

### **1. General requirements**

1. All manuscripts have to be submitted both in English and in Russian and have to meet the formatting requirements given below.
2. Length: Manuscripts have to be minimum 7 and maximum 20 pages long, including title, abstract, figures, tables, diagrams, and list of references. The publication of any manuscript over 20 pages long is to be negotiated with the publisher.
3. Software: All manuscripts have to be written in DOC format using Microsoft Office Word 2003/2010 for Windows or a compatible version of Word.
4. The manuscript has to be sent in a file named after the corresponding author in English (name and surname), for example ivangenov.doc.
5. All manuscripts together with information about the author (full name, organization, position, address, academic degree, academic status, contact telephone numbers, e-mail) have to be sent by email to the following address [Customs.Scientific.Journal@gmail.com](mailto:Customs.Scientific.Journal@gmail.com)
6. REVIEWING PROCEDURE: every scientific article is peer-reviewed according to the double blind review model by at least two independent reviewers. Reviews made are provided in written form through e-mail message and contain explicit conclusion regarding acceptance/rejection of the article for publication. Authors have the right to appeal editorial decisions about accepting or rejecting articles.
7. ETHICAL STANDARDS: every author should submit a declaration that his scientific article is authentic (own work); materials drawn from other sources have been acknowledged according to unit-specific requirements for referencing; contributions of individual coauthors in the preparation of the article have been properly identified; no conflict of interests exists.

### **2. Page format**

Please set the menus of your word processing program as follows (all instructions below refer to working with Word 2003/2010 for Windows):

#### 1. Page Setup:

Margins: Top: 2,5 cm; Bottom: 2,5 cm; Left: 2,5 cm; Right: 2,5 cm

#### 2. Paper Size: A4

#### 3. Format:

Font: Times New Roman; Font Style: Regular; Size: 12

Paragraph: Line Spacing All: Single; Alignment: Justified

All other options are set to 0

#### 4. Indent of paragraphs is 1,25

#### 5. Do not insert page numbers

### **3. Title, authors, affiliation, abstract and key words**

1. All manuscripts should include the JEL classification codes ([www.aeaweb.org/jel/guide/jel.php](http://www.aeaweb.org/jel/guide/jel.php)), aligned left, Bold capital letters, Times New Roman 12.
2. The title of the manuscript is centered and typed after a blank line with Bold capital letters using Times New Roman 16.
3. The author's name (first name) is written with Bold initial capital letters and subsequent small letters and surname is written with Bold capital letters using Times New Roman 12 below the title after a blank line.
4. The names of the organizations and countries the authors represent are given in the next line using *italics*. Scientific ranks and titles are not included.
5. The author's email is given in the next line.
6. The Abstract of the manuscript in English (up to 20 lines long) is given two blank lines

after the affiliation, following the general requirements for the text and using *italics*. The Keywords are written in the next line, following the general requirements for the text and using *italics*.

#### **4. Body text**

1. The body text begins after a blank line from the key words with Introduction (Times New Roman 14) and ends in Summary and Concluding Remarks (Times New Roman 14).

2. Headings in the text are written with Bold initial capital letter and subsequent small letters using Font

Size 13 after a blank line, aligned left. They are numbered using Arabic numerals.

3. Subheadings have an Bold initial capital letter and subsequent small letters in italics using Font Size 12.

They use multi-level numbering with Arabic numerals, such as 1.1; 1.1.1; 1.1.2; 1.2; 1.3 etc.

**For more information as to formatting manuscripts and references, in-text citations, footnotes, endnotes and source lines please visit website ([www.ccjournals.eu/ojs/index.php/customs](http://www.ccjournals.eu/ojs/index.php/customs))**