

RIVISTA BANCARIA MINERVA BANCARIA

Guidelines for authors

ETHICAL GUIDELINES FOR JOURNAL PUBLICATION

- Rivista Bancaria Minerva Bancaria is committed to ensuring ethics in publication and quality of articles. Conformance to standards of ethical behavior is therefore expected of all parties involved: Authors, Editors, Reviewers, and the Publisher.

In particular,

Authors: The authors should ensure that their work is original, and that they have appropriately acknowledged others' work and/or words. Plagiarism in all its forms is unacceptable. Authors should present an objective discussion of the significance of research work as well as sufficient detail and references. Submitting the same manuscript to more than one journal concurrently is unacceptable. The corresponding author should ensure that there is a full consensus of all co-authors in approving the final version of the paper and its submission for publication.

Editors: Editors should evaluate manuscripts exclusively on the basis of their academic merit. An editor must not use unpublished information in the editor's own research without the express written consent of the author. Editors should take reasonable responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper.

Reviewers: Any manuscripts received for review must be treated as confidential documents. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process. Reviewers should not consider manuscripts in which they have conflicts of interest due to relationships with any of the authors, companies, or institutions connected to the papers.

SUBMISSION PROCEDURE

- The paper has to be sent to: rivistabancaria@gmail.com.

GENERAL REQUIREMENTS

- File extension: ".doc", "pdf".
- Font: Times New Roman.
- Text size: 12 pts.
- Line-spacing: one-and-a-half
- Manuscript length: the paper should not be less than 15 pages and should not exceed 30 pages. On average, each page should include 2,500 strokes (spaces excluded), for circa 35 rows in a page.

THE STRUCTURE OF THE PAPER

- The first page of the manuscript should only contain:
 - The title of the paper.
 - Below, in the centre of the page the name of the author should be printed. Reference to the author's name should be made at the bottom of the page, with the footnote marked by asterisk ("*"). The reference should contain information about the author's degree, position and affiliation, as well as contact details (phone number, job or/and personal e-mail).
 - Below, the text of the abstract, both in English and in Italian, should be printed.
 - Below the abstract up to five key words and JEL (Journal of Economic Literature) classification codes should be printed. These codes are available at http://www.aeaweb.org/journal/jel_class_system.html. Furthermore, the Author must include up to five keywords in order to indicate the scientific areas where the research could be included.
- General rules for the paper main body.
 - The second page must include the title and the abstract again, without any detail about the Author of the paper.
 - Acknowledgements, names, and other identifying information should not be included in the review draft of the paper submitted, to allow a fair evaluation by the referee.
 - Footnotes should be kept to a minimum and numbered consecutively throughout the text with superscript Arabic numerals. They should not include displayed formulae or tables.
 - Displayed formulae should be numbered consecutively throughout the manuscript as (1), (2), etc. against the right-hand margin of the page. In cases where the derivation of formulae has been abbreviated, the author should present the full derivation on a separate sheet (not to be published).
 - Graphs and diagrams should be referred to as “Figures” and should be numerated consecutively in the text in Arabic numerals.
 - Tables should be numbered consecutively in the text in Arabic numerals.
 - Figures and Tables can be printed either inside the paper main body or after the reference section in a “Tables and figures” section.
 - References in the text are made short as follows: (Myers, 2000). References in the text must be included in full in the reference section.
 - The reference section should follow the main body of the paper. Examples of references:
 - *For monographs* : Hawawini, G., Swary, I., 1990. Mergers and Acquisitions in the U.S. Banking Industry: Evidence from the Capital Markets. North-Holland, Amsterdam.
 - *For contributions to collective works*: Brunner, K., Meltzer, A.H., 1990. Money supply, in: Friedman, B.M., Hahn, F.H. (Eds.), Handbook of Monetary Economics, Vol. 1. North-Holland, Amsterdam, pp. 357-396.

- *For periodicals:* Griffiths, W., Judge, G., 1992. Testing and estimating location vectors when the error covariance matrix is unknown. *Journal of Econometrics* 54, 121-138.
- Appendixes should follow the reference section.

ABSTRACT GUIDELINES

- The abstract (up to a maximum of 150 words), both in Italian and English, should reflect the conceptual content of the article.
- The abstract should give a brief overview of the research and its importance, describe the subject matter and the aim of paper, its methodology as well as its most significant results.

PAPER MAIN BODY GUIDELINES

- The paper should contain a clear description of the research subject, of its objective and its main results.
- The research methodology should be described in detail.
- Through the paper the author should provide a personal scientific contribution to the existing literature related to the investigated subject.

AUTHOR CHECKING OF PROOFS

- The Journal furnishes the Authors of the accepted papers with proofs for typos correction. Proofs delivery and their return are arranged from time to time. Proofs must be returned as soon as possible.