

## Submission Guidelines

**For articles to be submitted to the journal, we encourage all authors to use the template, which has been modified according to the requirements.**

The template to be followed is strictly defined with regard to style, font size and spacing (line spacing = 1,15). Headings and text should be separated using the „enter“ key on the keyboard.

**Page size** is also strictly defined (page size has a significant impact on the overall number of pages of the article, therefore we recommend working directly with the template or the pre-set required format):

- page width: 17,0 cm (170 mm)
- page height: 24,0 cm (240 mm)

(Select Page Size: *Page Layout* → *Size* → *More paper sizes* → *Paper* + select the width and height of the page for use on the entire document)

### Specific instructions:

Name and Surname of the author	Times New Roman, 12, bold
Title of the article	Times New Roman, 14, bold, capital letters
Abstract, Key words, JEL Classification	Times New Roman, 10, bold, italics
Main headings (introduction, materials and methods, results, discussion, conclusion, literature)	Times New Roman, 14, bold
Text under main headings	Times New Roman, 10, normal

Text boxes marked in gray can be changed – text can be inserted after clicking in the box.

The abstract must have a minimum of 400 and maximum of 500 characters, maximum 6 keywords (in alphabetical order). The text must be aligned at both edges of the page (block format). The first line of the paragraph should not be indented. Pages should not be numbered and no headers or footers should be used. Any highlighting of the text should be done in *italics*, not in bold. Notes to the text should be inserted at the bottom of the page and numbered continuously. All text should be written using MS-Word, for graphs MS-Excel.

For JEL classification:

[http://www.aeaweb.org/jel/jel\\_class\\_system.php](http://www.aeaweb.org/jel/jel_class_system.php)

**Minimum article length – 10 pages**

**Maximum article length – 18 pages**

## Other instructions

### Text formatting

The template must be followed for the main sections of the article (introduction, materials and methods, results, discussion, conclusion and literature, author contact information and description). Authors may not choose their own text format or names of the main parts. For processing purposes, contributions should not be numbered.

When selecting another text format, please use the following example:

### Results

#### **Heading 1 (Times New Roman, 12, bold)**

text (Times New Roman, 10, normal)

#### *Heading 2 (Times New Roman, 12, italics)*

text (Times New Roman, 10, normal)

#### *Table, graph, diagram, formula*

All tables, graphs, diagrams and formulas in the article must be centered on the page with the source listed. The source of the data is noted immediately below the object, centered, and with a font size 10. All tables, graphs, diagrams and formulas are required to be numbered with font size 10, Times New Roman, bold.

*Pictures* cannot be published, and will be removed if inserted in the text. Maps may be black and white only (black and white shading), not color. If the map cannot be adjusted to a black and white version, it must be sent as a separate attachment (not as part of an article). The corresponding map in the text should be referred to as Appendix 1, Appendix 2, etc. and should be given the same names when sent as an attachment.

- Example of table

**Table 1: Example of table**

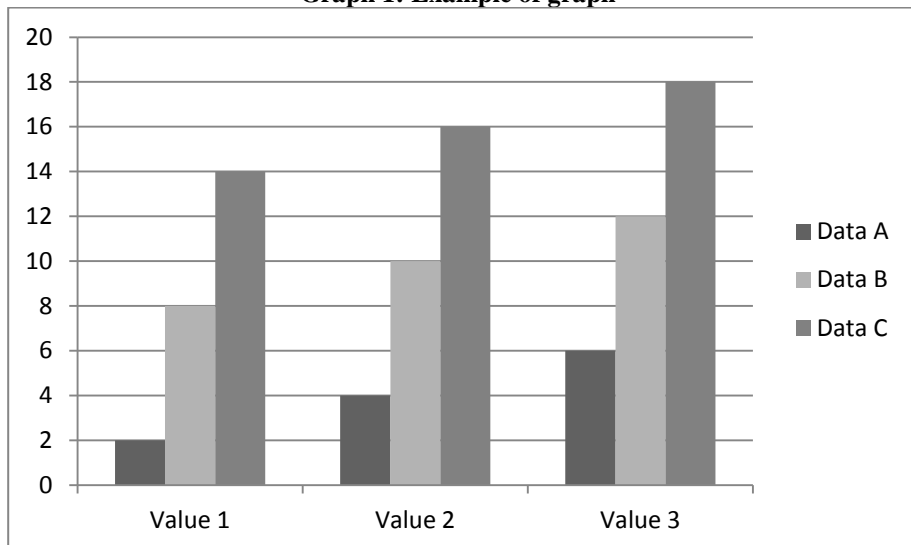
	<i>Column header 1</i>	<i>Column header 2</i>	<i>Column header 3</i>
<i>Row header 1</i>	Data 11	Data 21	Data 31
<i>Row header 2</i>	Data 12	Data 22	Data 32

Source:

Insert text into the table using the function *Menu* → *Insert* → *Table* choosing the appropriate number of rows/columns.

- Example of a graph

**Graph 1: Example of graph**

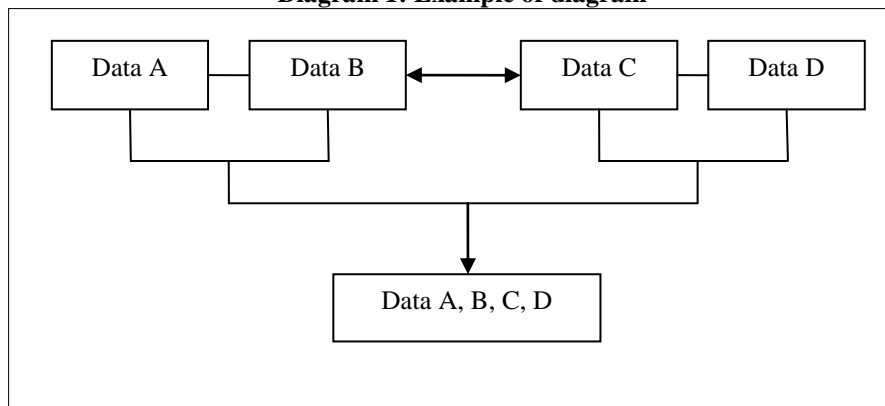


Source:

MS-Excel should be used to create graphs. Graphs may be **black and white only**. It is not possible to use color.

- Example of a diagram

**Diagram 1: Example of diagram**



Source:

To insert a diagram, first create a text box using *Menu* → *Insert* → *Shapes* → *New drawing canvas*. You can then create your own diagram using *Menu* → *Insert* → *Shapes*. Select the outline of the drawing canvas by double-clicking on the canvas where the toolbar expands and then *Format* → *Shape outline* → *Weight 0,25b*.

- Example of a formula

If it is necessary to label the formula, use bold lettering closed in parentheses on the right side (justify using an „invisible“ table, see example).

$$E = xy \quad (1)$$

To create formulas, we recommend using the integrated editor in MS-Word (MS-Equation). *Menu* → *Insert* → *Quick parts* → *Field* → under *field names* choose *EQ* (equation). The above equation may serve as an example. If you right-click on the equation, then in the menu choose *Equation object* → *Edit*, you can edit the source code of the formula, for which there is also more information in the Help section.

## Reference and citation formats

The author will use the Harvard system of references and citations, in accordance with ISO 690 ČSN ISO 690 (01 0197), effective April 1st, 2011.

### *References in the text*

Name of the author and the year of publication are indicated in the text in the form “last name, date” in parentheses. If the name of the author naturally appears in the text, only the year, indicated in parentheses, follows. If no publication date is available, the abbreviation “n. d.” (for “no date”) should be used. Location of the citation in the source (page of the citation) is indicated in the parenthetical reference following the year. If two or more sources have the same author and year of publication, they are differentiated by small letters of the alphabet assigned to the year of publication. In such case, the letters are indicated also in the final list of bibliographic references. If it is necessary to indicate two or more sources, they are indicated in the single parenthetical reference, divided by a semicolon. In the case of an unknown author, the abbreviation “Anon.” is used.

#### *Examples:*

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

Cormack (1994, pp. 32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

Further research in the late forties (Smith, 1946; Jones, 1948) led to major developments ...

Recent research (Green, et al., 1995) has found that the majority of ...

### *Bibliographic citations*

Bibliographic citations are arranged in alphabetical order according to the author's last name. The year of publication follows the author's name, with a comma between the name and the year. If no publication date is available, the abbreviation “n. d.” should be used.

#### *Examples:*

Adams, R. J., Weiss, T. D. and Coatie, J. J., 2010. *The World Health Organization, its history and impact*. London: Perseus.

Allouche, J. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Algarve Macmillan.

Barker, R., Kirk, J. and Munday, R. J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

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Boughton, J. M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, [e-journal] 42(6). Abstract only. Available through: Anglia Ruskin University Library website <http://libweb.anglia.ac.uk> [Accessed 12 June 2005]. *Public Offers of Securities Regulations 1995*. SI 1995/1537. London: HMSO.

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Carlsen, J. and Charters, S. eds. 2007. *Global wine tourism*. [e-book] Wallingford: CABI Pub. Available through: Anglia Ruskin University Library website <http://libweb.anglia.ac.uk> [Accessed 9 June 2008].

*Council Directive 2001/29 /EC of 22 May 2001 on the harmonization of certain aspects of copyright and related rights in the information society*.

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*Health for all children 3: the video.*, 2004. [video] London: Child Growth Foundation. (Narrated by D. B. M. Hall).

Kipper, D., 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at: <http://www.popsci.com/popsci37b144110vgn/html> [Accessed 22 June 2009].

Marks & Spencer, 2004. *Annual report 2003-2004*. [online] Available at: <http://www-marks-andspencer.co.uk/corporate/annual2003/> [Accessed 4 June 2005].

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Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch. 2.