

INFORMATION FOR AUTHORS

The **full text of paper** (in Czech, Slovak, English or German) must be sent as an attachment of an e-mail message to konferencecr@vspj.cz by **20th February 2013**.

- 1. An electronic copy of the paper is required.**
- 2. Illustrations (graphs, tables) must be sent also separately in .jpg format.**

The structure of the paper:

- Title in language of the paper
- Title in English
- Author/authors
- Abstract in language of the paper
- Keywords in language of the paper
- Abstract in English
- Keywords in English
- Paper body
- Numbered list of bibliographical references in alphabetical order
- Full name of the author/authors with academic titles, contact information – address, phone, e-mail

Page size:

- size A4

Margins:

- all margins 25 mm

Paragraph formatting:

- the first line indented 6.3 mm
- single-spacing
- alignment – justified

Font, alignment:

- **PAPER TITLE:** Times New Roman 14 point bold, capitals, centered;
- **PAPER TITLE IN ENGLISH:** Times New Roman 14 point, capitals, centered;
- **First name and surname of the author/s:** Times New Roman 12 point bold, centered;
- *Abstract:* Times New Roman 12 point, italics, justified; maximum 10 sentences;
- *Keywords:* Times New Roman 12 point, italics, justified; maximum 5 keywords;
- Paper body: Times New Roman 12 point, justified; text should be divided into paragraphs not into chapters (it should comprise problem formulation in introduction and conclusion);
- **Captions of illustrations, tables and graphs:** Times New Roman 11 point bold, centered;
- Sources of tables, graphs and illustrations: Times New Roman 11 point, flush left;
- List of bibliographical references: Times New Roman 12 point, flush left;
- Contact address: Times New Roman 12 point, centered.

Other instructions:

- The paper must be prepared in text editor MS Word, graphs in MS Excel;
- **The paper should be no more than 8 pages in size** (including reference list, illustrations and tables in paper body);
- Each illustration, graph and table must have a number and a caption; a source at the foot;
- Cite the references in the body of the paper using the number in square brackets [3] according to the reference list at the end of the paper;
- Direct citation in body of the paper - example:
Z cestovních kanceláří se začali vydělovat velcí touroperátoři (Orieška, 1999).
- Example of cited references in the reference list:
ORIEŠKA, Ján. *Technika služeb cestovního ruchu*. Praha: IDEA SERVIS, 1999. 244 p.

The organizers of the conference retains the right of selection. Only conference papers in agreement with the topic of the conference will be published.

Our sincere thanks to all authors.