize suggestions for cases of good practice, and suggest possibilities of further research of the discussed problem.

# References

Please use APA **(American Psychological Association)** style of referencing

– if in doubt please check in the manual/citation guide (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

We recommend using one of the computer tools for managing references such as Mendeley, Zotero, EndNote, etc.