

Nispacee Manuscript Guidelines for the Authors of the Conference Papers

1. Submissions of the full paper for the NISPAcee Conference 2004 **– DEADLINE April 10, 2004**

Please submit your paper electronically via the NISPAcee web server:

http://www.nispa.sk/_portal/user_login.php

and use your loginname /username and password - to get to your online details and upload your full paper at your application form "Paper File". You are kindly asked to check the viruses before sending the document. Please be informed that NOT all submitted papers will be published in the Proceedings of the Conference. The final decision about the selection is in the responsibility of the editor of the Proceedings who will take into consideration the recommendations of the coordinators of the working groups.

2. Structure of the Paper

Title

The title should be a brief phrase adequately describing the content of the paper

Author(s)

Please add the name, institution, country of the author(s) of the conference paper.

Abstract

An abstract of a paper should be an integral part of the conference contribution; it gives a summary of the information on the paper. It should not exceed 3 500 characters (including spaces) and should be designed to clearly define the content of the paper. The abstract should:

- *State the principal objectives and scope of the research*
- *Describe the methodology employed*
- *Summarize results and findings*
- *State the principal conclusions*

References to literature, bibliographic information, figures or tables should NOT be included in the abstract.

*The final version of the **completed paper** should not exceed 15 pages in length.*

3. Style

NISPAcee requires the following stylistic points to be followed for all manuscripts:

3.1 Format and Language

Papers should be submitted in PDF; RTF; DOC format and written in English.

3.2 Titles and Subtitles

Titles should be typed in capital letters in Times New Roman size 12 and bolded. Names of authors should follow below the title in italics with a footnote indicating the author(s)' position, institution, city and country.

Subtitles should appear in bold with only the first letters capitalised. Subtitles and the main body of the text of the paper should be in Times New Roman, size 10. New paragraphs should not be indented.

3.3 Numbering Sections

For purposes of clarity, sections and sub-sections of the text should utilise the scientific numbering system. Please note that no more than one level of sub-sections should be used whenever possible. Main section titles should appear in bold, and sub-section headings should be both bolded and italicised.

Example:

Chapter 1: Public Administration Education in Yugoslavia

Public administration-related programmes in Yugoslavia are generally housed within faculties of...

1.1 Professors of Public Administration

The academic staff teaching public administration in Yugoslavia has extensive international experience...

1.2 Academic Texts Utilised in Delivering Public Administration Programmes

Although Yugoslavia has been isolated from the international community for most of the last decade, a wide variety of international public administration textbooks are...

3.4 Bullets and Numbering

<<Tab>> should be used after each bullet or number prior to beginning the text, and <<enter>> after each bulleted or numbered sentence. Each bulleted or numbered sentence/phrase should be followed by “;” with the exception of the final point, which should end with a period (“.”).

3.5 Notes

Note numbers should be placed within the main body of the text in superscript. Notes should be numbered consecutively from “1” and collected at the end of the page or the paper.

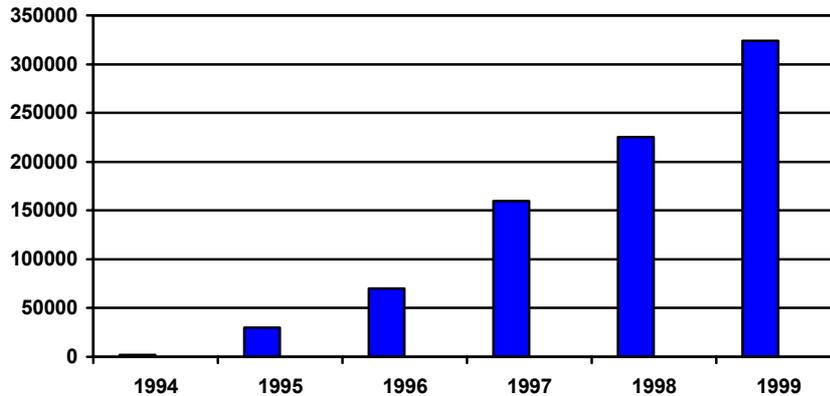
3.6 Tables, Illustrations (Graphs, Figures)

Tables and illustrations should be included into the main body of the text.

Example:

Figure 1: Number of Units under Private Management in Ukraine from 1994 to 1999¹

¹ S. Rudoi. “Ukrainian Housing Management in Transition.” In the NISPAcee *Occasional Papers in Public Administration and Public Policy*. (Summer 2000): Vol. 1, No. 3.



Example of an Illustration's Notation in the Main Text:

3.7 References

All references should be listed alphabetically. The following style should be used:

For bibliographies – for articles published in a journal or collection of papers:

Bookman, M. Z. (1995). "Former Yugoslavia: Serbia, Montenegro, Bosnia and Macedonia." In J. P. Hardt and R. F. Kaufman (Eds.), *East-Central European Economies in Transition*. New York, NY, USA: M. E. Sharpe: 639-663.

Zecchini, S. (1991). "Assimilating Central and Eastern Europe into the World Economy." In P. Marer and S. Zecchini (Eds.), *The Transition to a Market Economy*. Paris, France: OECD, Vol. 1: 27-33.

For bibliographies – for books:

Kotler, Philip (1995). *Strategic Marketing for Nonprofit Organizations*. New York: Prentice Hall.

For footnotes:

R. Lyle. "Has Transition Failed in the Former USSR?" *RFE/RL Newslines and Note 3* (29 April 1999): 83.

For In-Text References:

In-text references may be utilised to site a source in lieu of footnotes. Please note that either footnotes or in-text references may be used, but a paper should not contain both styles. The format for in-text references is as follows:

(Foret and Foretova 1996).