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The manuscript of papers to be published in the *Sibiu Alma Mater University Journals – Series A. Economic Sciences* has to be typed with Times New Roman font, 12 points, at one line.

The manuscript should be prepared in both Romanian and English by Romanian authors. If the authors come from abroad, the manuscript should therefore be prepared in English only.

The abstracts of the paper will be compulsory published on the *Journal* web page. The entire paper content (paper *in extenso*) will be published on the web page only with the written agreement of the author / authors.

All lines have to be continuously numbered (from Page Setup → Layout → Line Numbers → Add line numbers → Continuous).

## **Title**

The title has to be brief and to describe the paper content.

The *title page* has to contain the authors' full name and affiliations, and for the corresponding author the phone number, fax and e-mail address have to be mentioned. The present addresses of the authors could appear as footnote.

## **Abstract**

The paper abstract should be informative and it should briefly present the topic of the papers, the state and aims, significant data from study and the major conclusions. The abstract should have 100 to 200 words in length. Complete sentences, active verbs, third person and a past tense should be used in the writing of abstract. Standard nomenclature should be used; also abbreviations and citations should not be used.

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The introduction should provide a clear statement of the problem, the citation of relevant literature and the study objectives. The introduction should be understandable to colleagues from a broad range of scientific domains.

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Materials and methods should be complete enough to allow case studies to be reproduced. Trade names and manufacturer's name have to be indicated. Known working methods have only to be mentioned and sources cited. Also, only genuinely new procedures designed by authors and important changes should be shortly described and/or presented. When values are used, the metric units and the International System of measurement units have to be followed.

## **Results and Discussion**

The results have to be presented clearly and precisely. They should be written in the past tense and the previously published data should be written in the present tense following the right citations. The results should be explained, analysed and discussed to allow the partial and final conclusions statement.

The "Results and Discussion" chapter may include subheadings, named and numbered accordingly.

## **Conclusions**

The conclusions should be stated in few sentences at the end of the paper. It is recommended that they should not be a reproduction of the abstract's final part.

## Acknowledgements

The financial support of the research/study – programme, grant, fellowship – should be indicated.

Acknowledgements should be addressed (if it is the case) to significant contributors, but not authors, to a laboratory / institution which allowed the experiments etc.

## References

The list of references should be presented alphabetically, by the first author and without numbering. All the references should / must be cited in the paper.

Up-to-dateness references are recommended.

References have to be written in their original language (title's translation in English could follow in parenthesis).

When more citations of the same first author are used, the arrangement is done by the publication's year. If there are more citations of the same author and the same year, the notation a, b etc. should be used.

Abbreviation of journal titles will follow the international standards.

Examples:

Ionescu, G. and Brown, S. 2001. Name of paper. *Name of Journal*, **vol.**(no.), page numbers.

White, F.J. 2006. *Name of book*, chapter's number or pages if relevant. Publisher, Place of publication.

Morris, H., Smith, M.F., Bush, D.L. and Black, R. 2000. Name of paper. In: *Name of book*, Name(s) of editor(s), number of pages. Publisher, Place of publication.

Albu, I. (2003a). Name of paper. *Name of Journal*, **vol.** (no.), page numbers.

Albu, I. (2003b). Name of paper. *Name of Journal*, **vol.** (no.), page numbers.

In the text, references to other works should take the form: (Ionescu and Brown, 2001), (Morris *et al.*, 2000), (Albu, 2003a), (White, 2006; Albu, 2003b) or: "Researches done by White (2006) demonstrate that ...", "... comparing to data published by Ionescu and Brown (2001) ..." etc.

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The tables should be kept to minimum and be designed as simple as possible, edited in Word directly into the paper, not imported from elsewhere.

The tables should be numbered with Arabic numerals. The number should be followed by a brief description of the content, no more than two lines, at the head of the table. Each column should have a heading and the corresponding measurement unit. Supplementary descriptions should be added at the bottom of the table, if necessary. The same data should not be presented in both table and graph form or repeated in the text.

The tables should be presented at the end of the paper, in order by the number, each table on one page (the editors will introduce the table in the text after the first citation when processing the manuscript accepted for publication).

## Figures

The figures have to be clear, and the points presenting the data should be well emphasized.

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Unsatisfactory figures will be returned to authors for revision.

Graphics should be edited in English using applications capable of generating high resolution GIFF, TIFF, JPEG or Power Point before pasting in the Microsoft Word manuscript file.

Photographs should be clear and have good quality prints or high contrasts.

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## Footnotes

The publishers encourage the authors to minimise the use of footnotes.

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Footnotes should be indicated in the text by the following symbols: \* (asterisk), † (dagger), ‡ (double dagger), || (parallels), # (number sign).

Footnotes for a reference used many times in the text are accepted, in that way pages, chapters etc. of interest could be stated.

## Nomenclature

Not usually needed; can be added if necessary

## Appendix

Not usually needed; can be added if necessary

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