

Title of paper (max. 100 characters or it can contain a subtitle)

First author¹, Second author², Third author³,... (Name and surname)

Abstract

A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces). For writing the abstract use Times New Roman font, size 10pts., style Normal, spacing 1. A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces). For writing the abstract use Times New Roman font, size 10pts., style Normal, spacing 1. A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces). For writing the abstract use Times New Roman font, size 10pts., style Normal, spacing 1. A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces). For writing the abstract use Times New Roman font, size 10pts., style Normal, spacing 1. A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces). For writing the abstract use Times New Roman font, size 10pts., style Normal, spacing 1. A brief characteristic of the contribution (topic, problem solved, aim); within 500-1200 characters (including spaces).

Keywords: Word. Word. Word. Word. Word. (*min. 3, max. 8, max. two-word combination*)

1. Main text (chapter)

Here introduce the paper. The paragraphs continue from here. Chapter titles are written in bold, size 12 and numbered. These are located in the left margin of the text. Chapter headings, subheadings, tables and images are separated by a single line. Throughout the document are used a consistent font – Times New Roman, size 12 and spacing 1. The total length of the paper should not exceed 21 600 characters (incl. spaces)

1.1. Structure

Files must be in MS Word only. The paper in the Word format “doc“ or “docx“ is due to be proceeded. The headlines of the subchapters are written in bold italics, size 12 and numbered. Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the ‘spellchecker’ function of MS Word. The literature references are listed in the text with brackets. The bracket should contain the author’s surname, publishing year, in case of a direct quote also appropriate page (e.g. Úleha, 1995: 18).

Follow this order when typing manuscripts: Title – Authors – Abstract – Keywords – Main text (including illustrations and tables) – Acknowledgement – Appendix - References.

Bulleted lists may be included and should look like this (separated by a single line):

- First point
- Second point
- And so on

Possibly:

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- a) First point
- b) Second point
- c) And so on

Alignment of the text in the block. Please do not alter the formatting and style layouts which have been set up in this template document. **Do not number pages, as page numbers will be added separately for the preprints.**

1.2. Footnotes

The notes should be placed in the footnote section, numbered continuously by Arabic numbers (in the superscript format), usually at the end of a sentence.⁴

1.3. Tables

All tables should be numbered with Arabic numerals. Every table should have a caption. Headings should be placed above tables, left justified. Below the table it is the source, right-aligned. **Do not use the color template tables.** For better handling in preparation for printing, it is preferable to use the classic style tables with default lines.

Example of table (table name is separated from the text by a single line):

Tab. 1: Table name

An example of a column heading	Column A (t)	Column B (t)
And an entry	1	2
And another entry	3	4
And another entry	5	6

Source: own processing, etc.

1.4. Illustrations

Figures, tables, and graphs (etc.) are a part of the text and are not sent separately. All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. All illustrations should be numbered with Arabic numerals. Every illustration should have a caption. Headings should be placed below illustrations, center-aligned. Below the headings it is the source, right-aligned.

Example of illustration (illustration name is separated from the text by a single line):

⁴ Footnote: Times New Roman, size 10; Normal

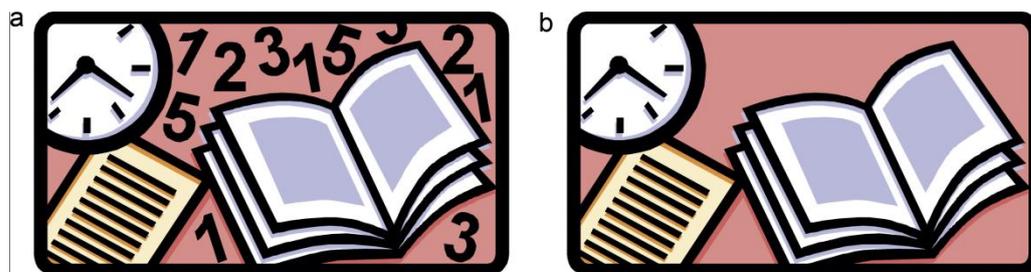


Fig. 1: Illustration name

Source: own processing, etc.

1.5. Acknowledgements

Collate acknowledgements in a separate section at the end of the article and do not include them on the title page, as a footnote to the title or otherwise. For writing the acknowledgements use Times New Roman font, size 12, bold, italic.

1.6. Appendix

Authors including an appendix section should do so before References section. Multiple appendices should all have headings in the style used above. Appendix refers to processes in large letters A, B, C, etc.:

The example of appendix:

App. A. Appendix name

1.7. References

The list of cited literature:

The quote by ČSN ISO 690 only used literature. The list is sorted alphabetically according to authors' surnames and does not number.

Example of a monograph citation:

AUTHOR'S SURNAME, Initial. *Full title of work in original language.* Place of publishing: Publisher, publishing year. ISBN.

Example of chapter citation of one author from the conference book or a monograph:

CHAPTER AUTHOR'S SURNAME, Initial. *Full title of a chapter.* In EDITOR'S NAME OF THE CONFERENCE BOOK, Initial. *Full title of the conference book or a monograph.* Place of publishing: Publisher, publishing year, pg. 20-30. ISBN.

Citation from a journal:

CHAPTER AUTHOR'S SURNAME, Initial. Full name of an article, *Journal's title,* publishing year, Vol. X (year), No. Y (number), pg. (pages). ISSN.