



Uputstvo za autore

Radovi za časopis *Bankarstvo* moraju biti originalni i prethodno neobjavljivani. Autor odgovara za podatke objavljene u tekstu.

Radovi se klasifikuju kao: originalni naučni, pregledni i stručni.

Uredništvo zadržava pravo da tekst koji ne odgovara datim kriterijumima vrati autoru kao neodgovarajući ili radi izmena i dopuna. Drugim rečima, nijedan rad neće biti poslat na recenziju ukoliko nisu ispoštovana sva pravila data u Uputstvu.

Radovi domaćih autora, što se odnosi i na autore iz Bosne i Hercegovine, Crne Gore i Hrvatske, primaju se na srpskom i engleskom jeziku. Ukoliko nedostaje jedan od navedenih jezika, rad će biti vraćen autoru. Strani autori radove predaju na engleskom jeziku.

Uz rad **obavezno** dostaviti popunjen formular „Podaci o autoru”, koji se nalazi na našem sajtu: www.casopisbankarstvo.rs/uputstvo-za-autore-i-recenzente.

U tekstu ne navoditi nikakve lične podatke pošto se rad šalje na anonimnu recenziju.

Prva stranica rada treba da sadrži: naslov rada, rezime i ključne reči.

JEL klasifikaciju određuje redakcija u skladu sa klasifikacijom *Journal of Economic Literature*.

Postupak testiranja na plagijat obaviće se nakon pozitivnih recenzija rada. Radovi će biti odbijeni ukoliko se utvrdi plagijat, autoplajijat ili lažno autorstvo.

Radove dostavljati **isključivo** u elektronskom obliku na mejl adresu:

bankarstvo@ubs-asb.com

Uputstvo

Molimo da rad pripremite pridržavajući se **obavezno** sledećih uputstava koja se **podjednako** odnose na tekst i na srpskom i na engleskom jeziku:

- Rad treba da bude u A4 formatu, sve margine 20 mm.
- Dužina rada najviše 10 strana uključujući grafikone, tabele, literaturu i ostale priloge. Ukoliko rad po obimu prevazilazi date propozicije, na uredništvu je odluka da li će ga publikovati ili ne.
- Font i veličina fonta za ceo rad: isključivo Times New Roman, latinica, 10 pt, razmak između redova single.
- Naslov rada mora da bude kratak i jasan.
- Posle naslova rada napisati rezime dužine do 150 reči.
- Posle rezimea dati do 10 ključnih reči, pogodnih za indeksiranje i pretraživanje.
- Osim glavnog naslova (naslova rada) koristiti u tekstu do dva nivoa naslova, bez numeracije.
- Početak pasusa kucati od početka kolone (bez tabulatora).
- Ukoliko uz tekst idu šeme ili grafikoni, označiti u radu gde treba da budu i **napraviti ih isključivo** u programu Word, Excel ili PowerPoint.
- Ukoliko rad sadrži fotografije, označiti u radu gde one treba da stoje i priložiti svaku kao poseban fajl u formatu .eps ili .tiff, rezolucija 300 dpi.
- Tabela po širini ne sme da prelazi margine, a po dužini ne sme biti duža od jedne stranice i mora imati naslov i izvor.
- U tekstu i tabelama ne koristiti tekst boksove.
- Web adrese kucati kao tekst, a ne kao hiperlink.
- Ispraviti sve gramatičke i greške u kucanju.
- Nazivi institucija se, prilikom prvog pominjanja, navode u prevodu a u zagradi originalni naziv i skraćenica.
- Fusnote nisu predviđene (reference navesti u tekstu i obavezno u literaturi).
- Reference se u tekstu navode tako što se u zagradi navedu prezime autora i godina izdanja. Citirani delovi teksta navode se u radu tako što se u zagradu stave prezime autora, godina izdanja i broj strane sa koje je citat. Ukoliko se radi o dva autora, imenuju se oba uz godinu izdanja, a ako ima tri i više autora, navodi se samo prvi (prezime prvog autora + i saradnici sa godinom izdanja). Svaka referenca se mora navesti i u popisu literature.
- Literaturu grupisati na kraju rada po sledećem principu:
 - Knjige: Klasens R. (2006). *Sprečavanje pranja novca*. Beograd: Udruženje banaka Srbije
 - Časopisi: Pantelić S. (2013). Flavije Valerije Konstantin (306-337). *Bankarstvo* 42 (4), 136-145. (prilikom citiranja iz elektronskih verzija časopisa na kraju dodati: doi broj citiranog članka, ako ga ima, odgovarajući internet link i datum pristupa)
 - Ostali izvori - veb-sajtovi (internet adresa i datum pristupa), disertacije (prezime, ime, naslov, institucija gde je doktorska disertacija odbranjena, godina), službene publikacije (naziv publikacije/ organizacije/ustanove, naslov, mesto izdavanja, izdavač, broj, godina).

- Ostali prilozi časopisu treba da imaju do 5 strana, takođe moraju biti urađeni po tehničkom uputstvu, ne recenziraju se, već ih uredništvo ocenjuje i razvrstava u sledeće kategorije:
 - Prikaz knjige: u nadnaslovu se navodi autor knjige, u naslovu naziv knjige, a u podnaslovu podaci o autoru knjige, titula, ustanova u kojoj je zaposlen, godina izdanja, izdavač. Autor prikaza potpisuje se na kraju. Obavezno dostaviti sliku korice knjige u formatu .eps ili .jpg, rezolucija 300 dpi kolor.
 - Prikaz doktorske disertacije: u nadnaslovu se navodi autor disertacije, u naslovu naziv disertacije, a u podnaslovu podaci o autoru, titula, ustanova u kojoj je zaposlen, članovi Komisije za odbranu, datum i mesto odbrane. Autor prikaza potpisuje se na kraju.
 - Prikaz konferencija: u naslovu naziv konferencije ili skupa, u podnaslovu organizator, datum i mesto održavanja. Autor teksta potpisuje se na kraju.

Postupak recenzije

Radove recenziraju dva stručna, nezavisna recenzenta.

Recenzenti dobijaju radove bez ličnih podataka autora. Posle recenzije popunjavaju formular o kvalitetu rada za časopis *Bankarstvo* (koji se nalazi na našem sajtu: www.casopisbankarstvo.rs/uputstvo-za-autore-i-recenzente) i dostavljaju ga Redakciji u roku od 30 dana.

U delu koji se odnosi na napomene i preporuke obaveza je recenzenata da objasne date ocene i preporuče da li je rad za objavljivanje, ispravku ili odbijanje. Radovi će biti prihvaćeni za objavljivanje ili poslati na ispravku isključivo ako su obe recenzije pozitivne.

Konačnu odluku o tome da li će rad biti publikovan ili ne donosi glavni i odgovorni urednik.



Instructions for the Authors

Papers sent to *Bankarstvo* Journal must be original and previously unpublished. The author is liable for the data published in the text.

The papers are classified as: original scientific papers, scientific review articles and expert articles.

The Editorial Office retains the right to return to the author the text which does not meet the set criteria, as inappropriate or requiring additional changes and amendments. In other words, no paper will undergo review unless it fulfils all the rules defined in the Instructions.

Papers by domestic authors, including the authors from Bosnia and Herzegovina, Montenegro and Croatia, are to be submitted in Serbian and in English. If the paper in either of these languages is missing, the paper will be returned to the author altogether. Foreign authors submit their papers in English.

Along with the paper, it is **obligatory** to submit the completed Author's Personal Data form, to be found on our website: www.casopisbankarstvo.rs/en/instructions-for-authors-and-reviewers. The text itself should not contain any personal data since it is to be sent for anonymous review.

The first page must contain: the title, abstract, and keywords.

JEL classification is determined by the Editorial Office pursuant to the classification of the *Journal of Economic Literature*.

Plagiarism testing is performed after the paper gets positive reviews. The paper will be rejected if there is a detected case of plagiarism, auto-plagiarism or false authorship.

Papers are to be submitted
exclusively in electronic form to:
bankarstvo@ubs-asb.com

Instructions

We kindly ask you to prepare your papers **strictly** in accordance with the following instructions, which **equally** refer to the texts in Serbian and in English:

- The paper should be in A4 format, all margins 20mm.
- The paper should be maximum 10 pages long, including charts, tables, bibliography and other appendices. If the paper exceeds the given proportions in volume, the Editorial Office decides whether to publish it or not.
- Font and font size for the entire paper: exclusively Times New Roman, 10pt, with single spacing.
- The title of the paper should be short and concise.
- Below the title the author is to write an abstract of up to 150 words.
- The abstract is to be followed by up to 10 keywords, suitable for indexing and search purposes.
- In addition to the main title (title of the paper), use up to two levels of titles in the text, without numeration.
- Each paragraph is to be typed from the beginning of the column (without tabulator).
- If the text is accompanied with graphs or charts, please designate where in the paper they should be placed, and enclose each of them **exclusively** in Word, Excel or PowerPoint.
- The author should also designate where in the paper photographs should be placed, submitting each of them as a separate file in the .eps or .tiff format, resolution 300 dpi.
- A table must not exceed the margins in width, must not be longer than one page and must have the title and the source.
- Text boxes are not to be used either in the text or in the tables.
- Websites are to be typed as a text, not as a hyperlink.
- Please, correct all grammatical or typing errors.
- When mentioned for the first time, the names of institutions are translated and the original name and abbreviation are given in brackets.
- Footnotes are not to be used (please, state all references directly in the text and in the bibliography at the end of the paper).
- References in the text are given by putting the last name of the author and the year of publishing in brackets. The quoted parts of the text are marked by putting the last name of the author, year of publishing and number of the page from which the text is quoted in brackets. If there are two authors, they are both mentioned along with the year of publishing, and if there are three or more authors, only the first one is mentioned (last name of the first author + et al, along with the year of publishing). Each reference has to be cited in the bibliography, too.
- Bibliography is to be listed at the end of the paper, according to the following citation style:
 - Books: Claessens R. (2006). *Prevention of Money Laundering*. Belgrade: Association of Serbian Banks

- Journals: Pantelić S. (2013). Flavije Valerije Konstantin (306-337). *Bankarstvo* 42, (4), 136-145. (when citing from electronic journals, the authors must add: the doi number of the cited article, if available, the appropriate web link and date of access)
- Other sources: web pages (web link and date of access), dissertations (last name, first name, title, institution in which the PhD dissertation was presented, year), official publications (name of publication/organization/institution, title, place of publishing, publisher, issue, year).
- Other contributions to the journal must have up to 5 pages, must follow the technical instructions, do not undergo reviews, and the Editorial Office ranks and assigns them into the following categories:
 - Book review: the subscription title states the author of the book, the main title is the title of the book itself, and the subtitle contains the data on the author, their title, institution in which they are employed, year of publishing and publisher. The author of the review signs his/her name at the end. The picture of the book cover is to be submitted in the format .eps or .jpg, resolution 300 dpi colour.
 - PhD dissertation review: the subscription title states the author of the dissertation, the main title is the title of the dissertation itself, and the subtitle contains the data on the author, their title, institution in which they are employed, the Presentation Committee members, date and venue of the presentation. The author of the review signs his/her name at the end.
 - Conference review: the main title contains the name of the conference, the subtitle contains the host, date and venue. The author of the text signs his/her name at the end.

Reviewing Procedure

The papers are reviewed by two peer, independent reviewers.

The reviewers receive the papers without any personal data on the authors. Upon reviewing, they fill in the form on paper quality for *Bankarstvo* Journal (to be found on our website: www.casopisbankarstvo.rs/en/instructions-for-authors-and-reviewers) and submit it to the Editorial Office within 30 days.

In the section intended for reviewers' comments and recommendations, the reviewers are obliged to elaborate on the given grades and recommend whether the paper is to be: published, amended or rejected. The papers will be accepted for publication or sent to be amended only if both reviews are positive.

The final decision about whether the paper will be published or not is made by the Editor-In-Chief.