

## Submission Guidelines

Here you'll find all necessary information and useful tips for authors who plan to submit a manuscript to the Central European Economic Journal.

The process of submitting manuscripts is OPEN all year long. We encourage you to follow our CALL FOR PAPERS for special issues. In order to make the submission process smooth and easy, we present the instructions for the Authors who would like to publish in CEEJ, and information on our editorial policy and submission requirements.

Before submitting, please read the journal's [Editorial Policy: Publication Ethics and Publication Malpractice Statement](#) which sets out the ethical standards for authors, and the description of the [peer review process](#). CEEJ does not charge any submission or article processing fees.

## Submission Instructions

Articles for publication should be submitted via the manuscript submission system ScholarOne, available at the journal's website: <https://mc.manuscriptcentral.com/ceej>.

Learn more about ScholarOne Manuscripts via video tutorials, user guides and FAQs: <https://clarivate.com/webofsciencegroup/support/scholarone-manuscripts/>.

Please, do not hesitate to contact us if you need any assistance: [ceej@uw.edu.pl](mailto:ceej@uw.edu.pl)

If your manuscript has more than one author, the submission must be made solely by one corresponding author. You will be asked to provide information on all co-authors of the manuscript in the submission system in addition to accepting co-authorship terms on behalf of all co-authors.

By submitting a manuscript, authors confirm that it is original, has not been published before in a peer-reviewed journal and is not under consideration elsewhere. Earlier versions published as working papers, preprints or conference papers are permitted and should be disclosed in the cover letter.

To submit your paper, you are required to include the following files and information in the submission system:

1. **Your manuscript (main document)** written entirely in English (British English preferred), WITHOUT author data, WITH Title, Abstract, Keywords, References, Declarations (see requirements below), prepared in MS Word, following the Submission Guidelines.
2. **Title page** of your manuscript including:
  - Title of the manuscript (preferably no more than 15 words);
  - All authors' names and affiliations (name of the university, then name of the unit – department and/or institute) and full postal addresses (street, number, town, postal code, state (if any), country);
  - Authors' ORCID iDs (if you do not have an ORCID iD, you can obtain one here: <https://orcid.org/signin>);
  - Keywords (max. 5 keywords);
  - JEL codes (min. 1, max. 3), according to the classification scheme available here: <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>;

- Abstract (see Formatting Instructions below);
  - Acknowledgments (if any);
  - Funding information and, where applicable, statements on ethics and data (see “Declarations” below); these are not shown to reviewers.
3. **Alt text for figures.** All figures, charts, diagrams, and non-decorative images must include a concise, meaningful alt text description. Alt texts are read aloud by screen readers and are required for every non-text element. Logos and decorative images should be marked as artefacts (not requiring alt text). Please complete the [Alt-text Submission Form](#) and send it along with your manuscript.
4. **Cover Letter to the Editors:** a brief justification why you chose our journal. If you submit an article that is at least 50% revised version of an article that has already been published as conference proceedings or Working Paper, be sure to mention it in the Cover Letter for Editors. Please also mention any preprint of the manuscript and confirm that the manuscript is not under consideration by another journal.

Authors may suggest potential reviewers in the submission system. Suggested reviewers must have no conflict of interest with the authors (e.g. no shared affiliation, recent co-authorship or supervisory relationship). The editors are not obliged to invite them.

Please, put all tables/figures/ etc. in the main body of the manuscript. You can also submit them as separate files, especially if they have special quality requirements (e.g., high-resolution maps). In that case, please flag their correct position in the body text using ‘FIGURE X HERE’. Each table/figure/ etc. requires a short, descriptive title. If necessary, suitable notes can be included below them. If the Author includes in the article illustrations and/or pictures which do not belong to him/her, the Author is obliged to submit a signed [Figure Copyright](#) form. Illustrations and/or pictures for publication shall be supplemented with a written statement of the Author that possesses the copyrights (alternatively, a written statement of the author/s of the picture for publication).

### Preparing the manuscript for double-blind review

CEEJ uses double-blind peer review. To ensure anonymity, the main document must not contain the authors’ names, affiliations, acknowledgements, funding information or other details that could identify the authors, which should be given only on the title page. Authors should refer to their own previous work in the third person (e.g. “Smith (2020) showed...” rather than “we showed...”) and remove identifying information from file properties.

### Article structure

Original research papers should normally include the following sections: Introduction; Literature review; Data and methodology; Results; Discussion; Conclusions (including limitations and directions for further research); Declarations (conflict of interest and use of generative AI); References. Appendices may be added after the references. Templates of the manuscript and the title page are available in the Documents menu: [CEEJ Title Page Template](#); [CEEJ Manuscript template](#).

## Formatting Instructions

The papers should not have more than 40 A4 pages typed in Times New Roman font, 12 points with double space (up to 30 lines per page). The electronic versions (including tables and figures) should not exceed 5MB.

The abstract should contain 400 to 1500 characters (including spaces) and detail the paper's objective, motivation, methodology, main findings, and contribution. This does not have to refer to the research literature unless the author wishes to emphasise the contribution to a commonly acknowledged work or model.

The papers should be submitted in English (British English preferred).

Footnotes should be avoided according to the principle: if something is worth mentioning, let it be mentioned in the main text; otherwise, it may not be worth mentioning at all.

Tables and figures should be numbered continuously (each category has a separate numbering). Approximate captions for tables and figures should be indicated. You may add a separate file including tables and/or figures. However, you must specify precisely where they should be located in your manuscript. We recommend this solution especially for figures with special quality requirements (e.g., high-resolution maps). Figures should be prepared as JPG objects with a resolution of a minimum of 300 dpi.

Use a dot as the decimal separator and a comma as the grouping separator for the thousands.

References to the literature should be included in the main text in compliance with APA Style (7th edition). The reference list should be compiled alphabetically (and chronologically, starting with the earliest publication of a given author). References should be prepared in compliance with APA Style with DOIs. See the [APA Style Guidelines](#) for examples.

## Declarations

The requirements below apply to articles published from November 2026. Before that date, authors made some of these declarations only when submitting the manuscript in the ScholarOne system, and they were not included in the published article.

**Declarations in the manuscript (mandatory).** At the end of the manuscript, before the references, all authors must include the two statements below. They are part of the anonymous main document, are assessed by the reviewers and are published with the article.

- **Conflict of interest:** authors must declare any financial or non-financial interests that could be seen as influencing their work. If there are none, please state: "The author(s) declare no conflict of interest." If describing a conflict of interest could reveal the authors' identity, give a general statement in the manuscript and the details on the title page.
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**Declarations on the title page.** The following statements could identify the authors and should therefore be given only on the title page, which is not shown to reviewers. After acceptance, they are added to the final version of the article, before the references, and are published with it.

- **Funding (mandatory):** all sources of funding for the research, including grant numbers. If there was no funding, please state: “This research received no external funding.”
- **Ethics (only if applicable):** for research involving human participants (e.g. surveys, interviews, experiments), how informed consent was obtained and whether the study was approved by an ethics committee, where such approval is required.
- **Data (optional):** where the data and code underlying the findings can be accessed; authors are encouraged to make them available.

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