

**(12pt)**  
**PAPER TITLE (12pt, bold, capitals, center)**

(12pt)

Academic title First name, NAME (10pt, normal, right)

Affiliation (10pt, center)

E-mail: firstnam\_nmbb@yhm.org (10pt, right)

(9pt)

**ABSTRACT (9pt, bold, capitals, left)**

*The abstract comprises the objectives and the author's contribution to the paper topic. It has to comprise enough information to make readers able to judge the nature and significance of the topic, adequacy of the methodology, outcomes and conclusions. (9pt, italic, justify)*

**KEY WORDS (9pt, bold, capitals, left)**

*4 to 6 key words that are representative for the article content (9pt, italic, left)*

**INTRODUCTION (10pt, bold, capitals, left)**

It states the importance of the topic, the scope and objectives of the paper and it briefly explains the used approach and way of reasoning.

The paper should be edited in **Romanian and English**

The paper should not exceed 4 pages edited according to instructions.

(10pt)

**1. HEADING (10pt, bold, capitals, left)**

The paper content will present the used research methodology, the topic placed in the specific literature and its contribution to the field of activity..

**1.1. Subheading (10pt, bold, left)**

Papers will respect the following format:

- Format A4 (297x210)
- Margins: top 4.5 cm, bottom 4.5 cm, inside 4.0 cm, outside 4.0 cm, header 4.5 cm, footer 4.5 cm
- The text has to be edited in Microsoft Word 2000 or 2003.
- Font: Times New Roman, size 10, line spacing: single, justified.
- The editing will be done in a single column, continuously, without free spaces, excepting the rows between headings and text, paragraphs, and between text, figures and tables.

**Heading** has to be continuously numbered, and the subheading has not to exceed two levels (e.g., 1.2.1.), their presence and number being at the author's choice.

**References** will be cited using Harvard style. Examples for situations when the cited paper has:

- **One author:** „Demand curve for ecotourism recorded a continuous increase in last decades (Ionescu, 2009).”
- **Two authors:** „Corporate social responsibility brings important economic advantages (Panaitescu and Popescu, 2010).”
- **more than two authors:** „Popescu et al. (2001) appreciate that this position is too .....”;

**Page number** will not be inserted in the paper.

**Figures, graphs, and tables** will be aligned to the center, numbered in the order of their appearance, and formatted in black and white.

In case that a figure is done in Microsoft Word, all graphical components of it will be grouped in a single graphical object (the graphical components of the figure will be selected, than right click, and *Grouping* option and *Group*).

The number of table, graph or figure will be in italic, before the title, both placed centered before the table. The name of the table, figure or graph will be bolded, using the same font as for the text. The source (if isthe case) is placed below the figure, table, or graph, left, 8pt. Table font will be of the same type and size as the text.

Table will be formatted in *Elegant* style. For large table an entire page will be used (together with title, source and legend), and an appropriate orientation is allowed to use the „Heading rows repeat” option from the „Table” menu.

(10pt)

*Table 1. Table name*

<b>Nr.crt.</b>	<b>Specificație</b>	<b>Preț (Euro)</b>	<b>U.M.</b>	<b>Cantitate</b>
1	Exporturi	1 250	Pachete	25
2	Importuri	2 561	Pachete	12

(Source: Author, 2004: 31) (8pt)

(10pt)

