



Information for Authors

Publication ethics and malpractice statement

NCML journal is committed to ensuring ethics in publication and quality of articles. Accordance to standards of ethical behavior is therefore expected of all parties involved: Authors, Editors, Reviewers, and the Publisher. Before submitting or reviewing the paper for the NCML journal, please read our [Publication-Ethics-and-Malpractice-Statement](#).

Manuscript preparation

The initial version of manuscript should be written by using **Word** program submitted as a **.docx** file or by using **Latex** program submitted as a single **PDF** file. The initial version of the paper should not contain author names and affiliations, which is necessary to ensure blind review of the paper.

After the reviewing process, if the paper is accepted for publishing in this journal, the author will be asked to submit a **.docx** file with the final version of the manuscript, or submit the final **.tex** file if the paper is prepared by using Latex program.

Structure and size of the paper

The **initial version** (with no author names) of the paper should contain the following elements:

- *Full title* (up to 150 characters)
- *Short title* (not more than 50 characters including spaces)
- *Full title* (up to 150 characters)
- *Abstract*. A concise abstract is required. The abstract should state the problem studied and the principal results proven.
- *Keywords* (at least two, up to six key words).
- *Main text* (containing introduction, description of previous research, methods, results, discussion and / or conclusion)
- *References*. References in the text are cited by numbers in square brackets. A full list of references should be given at the end of the manuscript in alphabetical order by the first author's last name. See the paper template above for the appropriate format of references.

All figures must be placed in the paper, and also prepared as a separate TIF or EPS format. If the paper is prepared by using Latex, all figures must be sent in EPS format.

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The **final version** of the paper (after reviewing process) should contain the following elements:

- *Full title* (up to 150 characters)
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- *Author names and affiliations* (For each author add his/her affiliation with the full postal address and the country name. If available, specify the e-mail address of each author. Clearly indicate who the corresponding author of the paper is.)
- *Abstract*. A concise abstract is required. The abstract should state the problem studied and the principal results proven.
- *Keywords* (at least two, up to six key words).
- *Main text (containing introduction, description of previous research, methods, results, discussion and / or conclusion)*
- *References*. References in the text are cited by numbers in square brackets. A full list of references should be given at the end of the manuscript in alphabetical order by the first author's last name. See the paper template above for the appropriate format of references.

All figures must be placed in the paper, and also prepared and submitted as a separate TIF or EPS format. If the paper is prepared by using Latex, all figures must be sent in EPS format. Papers submitted to a regular issue of NCML journal have no limited size.

List of references

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters a, b, c, etc., placed after the year of publication.

Examples:

Reference to a printed journal article:

[1] Greenwald, B. and Stiglitz, J. E. (1993). Financial market imperfections and business cycles. *Quarterly Journals of Economics*, 108(1), 77–114.

Reference to an electronic journal article with a DOI number:

[2] Santi, E. Aloise, D., Blanchard, S.J. (2016). A model for clustering data from heterogeneous dissimilarities. *European Journal of Operational Research*, 253(3), 659-672.
<http://dx.doi.org/10.1016/j.ejor.2016.03.033>.

Reference to a book:

[3] Klein, E. (1973). *Mathematical Methods*. Cambridge: Cambridge University Press.

[4] Embrechts, P., Klueppelberg, C., and Mikosch, T. (1997). *Modelling Extremal Events for Insurance and Finance*. Berlin: Springer-Verlag.

Reference to a chapter in an edited book:

[5] Mettam, G. R., and Adams, L. B. (2009). How to prepare an electronic version of your article. In Jones, B. S. and Smith, R. Z. (Eds.). *Introduction to the Electronic Age* (pp. 281–304). New York: E-Publishing Inc.

Reference to a working paper:

[6] Li, G. and Smith, P. A. (2009). New Evidence on 401(k) Borrowing and household balance sheets. Federal Reserve Board. Working Paper No. 19, Washington.

Reference to an Internet resource:

Web references should be included in the reference list, not listed separately. Information such as author names, title, dates, reference to a source publication, DOI, etc. should be given if known.

[6] The National Bureau of Economic Research. (2012). US business cycle expansions and contractions. <http://www.nber.org/cycles.html> [Accessed 13/07/13].

Paper submission

The corresponding author will receive all correspondence, including an initial acknowledgment and the decision, by e-mail.

The submission file must be a .docx file or PDF file for papers prepared by using Latex program, not containing the information about the authors' names and affiliations (in order to assure a blind review process). Our policy is that the reviewing process takes no longer than 10 weeks.

After the revision process, revised manuscripts must be uploaded within 2 weeks (for minor revisions) or 4 weeks (for major revisions) of authors being notified of conditional acceptance pending satisfactory revision. Revisions must still be sent as a .docx or PDF file.

If the submission is accepted, the contact person will receive instructions for submitting the final .docx or .tex version of accepted paper, as well as all figures and graphics.

The corresponding author will receive a **Proof** of the paper for checking before it is published. Authors should keep in mind that reading proofs is their responsibility. Corrections should therefore be clear and unambiguous. The main aim of proofreading is to correct errors that may have occurred during the production process, and not to modify the content of the paper. Please correct your galley proofs and return them within 5 working days.

Reviewing process

Every manuscript is peer reviewed, according to the following procedures.

1. Initial manuscript evaluation

The Editors first evaluate all manuscripts. In many cases, the Editors will return a paper promptly to its author(s) at this stage because it clearly does not match the journal's stated interests, scope or level of quality. Submissions that meet the minimum criteria are normally passed on to at least 2 experts for review. In rare cases, however, an exceptionally strong manuscript might be accepted after the initial reading.

2. Type and duration of peer review

The NCML editor double-blind reviewing, in which the reviewer is unknown to the author, and the identity of the author is unknown to the reviewer. Upon acceptance to review the manuscript, the reviewer is asked to submit its review within 4 weeks (in some cases, extensions to this period could be approved by the editor).

3. Reviewers' report

Referees advise the Editors. The Editors' decision to accept or to reject a manuscript will be sent promptly to the author, with suitably detailed explanations. The paper could be accepted as is, accepted with minor revisions, revised and resubmitted or rejected.

4. The Editors' decision

The Editors are responsible for the final decision to accept or to reject a given manuscript, and there the process ends.

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After acceptance of the manuscript, and before publishing in this journal, the corresponding author is required to sign (on behalf of all coauthors) the [Consent to publish and copyright agreement](#).

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