

GUIDELINE FOR AUTHORS

The *Journal of Central Banking Theory and Practice* is a journal of the Central Bank of Montenegro that is published three times a year and covers professional and scientific articles on topics such as central banking, monetary policy, supervisory issues, banking, and management in central banks, with the priority being given to research articles covering several countries. The journal is published in the English language only.

SUBMISSION OF PAPERS

Papers are to be submitted exclusively in English language, in electronic format, to the e-mail address: jcbtp@cbcg.me. No fee is charged for the submission and publication of papers.

REVIEW PROCESS

The most stringent international standards are followed in the review process, which imply “double-blind” review. Every received article is subjected to the Editor in Chief’s inspection, and if the paper is deemed to be appropriate for the journal, it is sent to two reviewers for further review. Both the author(s) and reviewers remain anonymous during this process. Based on the reviewers’ evaluations and recommendations, the Editor in Chief decides on the acceptance, potential revisions or rejection of the paper. Authors who are asked to review their papers shall make necessary modifications in accordance with the reviewers’ and/or editor’s recommendations and re-submit them afterwards.

The Editorial Board reserves the right to make methodological adjustments to papers in line with the journal’s requirements as well as the standards of English language.

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PREPARATION OF PAPERS

In order to speed up the review process, we kindly ask you to prepare your paper in accordance with the following instructions:

Structure

Papers should include the following parts: Title of paper, the basic information about the author (name and surname, author's e-mail, institution where he/she is working, and function or position in the institution, City, Country), Abstract, Keywords, JEL classification code, Introduction, Results and Literature.

Paper should have maximum twenty pages.

Paper formatting

Papers are to be submitted in Microsoft Word, at the A4 page format (210 mm x 297 mm). Left and right margins are to be set at 25 mm, while top and bottom margins are to be set at 35 mm.

The head title of paper should be written in UPPERCASE in font size 18pt (Bold), centered, line spacing of 5 empty rows (11pt) from the top of the page. The name and surname of the author is to be written below the head title of paper using font size 12 pt (Italic). Next to the name of the author, insert a footnote, which should contain e-mail address(es) of the author(s). Below the name and surname, using the same font, write the name of the institution and function/position of the author in the institution.

Abstract, the keywords and JEL classification number are to be written in font size 9pt (Italic).

Headings 1 are to be written in lowercase in font size 13 pt (Bold), left alignment, Headings 2 are to be written in font size 12 pt (Bold), and all other headlines are to be written in font size 11 pt (Italic), also in left alignment.

Times New Roman at the font size 11 pt, line spacing 1, justified alignment is to be used for main text. The spacing between paragraphs should be a single blank row, and the beginning of the paragraph is not to be indented.

Tables and graphs in the text are to be centered and numbered according to the order of their appearance in the paper, and their titles should be in font size 10 pt (Italic) as follows: *Table 1 Name of table*, *Graph 1 Name of graph*. The sources for tables and graphs are written below the table/graph in font size 9 pt (Italic), also centered.

To prepare the Journal for black and white print, graphs have to be submitted in their source (Excel) format as well, while figures and schemes have to be prepared in JPG or TIF formats (of minimum resolution 300 dpi) or vector EPS format.

The **APA** citation style is used for references in text and literature.

References are quoted in sentences and paragraphs and each reference in the text should be given the full title in the list of references at the end of the paper. Quotation of references is done by inserting the surname of the author and year of publishing the paper in brackets at relevant places in the text. E.g.:

„... expansion of cash and bank loans (Goodhart, 2005)...“

If the author or the year of publishing appear as a part of text, then the missing information is to be put in brackets. E.g.:

...like Mishkin (1999) pointed ...

If the paper has two authors, both of them are quoted whenever the reference appears in the text (Borio & Drehmann, 2009). If the paper has three, four or five authors, all authors are quoted on the first appearance (Bindseil, Gonzalez & Tabakis, 2011), and in all other appearances only the surname of the first author and et al. is to be quoted (Bindseil et al., 2011), instead of surnames of remaining authors. For six and more authors, only the surname of the first author and et al. (for other authors) is to be quoted whenever the reference appears in the text.

In case of a corporate author (agency, association, and the like), the name of the author is quoted whenever the reference appears in the text (World Trade Organization – WTO, 2000). In some cases, the full name of the author is given in first quotation, and the abbreviation is quoted in subsequent quotations (WTO, 2000).

When the paper does not have the author, the first two or three words of the title paper are to be used as the quotation.

When quoting a part of the source in direct quoting, it would be necessary, besides the author and year of publishing, to quote the page where the quoted text can be seen (Cass & Shell 1980, p. 253...)

The list of **literature** is given at the end of the paper in an alphabetical order of surnames as follows:

- **For books:** Author's surname, initials (year of publishing). *Title of book*. Place of publishing: Publisher.

Krugman, P. (2009). *How Did Economists Get It So Wrong?* New York: New York Times.

Canty, P. & Heider, M. (2012). *Inflation Markets: A Comprehensive and Cohesive Guid.* London: Risk Book

For books with four or more authors [et al.], write the name of the first author .

Defusco, R. et al. (2007). *Quantitative Investment Analysis*. Second edition. New Jersey: Wiley & Sons.

- **For a chapter in a monograph or a collection of working papers:** the author's surname, initials (year of publishing). Title of the chapter, In *Monograph/collection of papers*, ed. Name and surname of the editor, page. Place of publishing: Publisher.

Drašković, B. (2010). „Liderstvo i konkurentnost“, In *Kuda ide konkurentnost Srbije?*, ed. Nebojša Savić and Goran Pitić, 122-134. Beograd: FEFA.

- **For working papers:** the author's surname, initials (year of publishing). Title of the working paper. Publisher, Working paper number

Fabris, N. and Kalezić, Z. (2008). Analiza tržišta nekretnina, Central Bank of Montenegro, Working Paper 15

- **For laws and legislation:** Name of publication in which the law was published (year of publishing). *Name of the law*. Place of publishing: Publisher, number/year.

Službeni list Crne Gore (2010). *Zakon o Savjetu za finansijsku stabilnost*. Podgorica: Službeni list Crne Gore, br. 44/10.

- **For publications of organisations/institutions and other reports:** Name of organisation/institution (year of publishing). *Name of publication*. Place of publishing: Publisher.

Organization for Economic Co-operation and Development (OECD) (2008). *Handbook on Constructing Composite Indicators: Methodology and User Guide*. Ispra: OECD Publishing.

- **For articles in journals:** the author's surname, initials (year of publishing). Title of article. *Name of journal, number* (volume), pages.

Hadri, K. (2000). Testing For Stationarity in Heterogeneous Panel Data. *Econometrics Journal*, 3(2), 148-161.

- For electronic sources:

- **Articles in online journals:** the author's surname, initials (date of publishing). Title of article. *Name of journal, number* (volume), pages. doi

Giuli, F. & Manzo, M. (2009). Enhancing Bank Transparency: What Role for the Supervision Authority? *Panoeconomicus*, 56(4), 435-452. doi: 10.2298/PAN0904435G

If the journal does not have DOI number, than instead of it the URL of the cover page of the journal is to be quoted using the note "Available at"

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Cooter, R. (2000). *Introduction to Law and Economics*. Available at http://works.bepress.com/robert_cooter/56

- **Web page or web document:** Author's surname, initials (date of publishing). Title of document. Retrieved from: <http://www...>

Cochrane, J. (2009, September 16). How Did Paul Krugman Get It So Wrong? Retrieved from http://faculty.chicagobooth.edu/john.cochrane/research/papers/krugman_response.htm

If the web document contains more webpage links, then the URL of the front or cover page of the document is to be quoted.

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