TITLE

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Abstract

A single paragraph of about 200 words maximum. For research articles, abstracts should give a pertinent overview of the work. We strongly encourage authors to use the following style of structured abstracts, but without headings: (1) Background: Place the question addressed in a broad context and highlight the purpose of the study; (2) Methods: briefly describe the main methods or treatments applied; (3) Results: summarize the article's main findings; (4) Discussion: indicate the main conclusions or interpretations. The abstract should be an objective representation of the article and it must not contain results that are not presented and substantiated in the main text and should not exaggerate the main conclusions.

**Keywords:** keyword 1, keyword 2, keyword 3 (List 3 to 10 pertinent keywords specific to the article yet reasonably common within the subject discipline.)

INTRODUCTION

The introduction should briefly place the study in a broad context and highlight **why it is important**. It should define **the purpose of the work and its significance**. The **current state of the research field** should be carefully reviewed and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the **main aim of the work** and highlight the principal conclusions. As far as possible, please keep the introduction comprehensible to scientists outside your particular field of research. References should be numbered in order of appearance and indicated by a numeral or numerals in square brackets—e.g., [1] or [2,3], or [4–6]. See the end of the document for further details on references.

Subsection x

Use how many subsections you need. There isn’t a page limitation but try try to fit in the range of 4-10 pages. Keep in mind your readers. Text must be clear, holding a thematic line, leading to a conclusion based on facts, not impressions.

All the text must be in one column and Calibri font, including figures and tables, with single-spaced 10-point interline spacing.

Subsection xx

For a good feeling, when you complete the article, it may help to check that the Introduction has touched on all of these four areas:

1. **Provide background information and set the context**. This initial part of the Introduction prepares the readers for more detailed and specific information that is given later. The first couple of sentences are typically broad. Once the first sentence has introduced the broad field, the next sentence can point to the specific area within that broad field.
2. **Introduce the specific topic of your research and explain why it is important**. Move toward presenting the specific topic of your research. You can bring in some statistics to show the importance of the topic or the seriousness of the problem. Another way to emphasize the importance of the research topic is to highlight the possible benefits from solving the problem or from finding an answer to the question.
3. **Mention past attempts to solve the research problem or to answer the research question**. A formal review of literature is out of place in the Introduction section of a research paper; however, it is appropriate to indicate any earlier relevant research and clarify how your research differs from those attempts. The differences can be simple: you may have repeated the same set of experiments but with a different group, or elaborated (involving perhaps more sophisticated or advanced analytical instruments) the study with a much larger and diverse sample, or a widely different geographical setting.
4. **Conclude the Introduction by mentioning the specific objectives of your research. T**he earlier paragraphs should lead logically to specific objectives of your study. Note that this part of the Introduction gives specific details. At the same time, avoid too much detail because those belong to the Materials and Methods section of the paper. There are different ways of constructing the objectives. Using research questions, hypotheses (H1: …, H2: …), and infinitives (“To examine….”) are the more common constructions.

METHOD

The method section should utilize subheadings to divide up different subsections. These subsections typically include participants, materials, design, and procedure.

Things to Remember:

* Use the past tense. Always write the method section in the past tense.
* Be descriptive. Provide enough detail that another researcher could replicate your experiment, but focus on brevity. Avoid unnecessary detail that is not relevant to the outcome of the experiment.
* Make connections. Read through each section of your paper for agreement with other sections. If you mention procedures in the method section, these elements should be discussed in the results and discussion sections.
* Proofread. Check your paper for grammar, spelling, and punctuation errors, typos, grammar problems, and spelling errors. Although a spell checker is a handy tool, there are some errors only you can catch.
* Get a second opinion. Many times, you can become too close to your work to see errors or lack of clarity. Take a rough draft of your method section to your university's writing lab for additional assistance.

Participants

In this part of the method section, you should describe the participants in your research, including who they were (and any unique features that set them apart from the general population), how many there were, and how they were selected. If you utilized random selection to choose your participants, it should be noted here. For example: "We randomly selected 100 children from elementary schools near the University of Arizona." At the very minimum, this part of your method section must convey basic demographic characteristics of your participants (such as sex, age) and, other important characteristics (class, type of disability), the population from which your participants were drawn, and any restrictions on your pool of participants. For example: “study consists of female college students from a small private college in the South Bohemia.” This part of your method section should also explain how many participants were assigned to each condition and how they were assigned to each group. Were they randomly assigned to a condition, or was some other selection method used? It is also important to explain why your participants took part in your research. Was your study advertised at a college or hospital? Did participants receive some type of incentive to take part in your research? Information on participants helps other researchers understand how your study was performed, how generalizable the result might be, and allows other researchers to replicate the experiment with other populations to see if they might obtain the same results.

Materials

In this part of the method section, describe the materials, measures, tests, equipment, or stimuli used in the research. This may include testing instruments, technical equipment, or other materials used during the course of research. For example: "Two stories from Sullivan et al.'s (1994) second-order false belief attribution tasks were used to assess children's understanding of second-order beliefs." For standard equipment such as computers, televisions, and videos, you can simply name the device and not provide further explanation. Specialized equipment, especially if it is something that is complex or created for a niche purpose, should be given greater detail. In some instances, such as if you created a special material or apparatus for your study, you may need to provide an illustration of the item that can be included in your appendix and then referred to in your method section.

Design

In this part of the method section, describe the type of design used in the experiment. Specify the variables as well as the levels of these variables. Clearly identify your independent variables, dependent variables, control variables, and any extraneous variables that might influence your results. Specify if your study is cohort study, randomized trial, cross-sectional study, case control study, within-groups or between-groups design. For example: "The experiment used a 3x2 between-subjects design. The independent variables were age and understanding of second-order beliefs."

Procedure

The next part of your method section should detail the procedures used in your experiment. Explain what you had participants do, how you collected data, and the order in which steps occurred. For example: "An examiner interviewed children individually at their school in one session that lasted 20 minutes on average. The examiner explained to each child that he or she would be told two short stories and that some questions would be asked after each story. All sessions were videotaped so the data could later be coded." Keep this subsection concise yet detailed. Explain what you did and how you did it, but do not overwhelm your readers with too much information.

RESULTS

The results section of an paper summarizes the data that was collected and the statistical analyses that were performed. The goal of this section is to report the results without any type of subjective interpretation.

The Results Should Justify Your Claims: Report data in order to sufficiently justify your conclusions. Since you'll be talking about your own interpretation of the results in the discussion section, you need to be sure that the information reported in the results section justifies your claims. As you write your discussion section, look back on your results section to ensure that all the data you need are there to fully support the conclusions you reach.

Summarize Your Results: Do not include the raw data in the results section. Remember, you are summarizing the results, not reporting them in full detail. The results section should be a relatively brief overview of your findings, not a complete presentation of every single number and calculation.﻿ If you choose, you can create a supplemental online archive where other researchers can access the raw data if they choose to do so.

Report Your Statistical Findings: Always assume that your readers have a solid understanding of statistical concepts. There's no need to explain what a t-test is or how a one-way ANOVA works. Your responsibility is to report the results of your study, not to teach your readers how to analyze or interpret statistics.

Include Effect Sizes in your results section so that readers can appreciate the importance of your study's findings.

Include Tables and Figures: Your results section should include both text and illustrations. Presenting data in this way makes it easier for readers to quickly look at your results. Structure your results section around tables or figures that summarize the results of your statistical analysis. In many cases, the easiest way to accomplish this is to first create your tables and figures and then organize them in a logical way. Next, write the summary text to support your illustrative materials. Do not include tables and figures if you are not going to talk about them in the body text of your results section. Do not present the same data twice in your illustrative materials. If you have already presented some data in a table, do not present it again in a figure. If you have presented data in a figure, do not present it again in a table.

DISCUSSION

Generally the length of the ‘Discussion‘ section should not exceed the sum of other sections (ıntroduction, material and methods, and results), and it should be completed within 6–7 paragraphs. Each paragraph should not contain more than 200 words, and hence words should be counted repeteadly. The ‘Discussion’ section can be generally divided into 3 separate paragraphs as. 1) Introductory paragraph, 2) Intermediate paragraphs, 3) Concluding paragraph.

**The introductory paragraph**

The introductory paragraph contains the main idea of performing the study in question. Without repeating ‘Introduction’ section of the manuscript, the problem to be addressed, and its updateness are analysed. The introductory paragraph starts with an undebatable sentence, and proceeds with a part addressing the following questions as 1) On what issue we have to concentrate, discuss or elaborate? 2) What solutions can be recommended to solve this problem? 3) What will be the new, different, and innovative issue? 4) How will our study contribute to the solution of this problem An introductory paragraph in this format is helpful to accomodate reader to the rest of the Discussion section. However summarizing the basic findings of the experimental studies in the first paragraph is generally recommended.

**The intermediate paragraphs**

The previous studies can be an explanation or reinforcement of your findings. Each paragraph should contain opinions in favour or against the topic discussed, critical evaluations, and learning points. Each paragraph begins with an “indisputable” introductory sentence about the topic to be discussed. This sentence basically can be the answer to the question “What have we found?” Then a sentence associated with the subject matter to be discussed is written. Subsequently, in the light of the current literature this finding is discussed, new ideas on this subject are revealed, and the paragraph ends with a concluding remark. Besides, asking the following questions, and searching their answers in the same paragraph will facilitate writing process of the paragraph.[1] 1) Can the discussed result be false or inadequate? 2) Why is it false? (inadequate blinding, protocol contamination, lost to follow-up, lower statistical power of the study etc.), 3) What meaning does this outcome convey?

**The last paragraph**

In the last paragraph of the Discussion section “strong points” of the study should be mentioned using “constrained”, and “not too strongly assertive” statements. Indicating limitations of the study will reflect objectivity of the authors, and provide answers to the questions which will be directed by the reviewers of the journal. On the other hand in the last paragraph, future directions or potential clinical applications may be emphasized.

Conclusion and implications

In conclusion, summarize only the most important and provide ideas for the future and for practice (research practice or practice in the field).

Acknowledgement

If someone provided assistance with the preparation of the research study, we thank them briefly. It is neither necessary nor conventional to thank the respondents (although we appreciate what they have taught us). It would generally be regarded as excessive and inappropriate to thank others, such as teachers or colleagues who did not directly participate in preparation of the paper. Don't forget to thank sponsors, donors, funds, and indicate the grant numbers.

References

1. All References [Style List of References & Character Style Italic]
2. American Psychological Association. (2010). Publication Manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association.
3. Einstein, A. (1916). General Theory of Relativity. *Annalen der Physik, 49*(7), pp. 769-822.
4. Kroufek, R., Janovec, J. & Chytrý, V. (2016). Online Journal of Primary and Preschool Education [Online]. Retrieved February 17, 2016, from http://ojppe.eu.

Tab. 1 The Major Used Styles

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| --- | --- | --- | --- | --- |
| **Paper Text** | **Style Name** | **Font Name, Font Style (Colour)** | **Character Size/ Line Spacing Before/After** | **Alignment** |
| Paper Title | **Title** | Calibri Light, Bold | 24/0/10 | left |
| Paragraph | Paragraph | Calibri, Normal | 10/0/10 | justified |
| Abstract | *Abstract text* | Calibri, Italic | 10/0/10 | justified |
| Section | Section | Calibri, Bold (#BC005C) | 14/0/6 | left |
| Subsection | Subsection | Calibri, Bold (#BC005C) | 12/0/6 | left |
| Figures & Tables | ***Fig*** | Calibri, Bold Italic | 10/0/10 | centered |
| References | [1] List of References | Calibri, Normal | 10/0/10 | justified |