**ARTICLE TITLE (Times New Roman, 14pt, bold, space after paragraph 12pt)**

(12pt)

First Author Name (Times New Roman, 14pt)

*Affiliation, Address of the affiliation, City, Country (Times New Roman, 12pt, italic)*

*E-mail (Times New Roman, 12pt, italic)*

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Following Author Name (Times New Roman, 14pt)

*Affiliation, Address of the affiliation, City, Country (Times New Roman, 12pt, italic)*

*E-mail (Times New Roman, 12pt, italic)*

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**Abstract (Times New Roman, 12pt, bold, single line spacing)**

Authors must develop a short description of their research using between 150 and 250 words. This should be organized around 6 sub-headings, namely: purpose, design/methodology/approach, findings, research limitations/implications, practical implications and originality/value. The Abstract it will be written using Times New Roman, 11pt, single line spacing, aligned justify.

(12pt)

**Keywords (Times New Roman, 12pt, bold, single line spacing)**: Authors must provide between 4 and 7 keywords that encapsulate the content of their article. The keywords must be separated by commas and only the first letter of each keyword must be capitalized. (Times New Roman, 11pt, single line spacing, aligned justify)

**JEL classification (Times New Roman, 12pt, bold, single line spacing)**: Authors must indicate at least two JEL classification codes. More details can be found at <http://www.aeaweb.org/jel/jel_class_system.php> (Times New Roman, 11pt, single line spacing).

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**1. Introduction (Times New Roman, 14pt, bold, single line spacing)**

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This template provides detailed instructions for preparing and submitting a paper to QHEI. Please follow these instructions carefully.

Use up to 15 A4-size pages (21 x 29.7 cm), each formatted with 2.54 cm margins on all sides. Please do not print any border around the text and do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be changed.

Type the body of the paper in a single column using 12pt Times New Roman throughout. Always use single line spacing and justified alignment. Please use normal capitalization within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting for the use of Acronyms.

For each paragraph use a first line indentation of 1.25 cm.

Do not use more than three levels of heading and use the numbering convention:

**1. Heading 1 (Times New Roman, 14pt, bold, single line spacing, no indentation)**

**1.1. Heading 2 (Times New Roman, 12pt, bold, single line spacing, first line indentation at 1.25 cm)**

*1.1.1. Heading 3 (Times New Roman, 12pt, italic, single line spacing, first line indentation at 1.25 cm)*

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**2. Article structure (Times New Roman, 14pt, bold, single line spacing)**

(12 pct.)

We suggest you to organize the content of your article around the following sections:

* *Introduction* – highlights the research problem; emphasizes the importance of research in a descriptive manner.
* *Literature review* – aims to critically evaluate the articles that had been made previously. Whenever possible, use recent or most widely accepted references to support your arguments.
* *Research methodology* – focuses on describing the research methods, techniques, procedures and instruments. When submitting an article that is based on qualitative methodology, please make sure that you describe the research questions, the information that is the basis of the data analysis, and report the developing themes. The purpose of this section is to facilitate the understanding of the way results have been obtained.
* *Results* – is the heart of a scientific paper and it reflects the data collected during experimentation.
* *Discussion and conclusion* – offers the necessary context for summarizing the main results and their implications on the quality of higher education, highlighting the main limitations of the current study and, if possible, indicating future research directions. At this level, we recommend you not to use references if you are developing only a *Conclusion* section. These may be applied only in the *Discussion* section that you may develop before concluding.
* *References* – provides the sources cited throughout the paper, listed in an alphabetical order, without numbering.

(12 pct.)

**3. Typing instructions (Times New Roman, 14pt, bold, single line spacing)**

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***For the Romanian authors***: Since the journal will be published in both Romanian (*Revista calităţii în instituţiile de învăţământ superior*) and English version (*International Journal for QUALITY IN HIGHER EDUCATION INSTITUTIONS - QHEI*), we are kindly asking you to send us the paper written in Romanian and English. Please have your paper proof-read by an English speaking person. Papers will be returned if the standard of English is not considered to be good enough for publication.

***For the foreign authors:*** Since the journal will be published in both Romanian (*Revista calităţii în instituţiile de învăţământ superior*) and English version (*International Journal for QUALITY IN HIGHER EDUCATION INSTITUTIONS - QHEI*), we are kindly asking you to send us the article written in English and to approve its translation in Romanian, if your paper will be accepted for publication. If English is not your first language, please have your paper proof-read by an English speaking person. Papers will be returned if the standard of English is not considered to be good enough for publication.

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**3.1. Equations, symbols and units**

Number the equation with an Arabic number enclosed in parentheses. Use Times New Roman, 12 pt, single line spacing, hanging indentation 5 cm. Allow one blank line above and below an equation. When referring to an equation in the text write Equation (1).

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1. 

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Symbols should be italicized throughout the text. Define all symbols as they appear in the text. A nomenclature section is not necessary.

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**3.2. Figures and tables**

Figures and tables should be placed as close to their reference point in the text as possible. All figures and tables must have titles and must be referenced from within the text. Number figures and tables consecutively using Arabic numbers (e.g., Figure 1, Figure 2, Table 1, Table 2) and refer to them in the text as Table 1 and Figure 1.

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*3.1.1. Tables*

A table example is presented in Table 1. The main body of the table should be written with Times New Roman, 11pt, single line spacing. Always, label columns and rows and add the units.

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Table 1. Example of table (Times New Roman, 11 pt., single line spacing, aligned right)

|  |  |
| --- | --- |
| **Title column 1 (Times New Roman, 11pt, bold, single line spacing, center)** | **Title column 2 (Times New Roman, 11pt, bold, single line spacing, center)** |
| Text (Times New Roman, 11 pt., single line spacing, aligned left) | Number (Times New Roman, 11 pt., single line spacing, center) |
| Text | Number |
| Text | Number |

*Source:* Please cite the sources of your data using Harvard Refernce Style. It should be typed using Times New Roman, 10pt, single line spacing, hanging indentation 1.25 cm, justify align.

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*3.1.2. Figures*

An image example is presented in Figure 1. Images must be inserted as picture files (.gif, .jpg, .bmp, .pct, .png, .psd). You may be asked to supply the pictures as separate files. Always, label the coordinates in plots and add the corresponding units.

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Figure 1. Example of figure (Times New Roman, 12 pt., single line spacing, center)

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**Acknowledgements (Times New Roman, 12pt, bold, single line spacing)**

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You may insert acknowledgements in the paper if necessary before the references. Type them using Times New Roman, 12pt, single line spacing, justify alignment.

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**References (Times New Roman, 12pt, bold, single line spacing)**

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References should be cited in the text following the Harvard Referencing Style which means that it should be typed by giving the author’s name, with the year of publication in parentheses. If several papers by the same author and from the same year are cited, a, b, c… should be insert after the year of publication. If the reference is a publication by an agency then this should appear in the text under the normal abbreviation by which the agency is known (e.g., use NATO for North Atlantic Treaty Organization). The abbreviation “et al.” should be used to refer to sources used when there are more than two authors. Note that the abbreviation is italicized and is followed by a full stop.

The references should be listed in alphabetical order, without numbering, at the end of the paper. Each reference should be typed using Times New Roman, 11pt, single line spacing, hanging indentation on 0.75 cm, justify align, paragraph spacing after 6pt. Use the following standard form:

***For books***: Surname/s, Initial/s. (Year of publication) *Title of book*. Edition if applicable, Place of publication: Publisher

Argyris, C. and Schön, D. (1978) *Organisational learning: a theory of action perspective*. Reading: Addison Wesley.

***For chapters within books***: Surname of the author/s who wrote the chapter, Initial/s. (Year of publication) ‘Title of the chapter.’ *In* Surname of the editor/s, Initial/s. (ed/s.) *Title of book*. Edition if applicable, Place of publication: Publisher, first and last page numbers of the chapter.

Ariansen, P. (1999) ‘Sustainability, morality and future generations.’ *In* Lafferty, W.M. and Langhelle, O. (Eds.) *Towards Sustainable Development and the Conditions of Sustainability*. London: McMillian, pp. 84-96.

***For journal articles***: Surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal*, Volume number, Issue number, first and last page numbers of whole journal article.

Candelon, B., Dumitrescu, E.I. and Hurlin, C. (2012) ‘How to Evaluate an Early-Warning System: Toward a Unified Statistical Framework for Assessing Financial Crises Forecasting Methods.’ *IMF Economic Review*, Vol. 60, No. 1, pp. 75-113.

***For published conference papers***: Surname/s, Initial/s. (Year of publication) ‘Title of conference paper.’ *In* Name organization. *Title of conference (including number of annual conference if given)*. Volume number if applicable. location of conference (including venue and city), date of conference. Editor’s (or Chair’s) Surname/s, Initial/s. (if given) Place of publication: Publisher, article page numbers.

Kuznetsov, A. and Kuznetsova, O. (2001) ‘The progress of market culture in Russia and managerial response.’ *In* Academy of International Business. *Proceedings of the 28th annual conference of the Academy of International Business (UK chapter) International business in the 21st century: change and continuity – strategies, institutions, regulations and operations*. Vol. 1. Manchester Metropolitan University Business School, Manchester, 6th – 7th April 2001. McDonald, F. and Tuselman, H. Manchester: Manchester Metropolitan University Business School, pp. 471-488.

***For unpublished conference papers***: Surname/s, Initial/s. (Year of conference) ‘Title of paper’. Paper presented at: *Title of conference*. Location of conference (including venue and city), date of conference.

Bueno, E. and Leon, R.D. (2012) ‘Dynamic capabilities – present or absent in a sustainable knowledge based organization’. Paper presented at: *Conferencias y Comunicaciones del II Congreso International de Conocimiento e Innovacion – CIKI 2012*. Madrid, 27th September – 2nd October.

***For internet sources***:

*Author is a person*: Surname/s, Initial/s. (Year of publication) *Title of page*. Name of organization. [Online] [Date accessed] URL.

Kerr, N. (2005) *Happy slapping*. Kidscape. [Online] [Accessed on 27 August 2013] <http://www.kidscape.org.uk/press/pressdetail.asp?PressID=7>.

*Author is an organization*: Name of organization. (Year of publication) *Title of page*. [Online] [Date accessed] URL.

Entovation International. (2000) *Fifth Generation Management*. [Online] [Accessed on 5 November 2011] <http://www.entovation.com/assessment/fifthgen.htm>.