Guidelines for authors of the articles in the conference proceedings

! Important requisites of the Posts!

a) Text, tables, images and other requirements of the article should be made in a grayscale only, do not use color variations.

b) The length of submissions is up to 15 pages. Do not number pages.

c) Do not use footnotes.

d) Use the citation according to the APA standards, more information can be

found here:

 http://is.muni.cz/do/rect/el/estud/lf/js10/metodika/web/ebook_citace.html.

e) The complete text of the paper for the conference proceedings should be handed until the day of the conference - 30 or 31 January 2012 on CD, which will be marked with your name.

f) For the formal and grammar aspect is responsible the author of the submitted article.

g) Please also add in the CD a written agreement (see end of the text) so the conference organizers can benefit from your contributions (powerpoint presentation in pdf format poster, journal article, etc.), proceedings, in your newsletter, on the web, etc. Mark the file name such as dolejs_souhlas.doc or novak_souhlas.docx.

h) To mark the file please use your last name (or surname of the first of the authors), or as novak.docdolejs.docx.

i) The articles will pass a one round review process, therefore, contributions may be sent back with instructions for repair.

j) The proceedings editors reserve the right not to publish a paper for technical,professional, ethical or other reasons.

NAME OF THE PAPER (14pt size, bold, capital letters)

(10pt)

TITLE OF THE PAPER IN ENGLISH (size 14pt, bold, capital letters)

(10pt)

Name and Surname (12pt, bold)

Address of the workplace (company), country, email (10pt)

(10pt)

(10pt)

Abstract: Place a brief annotation in the range of 500-1 000 characters including spaces. Briefly describe the issue of the contribution. Write the abstract in italics, font size 10 points (10 pt), align it to the block.

(10pt)

Keywords: Enter up to 5 key words in English language. Use italic, font size 10 pt. Divide the words with a semicolon.

(10pt)

(10pt)

Chapter - text (12pt, bold)

For writing the posts, use a MS Word text editor. The contribution should keep the same structure as in this sample document, which is also available on the conference web page www.vzkas.upol.cz

Please follow the predefined patterns, styles and formatting the individual parts of the article (title, headings, chapters, literature). For writing the document, use the font Times New Roman for the text, then use a font size 10 pt, single spacing. The page size is A4 (210 x 297 mm) top - 35 mm on the first page, 20 mm on the other pages, bottom - 20 mm, left and right margins - 25 mm.
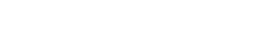
Recommended content:

1. Introduction, purpose - usually shows a few brief sentences of the research objective;

2. Theoretical anchoring of the research - search the major thematic resources;

3. Description of the sample;

4. Methodology - the main or new methods of data collection;

5. Results;

6. Conclusions - usually 1-3 sentences;

7. Discussion - possible limits and benefits of research;

8. List of the references according to APA.

Chapter - formula

Equations and formulas should be centered on the center, numbering in parentheses align on the right edge

Use the predefined style "formula", see the following example:

$$E = mc^2$$

Chapter - Tables

Tables should be centered on the center as well as their descriptions, as close to the first reference in the text.

The format description tables take advantage of predefined style "table description", see the following example:

Table 1: Sample table and a description

Chapter

Below is another dividing of the sections.

Chapter 1

Subchapter 1.1

Subchapter 1.2

Chapter 2

Informed consent

Czech title of the paper:

English title of the paper:

Author / authors:

The author /authors workplace:

I agree to the conference / project purposes (printed proceedings, DVD collection and publication on the web portal of the project VZKAS, Department of Psychology FF UP) that our contribution in the Czech version, along with quotes and other particulars (abstracts, etc.) to be published. I declare that this paper was prepared individually and all the sources I quoted, are correctly stated.

Date and signature of the author / authors.

Translation: PhDr. Simona Cakirpaloglu Dobešová, PhD.