

## INSTRUCTIONS FOR AUTHORS

Acta Oeconomica publishes original research papers, review articles, book reviews and announcements in the field of economics. Papers are accepted on the understanding that they have not been published or submitted for publication elsewhere in foreign language and that they are subject to peer review. Papers accepted for publication by the editorial board are subject to editorial revision. A copy of the Publishing Agreement will be sent to authors of papers accepted for publication. Manuscripts will be processed only after receiving the signed copy of the agreement.

### *Submission of manuscripts*

Acta Oeconomica prefers electronic submission of manuscripts. Manuscripts should be sent as attachment by e-mail in MS Word file to [vanyai@econ.core.hu](mailto:vanyai@econ.core.hu) with operating system MS Windows 95/98 or RTF, Word 6.0/97 or Text file. A printout will also be sent to Prof. Ádám Török, Editor-in-Chief: Editorial Office of Acta Oeconomica, Budaörsi út 45, H-1112 Budapest, Hungary. For further copies, see our Refereeing Procedure.

### *Presentation of manuscripts*

Manuscripts should be written in clear, concise, and grammatically correct English. The printout should be typed double-spaced on one side of the paper, with wide margins. The order should be as follows: title page, abstract, keywords, Journal of Economic Literature classification numbers, text, appendix, acknowledgements, notes, references, tables, figure captions.

*Title page.* The title should be concise and informative. A short running title of no more than 40 characters should also be supplied. This is followed by the initial(s) of first name(s) and surname of the author(s), and the name of the institution the author works at. The mailing address, e-mail address and fax number of the corresponding author must also be given in a footnote.

*Abstract* should not exceed 200 words.

*Keywords and literature classification index* should not exceed 10 items.

*Acknowledgement* should be followed the text.

*Footnotes* should only be used if absolutely necessary.

*References* in the text should follow the author-date format without comma. Where there are more than two authors, the name of the first author should be used, followed by et al. Publications by the same author(s) in the same year should be listed as 1999a, 1999b. List the references in chronological order in the text and in alphabetical order at the end of the paper. The style and punctuation of references should conform to that used in the journal. See the following examples:

- Hámori, J. R. – Kovács, B. J. – Szabó, G. (1998): Felzárkózás és előretörés (Catching up and Go ahead). *Közgazdasági Szemle*, 13(10): 45–53.
- Smith, B. G. (1998): Financial Problems and their Solutions in the Transition Countries. In: Gordon, M. – Ratherford, R. K. (eds): *Approaching to the EU*. London: Macmillan, pp. 234–245.
- Zacher, M. (1996): *Evolution and Revolution in Industrial Economics*. 2nd ed., Budapest: Közgazdasági Könyvkiadó.

*Tables.* Each, bearing a title, should be self-explanatory. They should be mentioned in the text, numbered consecutively with Arabic numerals and placed on separate sheets at the end of the manuscript, following the References. Their approximate position should be indicated on the margin of the manuscript.

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*Figures* should be submitted electronically in CDR files (drawings) and TIFF, BMP or PCX file (photographs). In the printout figures should be submitted in duplicate on separate sheets in camera ready quality in their expected final size. All figures (photographs, drawings, diagrams and charts) should be numbered consecutively with Arabic numerals and the approximate position should be indicated on the margin. They must be identified on the back by the first author's name and the figure number in soft pencil. An indication of the top is required in case it is not unambiguous. Each figure should have a caption.

*Permissions.* It is the responsibility of the author to obtain written permission for quotations, and for the reprinting of illustrations or tables.

*CVs* of the authors should not exceed 200 words. The style should conform to that used in the journal.

*Advertisements* may be inserted by the rates of the Publisher.

*Proofs and reprints.* One set of proofs will be sent to the corresponding author, who is requested to return it to the Editor within 7 days of receipt. Ten reprints of each paper are supplied free of charge. Additional reprints can be ordered on a Reprint Order, which is enclosed in the proofs.

## REFEREEING PROCEDURE

The complete refereeing process for the journal is double-blind. The referees cannot have any knowledge about the author(s). At submission of the journal, three additional copies are required, from which *all and any* references to the author(s) have been removed, including footnotes, acknowledgements, etc. The author(s) and the referees then cannot have any knowledge of each other at any time.

Each paper is refereed by (at least) two referees.

The assignment of three (two active and one on reserve) referees is made by the editorial board. To be able to do so each member of the board receives an anonymous, maximum one page long abstract of the paper(s).

The decision after the first round of refereeing can be:

1. accept the paper without further corrections,
2. accept the paper with corrections and changes suggested by the referees and the editor(s),
3. request major changes and the paper is returned to the referees for a second round of refereeing,
4. the paper should be completely re-written along some well-specified guidelines and the journal would then accept a re-submission (the paper would be considered a new submission) and
5. outright rejection.

The editorial board based on the referee's report makes the final acceptance or rejection decision.

The Editor-in-Chief ensures the absolute confidentiality of the whole process.