INSTRUCTIONS TO AUTHORS

The final paper is to be submitted in English, e-mailed at odyssey@efzg.hr in MS Word format (please do not submit papers in pdf format).

Selected papers will be considered for publication in the Zagreb International Review of Economics and Business (http://www.zireb.efzg.hr).

All papers will be blind refereed by 2 independent international reviewers.

Please, proofread your final paper before submission. Incorrect use of the English language may be grounds for a negative review.

Papers should be single spaced and typed in Times New Roman font. All margins should be 2.5 cm.

The first page of the paper should contain the following information:

- paper title
- name(s) and affiliation(s) of the author(s)
- name of the institution(s)
- address of the institution(s)
- author(s) e-mail address
- abstract (200 words maximum)

The main text should be in font size 12, single-spaced and without any indentation. Please, leave a space line between paragraphs (hit enter key ONCE only).

For correct formatting of the final paper see the example on the next page.

EXTENDED ABSTRACT

Please note that an additional abstract (extended abstract) should be submitted along with the final paper in a separate file. The extended abstract will be printed in the book of abstracts. The full versions of the papers will be published on CD-ROM that accompanies the book of abstracts. Both the Book of Abstracts and the CD-ROM will be assigned an ISBN reference number.

The extended abstract should have a maximum length of 700 words. For correct formatting, please see the example below.

The list of references should appear at the end of the main text (after any appendices). References should also be single spaced, not numbered and listed in alphabetical order. For correct formatting, please see the example below.
Tables and figures should be numbered consecutively in Arabic numerals. For correct formatting, please see the example below.

**FINAL PAPER FORMATING EXAMPLE**

Please, follow this formatting for the final paper

**PAPER TITLE (font size 16, bold, upper case)**

(Author 1) Name SURNAME (font size 12)
Institution’s name and address (font size 12, italics)
e-mail address (font size 12)

(Author 2) Name SURNAME (font size 12)
Institution’s name and address (font size 12, italics)
e-mail address (font size 12)

(Author 3) Name SURNAME (font size 12)
Institution’s name and address (font size 12, italics)
Author(s) e-mail address (font size 12)

The above information must have center alignment. Please put only the surname in upper case.

**Abstract: (font size 12, bold)**
Many organizations have fallen victim to the hype around Internet and E-business. In this paper we present a method ……(font 12, italics)

This abstract goes with the full text (200 words maximum)

**Keywords (font size 12, bold):** Internet, e-business, strategy and decision-making (font size 12)

Please include up to 5 keywords.

**Introduction (main heading – font size 14, bold)**

Many organizations are interested in how Information and Communication Technologies (ICTs), particularly in relation to the Internet, can contribute to their effectiveness, efficiency and ability to innovate……

**Main text** should be in font size 12, Times New Roman, single-spaced and without any indentation. Please, leave a space line between paragraphs.

**Subtitle(s) (second level heading – font size 12, italics, bold)**

Subtitle(s) (third level heading – font size 12)
There should be one paragraph space (hit enter key once) between headings and the text following it. There should also be two paragraph spaces (hit enter key twice) distance from the text prior to the new heading. This refers to all headings.

References (font size 14, bold)


(font size 10)

Please follow this formatting for tables and figures

*Figure 1: GDP in CEE* (font size 12, italics)
*Table 1: Government expenditures in transition economies* (font size 12, italics)

Titles and sources of figures and tables should not be within figures and tables.
Tables should have double line for outside frame, and single line for inside lines (see below)

*Table 1: Government expenditures in transition economies* (font size 12, italics)

<table>
<thead>
<tr>
<th>Country</th>
<th>Expenditure (percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Czech Republic</td>
<td>12.5</td>
</tr>
<tr>
<td>Hungary</td>
<td>13.7</td>
</tr>
<tr>
<td>Poland</td>
<td>14.3</td>
</tr>
</tbody>
</table>

The final paper should be about 5000 words in length.

Please follow this formatting for the extended abstract

**PAPER TITLE (font size 16, bold, upper case)**

(Author 1) Name SURNAME (font size 12)
*Institution (font size 12, italics)*

(Author 2) Name SURNAME (font size 12)
*Institution (font size 12, italics)*

(Author 3) Name SURNAME (font size 12)
*Institution (font size 12, italics)*

The above information should have center alignment. Please put only the surname in upper case.

Abstract text (font size 12)
Please do not include any figures or tables in the extended abstract!