

## Guidelines for authors

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1. Articles for publication must be sent to:

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2. By submitting an article to the editorial board of the “Documentatieblad – Bulletin de Documentation”, the author authorises the publication of the said article, partially or entirely, in the “Documentatieblad – Bulletin de Documentation” and on the website of the FPS Finance, without any financial contribution. The author must undertake to ensure that the article published in the “Documentatieblad – Bulletin de Documentation” has not been published elsewhere. Any entire or partial reproduction of the article published in the “Documentatieblad – Bulletin de Documentation” is prohibited without prior approval from the editorial board. The editorial board may appoint a referee to assess each article submitted. Contacts on this matter will proceed via the editorial secretariat.
3. Texts which have been definitively accepted for publication must be presented in accordance with the guidelines issued by the editorial secretariat, and must be submitted as follows:
  - The text must clearly show the author’s name and contact details so that all particulars can be published correctly;
  - Articles must be submitted in a format which can be processed in MS Word;
  - One printed version must be included (printed one side only);
  - Figures and tables should be printed on separate sheets, with the title of the figure or table at the top and details of the article (name of author and title) on the reverse of each sheet;
  - The text may be submitted by e-mail to: [BdocB@minfin.fed.be](mailto:BdocB@minfin.fed.be)
4. Every article must contain a full introduction and conclusion with summary, so that the essence and relevance of the subject matter, as well as the contributions made by the authors, can be conveyed to the reader clearly, digestibly and concisely. An abstract of a maximum of 150 words written in English, should also be included. The authors shall identify their articles by significant keywords and the JEL classification code.
5. Appendices are grouped together at the end of the text.

6. Notes should be kept to a minimum and should be numbered consecutively. They are published at the bottom of the page.
7. The list of References is compiled alphabetically and placed at the end of the text (after any notes).  
The conventions for References are the same as those which apply for the “European Economic Review”. References in the text should be shown as in the following examples:

Example:

- “As argued by Goldfeld and Quandt (1973)...” or “These decision tables (see Verhelst (1980))...”

For books:

- Verhelst, M., 1980, De praktijk van beslissingstabellen (Kluwer, Deventer, Antwerp). [use any book title in English]

For periodicals:

- Goldfeld, S. and Quandt, R.E., 1973, A Markov Model for Switching Regressions, *Journal of Econometrics* 1, 3-15.

For collected works:

- Taylor, B., 1970, Financing Tables and the Future, in Taylor, B. ed., *Investment Analysis and Portfolio Management* (St. Martin’s Press, New York), 378-386.

8. The editorial board reserves the right to make corrections in the article sent, without prior approval from the author, provided that they are purely factual, grammatical or editorial.
9. Any article not meeting the above instructions will be returned for reworking.