**Title (Times New Roman, 14 pt, Allcaps, bold)**

1 empty line (11 pt)

# Name and surname of the author/s (12pt)

*Affiliation, Country (12 pt, Italic)*

1 empty line (11 pt)

**Abstract** (10 pt, Bold)

*Text of the abstract (up to 100 words), Times New Roman 10 pt, Italic, flush on both left and rights margins with both margins even (one paragraph, no indentation).*

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## Key words: 3-7 key words separated by commas, Times New Roman 10 pt.

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**JEL Classification:** M12 (example)

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**Heading 1** (example: **Introduction**)

**centred, All caps, Times New Roman 12 pt, BOLD**

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The body of the article should be in Times New Roman, 11 pt, regular, single-spaced throughout, for an emphasis you should use ***text*** (***bold, italic***)or *text* (*just italic*). Justify the whole text both to the left and right leaving both margins even. At the end of a paragraph use “enter”. Space before/after every paragraph is 0 pt. Every paragraph has an indentation of 10 spaces.

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***Heading 2*** (example: ***Theoretical insights***)

***centred, All caps, Times New Roman 12 pt, BOLD, Italic***

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*Heading 3* (example: *sample background*)

*centred, All caps, Times New Roman 12 pt, Italic*

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# References (12 pt)

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Bibliography should appear in alphabetical order according to the surnames of the first authors and not numbered. Not cited bibliographic sources should not appear in the list of References. For the format of the References – see **JHRM formatting guide for bibliography & citations** **at our website** [**www.jhrm.eu**](http://www.jhrm.eu)**.** For the text of the references use Times New Roman, 11 pt and justify the whole text both to the left and right with both margins even.

Example:

Bass, B. M. (1998). *Transformational leadership: Industry, military, and educational impact*. Mahwah, NJ: Lawrence Erlbaum Associates.

Bassi, L., & McMurrer, D. (2007). Maximizing your return on people. *Harvard Business Review, 85*(3), 115-123.

Poór, J., Engle, A., & Gross, A. (2010). Human resource management practices of large multinational firms in Hungary, 1988-2005*.* *Acta Oeconomica, 60*(4), 427-460.

Kovach, R. C., Cahoon, A. R., & Fehér, J. (1994). Human resource management in Central and Eastern Europe: The challenges of the 1990’s. In S. Péter (Ed.), *Business research and management challenges. Papers and cases from Central/Eastern Europe* (pp. 53-74).Budapest: International Management Center.

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# **Contact address (**Times New Roman, 11 pt, bold)

# Should include affiliations, mailing addresses, telephones, fax numbers and e-mail addresses of all authors of the respective paper in Times New Roman, 11 pt, regular.

# Example:

# **Contact address**

Anna Lašáková, Faculty of Management, Comenius University, Odbojárov 10, 820 05 Bratislava, Slovakia, tel.: 00421 2 50 117 472, fax: 00421 2 50 117 527, e-mail: anna.lasakova@fm.uniba.sk **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**other general rules for the Format of the article**

Use no bullets in your article; instead use numbering in numbers or letters (indent between the number and your text should be 0.5 pt)!

Example:

1. Text text text text;
2. Text, text, text;
3. Text, text;
4. Text, text, text, text, text.

Or:

1. Text, text, text, text;
2. Text, text, text, text;
3. Text, text, text, text;
4. Text, text, text, text.

All tables and graphs have to have consecutive numbering and titles. All tables and graphs should be pointed to in the text of the article. Their title should be ***Times New Roman, 11 pt,*** ***bold italic.*** The text in tables should be Times New Roman, 9 pt. In case of using decimal places, use decimal **points, not commas**!(An example: Right – 3**.**141 Wrong – 3**,**141)

Tables and graphs should be centered.

Example:

***Table 1: Basic demographic data***

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| --- | --- | --- |
| **Text size 9pt, centered, bold** | **Text size 9pt, centered, bold** | **Text size 9pt, centered, bold** |
| Text size 9pt | Text size 9pt | Text size 9pt |

**Format paper: A4,** *width:* 8.27" (21.0 cm)**,** *height:* 11.69"(29.7 cm)**,** *margins* *top, left, bottom, right:* 0.98" (2.5 cm). **The paper is single-spaced throughout the whole text. Pages are not numbered. The Times New Roman is used throughout the whole article.**