

# INTERNATIONAL CONFERENCE ON FINANCE AND ECONOMIC POLICY (ICOFEP)

## EXTENDED ABSTRACT FORMAT DETAILS

The extended abstract files should consist of:

- Page format should be A4 page size with margins 2.5 cm wide from the right, left, top and bottom.
- 1<sup>st</sup> page: names of authors with affiliation and emails, contact author indication
- Top of the 2<sup>nd</sup> page: short abstract, key words, JEL Codes, after that sections of the extended abstract description
- The font for **short abstract and key words** is Times New Roman, single line spacing and 10 font size, justified
- **Short abstract** should be written with 10 font size, Times New Roman, justified. Objective, method and findings should be summarized in this section. Up to **100 words**
- **JEL Codes** should be listed
- **Key words:** the section should contain **maximum 5 positions** that are written in Times New Roman, 10 font size and separated with commas
- **Extended abstracts** description should be written according to the structure in the format file and include the **headings:** introduction, methods, findings, and conclusion (Times New Roman, 12 font size, bold, justified)
- The general font for **extended abstract** is Times New Roman, single line spacing and 12 font size. Extended abstracts can contain figures, tables and/or images. **Extended abstracts description should not be shorter than 2 and longer than 3 pages** including the references (so the file should consist of: 1<sup>st</sup> page with author's details and from two to three pages of description, according to the format details)
- **Authors names should be given only on the first page.** Authors' names **must not** appear anywhere in the paper starting from the page 2 to 3/4 of the file
- All the tables, images and figures should be centred. **Figures and images** should be numbered and figure headers should be placed under the figure or image. **Tables** should be numbered and the table header should be placed at the top. References and notes (**if any**) of the tables, figures and images should be presented right under the tables, figures and images
- The citation style in the text should be:
  - for **one** author: the surname and year (Toporowski, 2009), or *As described by Toporowski (2009)*...
  - for **two** authors: names with “and” and the year (Hall and Soskice, 2011), or *As described by Hall and Soskice (2009)*...
  - for three and **more** authors: first author's surname with “et al.” and the year (Smith et al. 2009), or *As described by Smith et al. (2009)*...
- References should be numbered and listed in alphabetical order and presented in a format according to the Harvard Style (Times New Roman, single line spacing and 10 font size, according to the detailed format).