

## **AUTHOR GUIDELINES**

The main objective of European Financial Management is to provide a forum for the publication of research in the area of financial management and the theory of the firm placing primary emphasis on the highest quality of research to serve both executives and academics concerned with the financial management of European corporations and financial institutions. The journal publishes significant new research in all areas of finance. Whilst European Financial Management is an outlet for high quality of academic research, using state of the art applications, authors are required to stress the practical and managerial implications of their work. The Professional Forum section of the journal publishes clinical studies and short articles dealing with recent developments in the areas of tax laws, regulations, security design, investment/trading strategies, cases and major events in the business world. Submission of a paper will be held to imply that it contains original, unpublished work.

### **Submission inquiries should be sent to:**

**Professor John A. Doukas, Managing Editor, Graduate School of Business and Public Administration, Constant Hall, Suite 2080, Old Dominion University, Norfolk, VA 23529-0222 USA. Tel: +1 757 683 5521, Fax: +1 757 683 5639, Email: [jdoukas@odu.edu](mailto:jdoukas@odu.edu)**

**Electronic Submission: <http://www.efmaefm.org/0EFMJOURNAL/submissions.shtml>**

Authors are required to submit electronically (in MS Word or PDF format) two versions of their paper: (1) a complete paper and (2) a paper without the name(s) and affiliation(s) of the author(s). For the complete paper, the first page should contain the title; name of the author(s), complete address, telephone, fax numbers and E-mail addresses. All submitted papers must be accompanied by an abstract of no more than 100 words. A submission fee is required to process submitted papers.

Papers must be in English. Each paper must be accompanied by a submission fee of \$450 for authors who are current European Financial Management subscribers and \$500 for non-subscribers. The \$500 fee includes a one-year complimentary European Financial Management Association membership. Cheques should be made payable to European Financial Management and must be drawn on a US bank in US currency.

**Turn around time.** The turn around of the journal's refereeing process is one of the fastest among major finance journals. The editorial policy regarding accept, revise and resubmit or reject decisions is reached within four (4) weeks from the submission date. Each submitted paper is assigned to one referee who is committed to turn his/her referee report to the editorial office within three (3) to four (4) weeks.

**Manuscripts are evaluated anonymously.** The first page of the paper should contain the following information: (a) title; (b) name(s); (including email) (c) an abstract of no more than 100 words; (d) up to five keywords of the author's choice reflecting the content of the paper; and (e) at least one classification code according to the system used by JEL. A footnote on the same sheet should give the name and present address of the author to whom proofs and reprint order forms should be addressed. Double-space the entire document with ample margins. Acknowledgements and information on grants received can be given in a first footnote, which should not be included in the consecutive numbering of footnotes.

Authors are encouraged to avoid tedious mathematical expressions. When algebraic formulas do appear in the text they should be followed by a clear explanation to help readers and referees. Derivations and proofs should be placed in an appendix. Footnotes should be kept to a minimum and be numbered consecutively throughout the text with superscript arabic numerals. References should include only the most relevant papers. Tables, charts, and graphs should appear on separate pages in numerical order at the end of the paper. Table captions must be very detailed and self-explanatory. It is strongly recommended that authors take a close look at a recently published EFM article and conform to all stylistic standards before they submit their paper to the journal. Graphs and diagrams should be referred to as figures and should be numbered consecutively in arabic numerals. Please include a short author

biography for each author. These should include details about education, prior affiliations, prior published articles, etc.

European Financial Management is pleased to publish brief announcement such as your future meeting dates and other finance faculty news (i.e. appointments, promotions, leaves, grants, resignations, retirements and deaths) free of charge. Simply send the information to the Managing Editor, above.