**Instructions for authors**

Papers will be accepted written in English or Czech or Russian.

Format: The paper has to be written in Microsoft Word 2003 (.doc formator higher version)

Extent: The paper is restricted to 15 full A4 pages (297 x 210 mm, 1800 characters).

Margins: left 25 mm, top, bottom, and right should have 20 mm each.

Font, Spacing: Times New Roman (TNR), single line spacing.

**Structure of the papers – is required as follows:**

- title

- name of author and co-authors (without titles)

- abstract

- key words

- JEL classification

- text of the paper - it should follow the structure of the scientific paper

Introduction

Literature review, theoretical base of the issue,

Aim of the paper and its justification, hypothesis

Scientific method, research design

Results and its interpretation

Discussion (restriction, limits)

Summary and Conclusions, new research lines

- notes,

- bibliography (references),

- appendix,

- contacts (inc. titles, affiliations, email)

**The paper will be evaluated primarily according to the following criteria:**

- Does the wording of the title and the abstract correspond to the text of the paper?

- Are the objectives defined appropriately and clearly formulated?

- Are the main results and conclusions of this paper clearly formulated?

- Has the paper a logical structure and does it correspond to the objectives?

**It will be also considered a formal processing, i.e. whether the paper**

- meets the requirements for formal processing by Instructions for authors

- is good in terms of style and language;

- contains a list of references and citations according to the standards

If the paper is assessed successfully it will be included in the Conference proceedings and it may be presented at the conference (if the author does not wish to publish the paper in the Proceedings, he/she should state so in the letter accompanying the article).

SPECIMEN of the PAPER:

TITLE (TNR, 14pt, bold, capitals, center)

(12pt)

**First name LAST NAME (TNR, 12pt, bold)** (first author)

**Affiliation 1 (TNR, 12pt, bold)**

**First name LAST NAME (TNR, 12pt, bold)** (second author)

**Affiliation 2 (TNR, 12pt, bold)**

**First name LAST NAME (1), First name LAST NAME (2) (TNR, 12pt, bold)**

**Affiliation (TNR, 12pt, bold)** (if there is the same affiliation)

(12pt)

(12pt)

# Abstract: (12pt, bold), *this abstract should contain max.150–250 words. (12pt, italic)*

(12pt)

**Keywords:** *max. 5 keywords (12pt, italic)*

(12pt)

(12pt)

1. INTRODUCTION (12pt, bold, capitals)

(12pt)

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

(12pt)

(12pt)

2. CHAPTER (12pt, bold, capitals, left)

(12pt)

2.1. Subchapter (12pt, bold, left)

(12pt)

Text text text text text text text text text text text text text text text text text text text text text

(12 pt.)

Table 1. (Fig. 1., Graph 1.) Name of table (figure, graph)

 *Source:*Text text text (Author, Year, pg xx) - 10 pt

(12pt)

Text text text text text text text text text text text text text text text text text text text text text

(12pt)

Text text text text text text text text text text text text text text text text text text text text text

 (12pt)

(12pt)

NOTES (when appropriate;12pt, bold, capitals, left)

(12pt)

REFERENCES (12pt, bold, capitals, left)

Harvard system of referencing is preferred (see: <http://libweb.anglia.ac.uk/referencing/harvard.htm>)

Listed can be the only really used sources cited in the text. Citations must conform to valid standards. Citations are listed alphabetically by surname of the first author (11pt, left).

(11pt)

APPENDIX (when appropriate; 12pt, bold, capitals, left)

(12pt)

CONTACTS (12pt, bold, capitals, left) – author´s/authors´ first name, last name inc. tittles, affiliation, e-mail