

## **GUIDELINES ON THE PUBLICATION PROCESS**

International Scientific Conference “Economics of Digital Transformation” (EDT)

### **Publication ethics and editorial guidelines**

The International Scientific Conference “Economics of Digital Transformation” (EDT) is committed to upholding the highest standards of publication ethics when publishing research findings on various topics related to economics and digital transformation. The editors of conference papers will ensure rigorous peer review and editorial oversight to maintain academic integrity and prevent misconduct, including plagiarism and unethical behavior.

#### **1. Review procedures and policies**

*Evaluation of submissions:* All manuscripts are first reviewed by the editors for originality and relevance.

*Double-blind peer review:* Manuscripts that pass the initial review are submitted to at least two independent reviewers for double-blind peer review. The reviewers evaluate the papers on the basis of their intellectual merit and are uninfluenced as to the identity of the authors.

*Review timeline:* The review process will be completed within 14 days, with reviewers making recommendations for acceptance, rejection or request for revision.

*Confidentiality:* All submitted manuscripts will be treated as confidential documents.

#### **2. Peer review and editorial supervision**

*Editorial decisions:* The editors make the final decision on publication based on the reviewers' feedback.

*Fair evaluation:* Manuscripts are evaluated solely on their scientific merit, without regard to the authors' gender, ethnicity, religion or institutional affiliation.

*Conflict of interest:* Editors and reviewers must disclose all potential conflicts of interest and may not use unpublished manuscript data for personal research purposes without permission.

All reviewed papers will be categorized according to standard scientific typology (e.g., original scientific paper, preliminary communication, review article). This categorization will be:

- clearly stated in the title of each paper or
- uniformly described in the general information section of the proceedings, if all papers belong to the same category.

#### **3. Requirements for editors, authors and reviewers**

Responsibilities of editors

- Ensure fair, unbiased peer review and timely editorial decisions.
- Maintaining the confidentiality of submissions and reviewer identities.
- Avoiding conflicts of interest and dealing with allegations of misconduct in accordance with COPE guidelines.

Responsibilities of authors

- Submitted work must be original, must not contain plagiarism and must not be submitted elsewhere.
- All sources must be properly cited and authors must disclose their financial support.
- Only individuals who have made a significant contribution should be listed as co-authors.
- Authors must retain the raw data and make it available upon request.
- Authors are obliged to inform the publisher immediately of any significant errors in the published work.

Responsibilities of reviewers

- Conduct objective, constructive reviews with supporting arguments.
- Report ethical concerns (e.g., plagiarism, redundant publication) to the editor.
- Maintain confidentiality and avoid conflicts of interest.

- Completing the reviews within the given time frame or reject the reviews if this is not possible.

The EDT conference adheres to the COPE Code of Conduct for Journal Editors (<http://publicationethics.org/resources/guidelines>) to ensure ethical publishing practices.

### **Technical requirements**

Each manuscript must include the full name(s) of the author(s), and the institutional affiliation(s). The institutional affiliation should reflect the legal entity (organization or institution) with which the author was formally affiliated at the time of the research. If the author was not under a contractual obligation with any institution, indicate the city and country of residence.

The manuscript submitted for publication should be in Microsoft Office Word (Ver. 95+) and must be between **5,000** and **8,000** words in length (including spaces). The text should be formatted in Times New Roman, 12-point font, single-spaced, justified, and without the use of any special styles or formatting. Should a word, a phrase or a sentence be highlighted, italic font style can be used and never bold. Paragraphs are divided by double spacing and all margins are at 2.5 cm. In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

*JEL classification* should be suggested by the authors themselves according to the classification available on the Journal of Economic Literature website: [http://www.aeaweb.org/journal/jel\\_class\\_system.html](http://www.aeaweb.org/journal/jel_class_system.html).

*Footnotes* could be used only as an additional explanatory section of the text and should be numbered consecutively in Arabic numerals.

*Section headings* (from Introduction to Conclusions) must be short, clearly defined and bear Arabic numerals. If there are subsection headings, they are outline numbered (e.g., 1; 1.1.; 2.; 2.1.; 2.1.1. etc.)

All *tables and figures* should bear Arabic numerals and must have captions. Tables set in MS Word may be included in the text.

Before submission of the manuscript, the authors of the manuscript are advised to conform to the format and documentation requirements.

### **Text organization and style**

Authors should apply scientific methodology in presenting the contents of their papers complying with the standards of scientific publications ("Harvard style"). This implies the procedure as follows:

#### **(1) Title and the content of the paper:**

The title is the most important summary of a scientific article, which reflects the scope of investigation and the type of study. Therefore, the title should not contain words such as "analysis", "methods" and similar.

The content of the paper consists of:

*Abstract* – below the title

*Key words*

*JEL classification.*

It is followed by the main body of the paper divided into sections. The section headings are as follows:

*Introduction*

*Literature review*

*Methodology/method/model/conception of analysis* (the third section)

*Empirical data (documentation background) and analysis* (the fourth section) *Results and discussion* (the fifth section)

*Conclusions* (the sixth section).

**(2) The content of some parts of the material presented:**

- a. Abstract** – up to 200-250 words must contain: purpose and research objective, methodology/method/model/conception of analysis, main findings and results of research (analysis), the underlined conclusion of research.

*The abstract should not be written in paragraphs!*

- b. Key words** should disclose the essence of the article (up to 5 key words).

- c. JEL classification** – the author should classify the subject matter of the article according to the code of The Journal of Economic Literature (JEL).

- d. Introduction** – defines the problem and the subject matter of the research referring to recent bibliography and findings. However, these can more specifically be dealt with in the second section *Literature review*. The last part of the introduction is reserved for setting the main hypothesis of the research that will be later on analyzed at the beginning of the conclusions. Finally, Introduction ends up by giving clues of the organization of the text.

- e. Literature review** – precedes a research section providing readers with a cutting-edge context of the referential literature dealing with crucial points of current knowledge based on the relevant results of the current research.

- f. Methodology/method/model/conception of analysis** – usually in the third section of the paper, methodology/method/model/conception of the analysis should be transparently presented and pointed out in case of the research results being subjected to re-testing by interested researchers (it is one of the fundamental principles of the scientific methodology).

- g. Empirical data and analysis** – contain documentation background and the results of the analysis.

- h. Results and discussion** – explain results, especially their economic significance and messages, relate them with previous research contributions, address novelty of the paper and scientific contribution, state potential policy implications and recommendations.

- i. Conclusions** – is not supposed to be a summary! Conclusions are the author's original thoughts and evaluation of the obtained results including the items as follows: Explanation of the working hypothesis: proved or not proved. Assessment of the results of research/analysis with the focus on what can be classified as a new contribution to economic science. Attention drawn to research limitations and problems. Guidelines to future research. Assessment of institutional-systemic implications of the results obtained by the research (suggestions and recommendations for direction or changes of economic system, economic and financial policy, development policy, instruments, measurements or similar).

(3) **References** should include only the titles (sources) that have been referred to and quoted in the paper.

**TABLES** should be included in the text in order to present the exact values of the data that cannot be summarized in a few sentences in the text. Each column heading for numerical data should include the unit of measurement applied to all data under the heading. Large numbers can be expressed in smaller units with appropriate column headings (in thousands, millions, etc.), and logical presentation of data using table grid option in MS Word for table lines (both vertical and horizontal). Each table should be self-explanatory, bearing Arabic numerals (e.g., Table 1, Table 2, etc.) with an adequate title (clearly suggesting the contents) and the source of the data should be stated below the table, if other than author's.

*Tables should not be inserted in the form of picture!*

**FIGURES (GRAPHS, DIAGRAMS, ILLUSTRATIONS)** should also be included in the text. They should be numbered in sequence with Arabic numerals, followed by the figure title, and the legend to the figure that contains all the necessary explanations of symbols and findings. The source of the data presented in the figure should be stated below the figure if other than author's.

*Note.* The text should not simply repeat the data contained in tables and figures, i.e. the text and the data in tables and figures should be related in the text by means of reference marks.

**REFERENCES.** References to other publications must be in Harvard style. At each point in the text that refers to a particular document, insert the author's surname and publication year in brackets: (Rowley, 1996) or (Cutler and Williams, 1986), or in the case of more than two, the first author (from the title page) followed by "et al." (Matlock et al., 1986). If the author's name is repeated no ibid is used but his surname is repeated. If the author's name occurs naturally in the text, the year follows in the brackets. See example:

*The work of Stevens (2001) was concerned with what they teach at Harvard Business School.*

In case of direct quotations, the page numbers should be added, e.g. (Jones, 1995: 122–123).

At the end of the article a **list of references** is organized alphabetically as follows.

**Books:** Surname, Initials (year) *Title*, Place of publication: Publisher.

See examples:

Callicott, J. B. (1994) *Earth's Insights: A Survey of Ecological Ethics from the Mediterranean Basin to the Australian Outback*, Berkeley: University of California Press.

If there are two or three authors you put down their surnames followed by initials: Ridderstråle, J., Nordström, K. (2004) *Karaoke Capitalism Management for Mankind*, Harlow: Pearson Education Ltd.

If there are multiple authors (four or more) the first author's surname (from the title page) is followed by et al.:

Norton, M. B. et al. (1981) *A People and a Nation – A History of the United States*, Boston: Houghton Mifflin Company.

**Journals:** Surname, Initials (year) "Title", *Journal*, Volume, Number, pages.

See examples:

Kostelich, E. (1995) "Symphony in Chaos", *New Scientists*, Vol. 146, No. 1972, pp. 36–39.

Fox, S. (1994) "Empowerment as a Catalyst for Change: An Example from the Food Industry", *Supply Chain Management*, Vol. 2, No. 3, pp. 29–33.

If there are multiple authors (four or more), the first author's surname (from the title page) is followed by et al. See example:

Di Noia, C. et al. (1999) "Should Banking Supervision and Monetary Policy Tasks be Given to Different Agencies?", *International Finance*, Vol. 2, No. 3, pp. 285–361.

If there are multiple works by the same author published in the same year, the "a, b, c" is used after the year. See example:

Quah, D. T. (1993a) "Empirical Cross-section Dynamics in Economic Growth", *European Economic Review*, Vol. 37, No. 2–3, pp. 426–434.

- Quah, D. T. (1993b) "Galton's Fallacy and Tests of the Convergence Hypothesis", *Scandinavian Journal of Economics*, 95, Vol. 95, No. 4, pp. 427–443.
- Quah, D. T. (1994) "Exploiting cross Section Variation for Unit Root Inference in Dynamic Data", *Economics Letters*, Vol. 44, No. 1–2, pp. 9–19.
- Quah, D. T. (1996a) "Empirics for Economic Growth and Convergence", *European Economic Review*, Vol. 40, No. 6, pp. 951–958.
- Quah, D. T. (1996b) "Regional Convergence Clusters across Europe", *European Economic Review*, Vol. 40, No. 6, pp. 951–958.

The author should provide **Digital Object Identifier (DOI)** for each reference that can be found whether it exists at CrossRef <http://www.crossref.org/> and DOI appears in the form such as <http://dx.doi.org/10.1016/j.jbusvent.2010.01.002>.

DOI is inserted by the author at the end of references. See example:

Hall, J.K., Daneke, G.A., Lenox, M.J. (2010) "Sustainable Development and Entrepreneurship: Past Contributions and Future directions", *Journal of Business Venturing*, Vol. 25, No. 5, pp. 439–448, doi: <http://dx.doi.org/10.1016/j.jbusvent.2010.01.002>.

**Internet sources:** Author's/editor's surname (year), "Title of the article", *Title of the journal* [type of medium], date of publication, volume number, pagination or online equivalent, <availability statement> [date of accession if necessary]

See example:

Martin, C.L. (1998) "Relationship Marketing: a High-Involvement Product Attribute Approach", *Journal of Product and Brand Management* [Internet], Vol. 7, No. 1, pp. 6–26. Available at: <<http://www.apmforum.com/emerald/marketing-research-asia.htm>> [Accessed: October 3, 2002]

**Chapter/section from a book of collected writings:** Author of the chapter/section (year of publication) "Title of the Chapter/section". In Author/editor of collected work, *Title of collected works*, Place of publishing: Publisher.

See example:

Porter, M.A. (1993) "The modification of method in researching postgraduate education". In Burges, R.G. ed., *The research process in educational settings: ten case studies*, London: Falmer.

**Conference papers from conference proceedings:** Author of the conference paper (year of publication) "Title of the conference paper". In *Title of conference proceedings*. Place of publication: Publisher, pagination of section referred to.

See example:

Fedchak, E. & Duvall, L. (1996) "An engineering approach to electronic publishing". In *Proceedings of the International Workshop on Multimedia Software Development*, 25–26 March, Berlin, Los Alimos, Ca: IEEE Comput. Soc. Press, pp. 80–88.

**Theses and dissertations:** Author's name (year) *Title of doctoral dissertation*, the name of the awarding institution.

See example:

Whitehead, S.M. (1996) *Public and private men: masculinities at work in education management*, PhD thesis, Leeds Metropolitan University.

**Official publications:** Title of publication/organization/institution (year) *Title*, Place of publishing: Publisher.

See example:

Department of the Environment (1986) *Landfilling wastes*, London: HMSO (*Waste management paper*, 26).

**Acts of Parliament (National Laws):** Government/Country (Year) *Title of Act*. Act Number (if applicable). Available at: URL (Accessed: Day Month Year).

See example:

UK Parliament (1998) *Human Rights Act 1998*, c. 42. Available at: <https://www.legislation.gov.uk/ukpga/1998/42/contents> (Accessed: 12 June 2024).

**EU Regulations/Directives:** European Union (Year) *Title of Legislation* [Legislation Number]. *Official Journal of the European Union*, Issue, page range. Available at: URL (Accessed: Day Month Year).

See example:

European Union (2016) *General Data Protection Regulation* [Regulation (EU) 2016/679]. *Official Journal of the European Union*, L 119, pp. 1-88. Available at: <https://eur-lex.europa.eu/eli/reg/2016/679/oj> (Accessed: 15 June 2024).

**International Treaties/Conventions:** Issuing Body (Year) *Title of Treaty*, Treaty Series/Publication (if applicable). Available at: URL (Accessed: Day Month Year).

See example:

United Nations (1948) *Universal Declaration of Human Rights*, UN General Assembly Resolution 217A. Available at: <https://www.un.org/en/about-us/universal-declaration-of-human-rights> (Accessed: 15 June 2024).