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TITLE (12 pt, Bookman Old Style, center)

(10 pt)

(10 pt)

First Name LAST NAME¹

First Name LAST NAME²

(10 pt)

(10 pt)

ABSTRACT (10pt, bold, capitals, left)

The abstract introduces the objective and intended contribution of the research. The abstract does not substitute the introduction. each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 250 words. (10pt, Times New Roman, italics, justify)

KEY WORDS (10pt, bold, capitals): *three to five key words should be supplied, ordered alphabetically and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). (10pt, italics, justify).*

JEL CLASSIFICATION (10pt, bold, capitals): *Mention the code / codes according to the classification from http://www.aeaweb.org/jel/jel_class_system.php (Times New Roman, italics, 10 pt)*

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1. INTRODUCTION (Times New Roman, 10pt, bold, capitals, left)

(10 pt)

Manuscripts should be concise, in 1 line spacing. The font should be Times New Roman of size 10 points.

The text of the paper should be divided into chapters. The numbering of chapters should be in decimal form.

The size of manuscript must be maximum 20 full pages.

Introduction state the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

(10 pt)

2. IMPORTANT (Times New Roman, 10pt, bold, capitals, left)

(10 pt)

Manuscript must contain answers to following questions: what is the problem, what has been done by other researchers and where you can contribute, what have you done, which method or tools you used, what are your results, what is new and good, what is not good.

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2.1. Legal requirements (Times New Roman, 10pt, bold, left)

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3. INFORMATION (Times New Roman, 10pt, bold, capitals, left)

(10 pt)

3.1 Layout of manuscript (Times New Roman, 10 pt, bold, left)

(a) Use A4 size Format, Width = 21cm, Height = 29,7cm, top margin is set to 2,2 cm and bottom margin is set to 7,0 cm; left and right margins are set to 4,0 cm; header 1,27 cm and footer 6,47 cm.

(b) Use the whole space of all pages, dont leave free space.

(c) The text layout must be on a single column.

(d) The manuscript has to be submitted in MS Word (*.doc) and PDF format.

3.2 Language, Style Spelling

(a) The manuscript must be written in English. Use common technical terms and avoid abbreviations. Define all abbreviations at their first mention in the text. Ensure consistency of abbreviations throughout the article.

(b) For spelling: follow Merriam Websters Collegiate Dictionary, Longman or Oxford Dictionaries.

(c) **Do Not Footnotes:** Footnotes affect the final formatting of the paper. If you have to, please use endnotes instead right before references section.

3.3. Tables and figures

Tables and figures have to be made in high quality, which is suitable for reproduction and print, taking into account necessary size reduction.

Tables and figures should be embedded in the text.

A short descriptive title should appear above each table (**Table 1. Title, centered**).

Draw the tables in grid format using a basic, solid line style without shadows. Mention the sources under the table.

Table 1. Title title title title

	Item	Name
1		
2		
3		

Source: adapted from Aron (2002), p.15

A short descriptive title should appear under each figure (**Figure 1. Title, centered**). Mention the sources under the title.

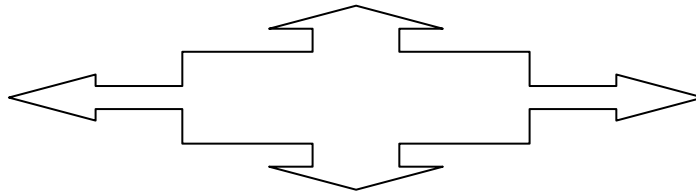


Figure 1. Title title title title title title
Source: authors

Number figures consecutively in accordance with their appearance in the text. All illustrations should be provided in camera-ready form, suitable for reproduction.

3.4. Equations

Equations are centered and numbered consecutively (see Equation 1), from 1 upwards.

$$x_1 + xy^2 = z \quad (1)$$

3.5. Referring

When publications are referred in the text, enclose the author's name and the date of publication within the brackets.

For one author, use author's surname and the year: (Aron, 2002) or "...as Aron (2002) demonstrated"

For two authors, give both names and the year: (Allain & Kravic, 2005) or „Allain and Kravic (2005) have recently shown"

For three or more authors, use the first author plus "et al.", and the date (Liam et al., 1996).

For legal regulations and laws, organizations use abbreviated name and year (between round brackets): (INS, 2008) or „...according INS (2008).."

Citations of groups of references should be listed alphabetically: ".....as demonstrated (Aron, 2002; Liam et al., 1996).."

The full URL should be given in text as a citation, if no other data are known.

If the authors, year, title of the documents are known and the reference is taken from a website, the URL address has to be mentioned after these data.

The list of references should only include works that are cited in the text.

References should be alphabetically listed at the end of paper, with complete details, using APA style.

References have to include at least 5 items. For instance, besides *Economia. Seria Management*, there are other journals treating subjects from management domain, that an author may consult for preparing manuscripts: *Theoretical and Empirical Researches in Urban Management* (<http://um.ase.ro/>); *Management Research and Practice* (<http://mrp.ase.ro/>); *Administration and Public Management Review* (<http://www.ramp.ase.ro/en/index.php>); *Review of International Comparative Management* (<http://rmci.ase.ro/>).

References have not to be self-centred. Do not number references. Publications by the same author(s) should be listed in order of the year of the publication. If there are more than one manuscript by the same author(s) and with the same date, label them a, b, c, etc.

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4. CONCLUSIONS

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Please read these instructions carefully. Prepare your manuscript exactly according to the instructions. That is the easiest and the most efficient way to have a good published manuscript.

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ACKNOWLEDGEMENTS (Times New Roman, 10pt, bold, capitals, left)

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Include acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise.

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REFERENCES (Times New Roman, 10pt, bold, capitals, left)

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Sheril, R. D. (1956). *The terrifying future: Contemplating color television*. San Diego, CA: Halstead.

Book by two up to six authors

Nicolescu, O., & Nicolescu, L. (2001). *Managementul modern al organizației*. Bucharest: Editura Tribuna Economică

Book by more than six authors

Chakroum, M., Many, F., Batty, J., Orson, K., Johnson, M., Lockwood, S. et al. (2009). *Health expenditure and GDP*, University of Madrid.

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Journal article – two up to six authors

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Pirlogea, C. (2011, November). *Investments for a sustainable energy future*. Paper presented at the Fifth International Conference Modern Approaches in Organizational Management and Economy, Bucharest, Romania.

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E-mail or other personal communication

Not included in reference list, cite in text only.

A. Monterey (personal communication, September 28, 2001)