

## 2<sup>nd</sup> INTERNATIONAL CONFERENCE ON FINANCE AND ECONOMIC POLICY (ICOFEP)

### The manuscript

1. Articles submitted should contain original, unpublished work not submitted for publication elsewhere.
2. Manuscripts intended for publication should be written in English, edited in Word and **sent to: icofep@ue.poznan.pl** Authors should upload **two versions** of their manuscript. One should be a **complete text**, while in the second all document information identifying the author(s) should be removed from files to allow them to be sent to **anonymous** referees.
3. Manuscripts are to be typewritten in 12' font in A4 paper format and be aligned. Pages should be numbered.
4. Papers submitted should have **an abstract** of not more than 100 words, keywords and the Journal of Economic Literature classification code (**JEL Codes**).
5. **Acknowledgements** and references to grants, affiliation, postal and e-mail addresses, etc. should appear as a separate footnote to the author's name <sup>a, b, etc</sup> and should not be included in the main list of footnotes.
6. **Footnotes** should be listed consecutively throughout the text in Arabic numerals. Cross-references should refer to particular section numbers: e.g.: See Section 1.4.
7. **Quoted texts** of more than 40 words should be separated from the main body by a four-spaced indentation of the margin as a block.
8. **Mathematical notations** should meet the following guidelines:
  - symbols representing variables should be italicized,
  - avoid symbols above letters and use acceptable alternatives (Y\*) where possible,
  - where mathematical formulae are set out and numbered these numbers should be placed against the right margin as... (1),
  - before submitting the final manuscript, check the layout of all mathematical formulae carefully (including alignments, centering length of fraction lines and type, size and closure of brackets, etc.),
  - where it would assist referees authors should provide supplementary mathematical notes on the derivation of equations.
9. **References in the text** should be indicated by the author's name, date of publication and the page number where appropriate,
  - e.g. Acemoglu and Robinson [2012], Hicks [1965a, 1965b]. References should be listed at the end of the article in the style of the following examples:
    - Acemoglu, D., Robinson, J.A., 2012, Why Nations Fail. The Origins of Power, Prosperity and Poverty, Profile Books, London.
    - Kalecki, M., 1943, Political Aspects of Full Employment, The Political Quarterly, vol. XIV, no. 4:322–331.
    - Simon, H.A., 1976, From Substantive to Procedural Rationality, in: Latsis, S.J. (ed.), Method and Appraisal in Economics, Cambridge University Press, Cambridge: 15–30.