

INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT GUIDELINES
for scholarly publications in the academic scientific journal
Business, Economics, Sustainable Development, Leadership and Innovation

Business, Economics, Sustainability, Leadership and Innovation is a peer-reviewed scientific journal that publishes the most up-to-date original scientific investigations, reviews and analyses of the current research in the area of sustainable business, leadership and innovation development. It aims to publish papers contributing to a substantive subject area or presenting multi-directional interdisciplinary discoveries, that have not been published or submitted for publication in other print or electronic media.

While screening articles submitted for publication, the editorial board will give special consideration to their topicality, novelty and form of presentation, as well as the availability of important empirical data, syntheses, or concepts.

The type of articles that may be submitted for publication: **regular research articles** that report original theory or empirical research containing at least 30,000 characters, inclusive of the title and references.

Principal Scientific Directions

- Global issues and problems of economics, management and business
- Environmental economics, sustainability and environmental protection
- International, national and regional economic challenges and problems
- Social and economic problems in the humanitarian sphere of a nation's economy
- Economics and education management
- Leadership, innovation and other areas of economic advancement and societal development and the economy of the future

Languages of Publication

Ukrainian, English.

Manuscript structure

(For manuscripts submitted in Ukrainian)

The following is the required flow sequence of the mandatory structural elements:

- Title
- UDC Code
- JEL Code
- ORCID Identifier
- Name(s) and Initials of Author(s)
- Abstract (in Ukrainian)
- Keywords (in Ukrainian)
- Research Presentation:
 - Problem Statement
 - Task Statement
 - Literature Review
 - Results
 - Discussion / Conclusion
- Bibliography
- References
- Last and First Name(s) of Author(s) (in English)
- Title of Article (in English)
- Abstract (in English)
- Keywords (in English)

Manuscript structure

(For manuscripts submitted in English)

The following is the required flow sequence of the mandatory structural elements:

- Title
- UDC Code
- JEL Code
- ORCID Identifier
- First Name(s) and Last Name(s) of Author(s)
- Abstract (in English)
- Keywords (in English)
- Research Presentation:
 - Problem Statement
 - Task Statement
 - Literature Review
 - Results
 - Discussion / Conclusion
- References
- Name(s) and initials of Author(s) (in Ukrainian)
- Title (in Ukrainian)
- Abstract (in Ukrainian)
- Keywords (in Ukrainian)

Limitations and Other Important Details

1. Figures and captions must be embedded in the text but not tied to a specific place of the document as inline objects.
2. Indentations are made not using the spacebar.
3. Pages must not be numbered.
4. Headers and footers are not allowed.
5. Figures and tables must be cited before their appearance in the text.

Manuscript Format Requirements

Main font type – Times New Roman, type size – 12 pt.

Page setup and text format:

- Page size: A4 (21 x 29.7 cm)
- Orientation: portrait
- Mirror margins: top, bottom – 2 cm, inside – 1.75 cm, outside – 1.5 cm.
- Indent: 1 cm
- Alignment: justified
- Spacing: single
- Line spacing before paragraph – 0
- Line spacing after paragraph – 0

Formatting of the title (first) page:

Located at the upper left-hand corner, are the UDC Code of the article (index/code according to the Universal Decimal Classification; (<https://teacode.com/online/udc/>), its JEL Code (the classification code according to the classification system by the Journal of Economic Literature; (<https://www.aeaweb.org/econlit/jelCodes.php?view=jel>) (number of codes should be between 2 and 5) and the authors' ORCID identifiers (Open Researcher and Contributor ID; <https://orcid.org/>). Times New Roman type, 11-point type size, bold. In the same line, at the upper right-hand corner, the authors' last names and initials are placed: Times New Roman type, 11-point type size, bold.

Example:

UDC Code
JEL Code
ORCID ID

Oleksandr Ivanenko
Valentyna Mykolaenko

In a line, centered, the title of the article should be located (Times New Roman type, 14-point type size, all capitals, bold, centered). The title should be specific, descriptive, brief, appropriate for indexing and clear for non-specialists. No more than 250 characters.

In a line, the abstract in the language of the manuscript is placed (Times New Roman type, 12-point type size, italic, no indentation). The abstract should be at

least 250 characters. It should provide a summary of the problem and task statement, how it was studied, the main results, and their application. The following line should contain the keywords in the language of the manuscript 5–7 words and phrases (Times New Roman type, 12-point type size, italic), describing the content and subject areas of the paper. The keywords or key phrases should be separated with commas.

In a line – the main text of the article in accordance with the general format requirements.

All tables should appear in the appropriate places of the text, between the paragraphs, not inside them, and not be tied to a specific place as inline objects. All tables should be numbered consecutively in order of appearance, cited before their appearance in the text (Tab.1), and must have a title (or a short descriptor) in 10 font (italicized) appearing below the table. All tables should be made via the Insert Table dialog box of Microsoft Office Word.

Figures (graphs, diagrams, maps, drawings, photographs) should be directly related to the content of the article and should not be used for decorative purposes. The article may contain no more than 10 figures. All figures should appear in the appropriate places of the text, between the paragraphs, not inside them, and not be tied to a specific place as inline objects. All figures should be numbered consecutively in order of appearance, cited before their appearance in the text, and must include a title. Figure numbers and captions should be centered under the figure. All captions should start with a capitalized word; type size – 10 pt, italicized.

Mathematical formulas are to be made on MS Word Equation. All equations are numbered consecutively (in the format (1), (2), ...) and should be referred to before they appear in the text. All elements of the equation should be properly explained immediately underneath.

Tables, figures, and equations are separated from the text with an empty line.

All abbreviations should be deciphered and spelled out on their first appearance in the text.

BESLI does not use footnotes: all information should be aggregated in the main text of the reference list.

Authors. All parties who have made a significant contribution must be listed as authors. Do not mention: affiliation, scientific degrees and titles, personal mailing addresses.

Acknowledgements. The authors may express their gratitude to individuals and organizations who have contributed to publication, and mention the funding sources; all abbreviations should be properly spelled out. The authors should obtain permission from all of the individuals and parties listed.

Notes. In case the author was granted funding by or was in any way bound to a person or an organization that are believed to may have a negative effect on the represented results, he is obliged to notice this in the end of the manuscript. This also applies to any other possible conflict of interests.

Bibliography (in Ukrainian manuscripts) contains references listed at the end of the manuscript and numbered in the order they appear in the text. In the text, the references are cited by corresponding number in square brackets, formatted in the Harvard Referencing Style, Times New Roman type, 10-point type size. The list should contain up to 30 sources.

References. Times New Roman type, 10-point type size, APA (American Psychological Association) style; no more than 30 entries.

First and last names of the authors (in English for the manuscripts written in Ukrainian, and vice versa) – Times New Roman, 10-point size, bold italic, left-aligned.

Title of article (in English for the manuscripts written in Ukrainian, and vice versa). Times New Roman, 12-point size, bold, centered.

Abstract (in English for the manuscripts written in Ukrainian, and vice versa). Times New Roman, 12-point size, italic, justified. The abstract should be at least 1,800 characters.

Keywords (in English for the manuscripts written in Ukrainian, and vice versa). Times New Roman, 12-point size, italic, justified; between 5 and 7 words or phrases.

Manuscript Submission

Manuscripts must be submitted electronically in MS Word format (DOC or DOCX), in accordance with the format requirements, not password protected or blocked.

Please keep the file size less than 3MB. If the file is larger (more than 20 pages), please discuss this with the publisher. An author may publish up to two articles in one volume of *BESLI*.

The documents required for submission to the editorial office include:

1. The manuscript
2. Permission for publication (from all co-authors)
3. Figures attached as separate files (if available)
4. Authors' profiles (for all co-authors separately)
5. Declaration of interest (if relevant). All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work.

All submitted manuscripts are considered for publication providing they are in line with the purposes of *BESLI*, have not been published and are not under consideration for publication elsewhere. They should represent accurate, original and unique information concerning topical and significant scientific problems.

Review Procedures

All manuscripts will undergo a two-part review process (single blind peer-review). The outcome of the review is critical to the publication of the manuscript.

If a manuscript is considered suitable for publication, this shall not mean that the reviewers, members of the editorial board and/or publisher share the authors' views or ideas. The publisher, the members of the editorial board and reviewers do

not assume any responsibility for the content of the published article, nor the consequences of its disclosure.

Articles that contain mistakes, violate copyright, publishing ethics, manuscript requirements or provide misleading information shall be removed without warning and compensation.

All manuscripts submitted for publication in English or Ukrainian must meet common standards of usage and grammar. If required, editors should have the right to correct the paper.

ATTENTION! The manuscript will not be considered if any element/component of the required package of documents is missing, the text of articles contains numerous errors in style, orthography and grammar, and if it does not fully conform to the Format Requirements.

Author's Profile

- Last name, first name, patronymic name (full) of author
- Scientific degree, academic title/rank
- Affiliation (place of work or study; in full)
- Position
- Title of article
- Contact information (contact telephone number, e-mail and mailing address)

ATTENTION! All data must be submitted in two languages (English and Ukrainian).

Reasons for Rejecting Manuscripts

Absence of any element / component of the required package of documents.

Absence of contact information.

Absence of an academic supervisor's recommendation or review, signed and stamped (applicable for authors without a scientific degree).

Absence of UDC Code, JEL Code or ORCID Identifier.

Absence of reference list (bibliography).

Insufficient length (less than 20,000 characters) of manuscript.

Insufficient size of abstract.

Insufficient reference list (less than 5 sources).

The article has been published in another print or electronic media / sources (incl. the Internet).

Plagiarism detected (exceeding 25% of text).

Inadequate citation.

Negative peer review.

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