MANUSCRIPT REQUIREMENTS

To facilitate the peer reviewing process, it is essential that the contributors adhere to the guidelines presented below.

PAPER TITLE [CENTERED, 14-POINT TIMES NEW ROMAN, BOLD, CAPS LOCK, UP TO 12 WORDS]

Author Name(s), First M. Last[1] [Times New Roman, 12 pt., Bold. Omit Titles and Degrees]

[1]*Institutional Affiliation, Country [Times New Roman, 12 pt., Italic]*

Abstract [Times New Roman, 11 pt., Bold]

We ask authors to follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The page format is A4, the text must be single column, line spacing – 1,5, left margin – 2,5 cm, right margin – 2,5 cm, top margin – 2,5 cm, bottom margin – 2,5 cm, text - Justified. This summary should be 200 - 300 words. An abstract is a shortened version of the paper and should contain all information necessary for the reader to determine: 1) topicality of the research, 2) the aim of the study, 3) methodology the study, 4) the results obtained and the most important conclusion, 5) the significance of the results. Please, do not use special characters, bullets and numbering symbols, reference citations, abbreviations in your title or abstract.

Keywords: 5-8 keywords in an alphabetic order (font Times New Roman 11 pt., Italic).

Introduction [Times New Roman, 14 pt., Bold]

Length of the article must be 3000 to 7000 words, including figures, tables, and bibliography. The article should be prepared in English. The structure of the text of the article must generally have the following parts: Introduction, Methodology, Results, Discussion and/or Conclusions, References.

The introduction presents the problem and premise upon which the research was based. It goes into more detail about this problem than the abstract, justify the significance of the problem, provide an overview of previous research, and present the aim of the study. It can also include the theoretical framework, literature review etc., and can be titled differently accordingly to the topic.

Abbreviations should be defined the first time they appear in the article.

Subsections [Times New Roman, 12 pt., Bold]

Subsections can be added in the Introduction part or any other part of the article. The size of the manuscript limits their applicability.

References in the text [Times New Roman, 12 pt., Bold]

The following table (see Table1) shows examples of the basic in-text citation styles.

Table 1

References in the text

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation [a]	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

[a] Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text.

Methodology [Sections - Times New Roman, 14 pt., Bold]

The Methodology section shows how the study was conducted. Be sure to describe the methods and procedures of sampling and data collection.

Results [Sections - Times New Roman, 14 pt., Bold]

The Results section summarizes the data. Use tables and figures to display the main results.

Table and figure design [Times New Roman, 12 pt., Bold]

All drawings, tables and other non-text objects must be numbered. Insert figures and tables after they are cited in the text. Use reference to the Figures and Tables in the text (see Figure 1) or (see Table 1), even at the beginning of a sentence.
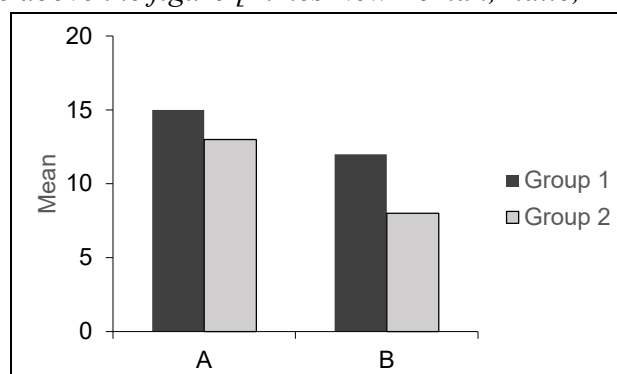
If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your article, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.

Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your article.

Example:
Figure 1 [font Times New Roman, 12 pt., Bold]
Figure captions should be above the figure [Times New Roman, Italic, 12 pt.]

Note. If needed.

Table design example:
Table 1 [font Times New Roman, 12 pt., Bold]
Descriptive Statistics and Correlations for Study Variables [Times New Roman, Italic, 12 pt.]

Variable	n	M	SD	1	2	3
1. Internal–external status[a]	3,697	0.43	0.49	—		
2. Manager job performance	2,134	3.14	0.62	−.08**	—	
3. Starting salary	3,697	1.01	0.27	.45**	−.01	—
4. Subsequent promotion	3,697	0.33	0.47	.08**	.07**	.04*
5. Organizational tenure	3,697	6.45	6.62	−.29**	.09**	.01
6. Unit service performance	3,505	85.00	6.98	−.25**	−.39**	.24**
7. Unit financial performance	694	42.61	5.86	.00	−.03	.12*

Note. A linear transformation was performed on the starting salary values to maintain pay practice confidentiality.
[a]0 = internal hires and 1 = external hires.
*$p < .05$. **$p < .01$

Discussion [Sections - Times New Roman, 14 pt., Bold]

The Discussion section is a chance to analyze and interpret your results. Draw conclusions and support how your data led to these conclusions. Discuss whether your hypothesis was confirmed or not supported by your results. Determine the limitations of the study and further steps for investigation.

Conclusions [Sections - Times New Roman, 14 pt., Bold]

Conclusions should be based on results and if possible, the solutions to the problem outlined in the introduction should be mentioned. Conclusions can be represented using plain text or separated by points using appropriate style.

- The conclusions do not contain references; they must be the author's conclusions.
- Do not leave hyperlinks formatting.

Author Note

Include any grant/funding information if needed.

References [Sections - Times New Roman, 14 pt., Bold]

References should be in APA 7th Ed. style. You can find the information here: https://extras.apa.org/apastyle/basics-7e/?_ga=2.57600746.1764102395.1617815764-308508714.1610391745#/lessons/BRFzel2_9kudcM78vQP9xuzReqou919n