

## Text

### Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10.5-point Times Roman) for text.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function in word, not spreadsheets, to make tables.
- Use MathType for equations.
- Save your file in docx format (Word 2007) or doc format (older Word versions).
  
- Footnotes
- Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript Arabic numbers (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.
  
- Affiliation of author, city, zip code and country should be placed as footnotes.
- Always use footnotes instead of endnotes.

## References

### Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines <sup>[3]</sup>.
2. This result was later contradicted by Becker and Seligman <sup>[5]</sup>.
3. This effect has been widely studied <sup>[1-3, 7]</sup>.

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively. References should be listed at the end of each paper and numbered in the order cited to in the text, not alphabetically. Journal references should be arranged thus:

- Journal article

[number] family names and initials of all authors. Title of the paper [J]. *full journal title of the journal*, year of publication, number of the volume(number of the issue): number of the first pages - number of the last pages.

- Book

[number] family names and initials of all authors. Title of the book [M].City, country: publishing house, year of publication.

- Dissertation

[number]names of author. Title of the Dissertation [D].City, country: university, year of Dissertation.

- Conference

[number] family names and initials of all authors. Title of the paper [C]. *full conference title*, City, country, year of conference.

#### Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order. Name your table with "Table" and the figure number, e.g., Table 1 Title(caption).
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript Arabic numerals (or asterisks for significance values and other statistical data) and included beneath the table body.

#### Figures

- Each figure should have a concise caption describing accurately what the figure depicts.
- Figure captions begin with the term Fig., followed by the figure number, e.g., Fig.1 Title(caption).
- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.

#### Integrity of research and reporting

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