

GUIDELINES FOR CONTRIBUTORS

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In order to be accepted, the submissions must present ideas in clear and transparent manner and the manuscript must be edited according to the following guidelines:

Original articles of an empirical nature must observe the following structure: a) Issue, b) Method c) Results, d) Discussion e) Conclusion, f) References, g) Abstract with a maximum of 300 words that must not be written in the first person, h) Keywords.

An English abstract of research and methodological studies must contain the following structure: 1. Objectives, 2. Participants and setting, 3. Hypotheses, 4. Statistical analysis, 5. Results, 6. Study limitations. The extended abstract should not exceed one printed page, i.e. 1800 (60 x 30) characters.

In the case of a research study, the article manuscript must have no more than 20 standard pages (30 lines of 60 characters each), i.e. 36,000 characters (including spaces) including the bibliography. A review paper may have a maximum of 25 standard pages (30 lines of 60 characters each), i.e., 45 000 characters including the bibliography. It must be written using MS Word (approximately 60 characters per line, spacing 2, font 12pt). The text must be typed freely without fixed line wrap. A hard return should be used only at the end of a paragraph. English summaries along with 3 - 5 keywords, tables (maximum of 5), graphs (maximum of 3) and images (maximum of 3) should be included on separate pages. Article and section titles should be left-adjusted and not underlined; they should differ from the regular text only by being followed by an empty line. All text should be justified to the left margin with no indents at the start of paragraphs and line space separating paragraphs. All heading and sub-headings should also be left justified. The manuscript should be written without underlining. Footnotes should be designated with superscript Arabic numerals attached to the proper place in the text followed by a superscript right parenthesis, and they must be numbered continuously throughout the work. Place every note separately on a new page. The location of tables and figures should be marked at the desired location in the text of the note (table or figure) and a serial number. Number tables and figures separately using Arabic numerals and place them on separate pages at the end of the manuscript. Designation, number, name, and any explanatory text are put in the tables. Neither bold nor semi-bold fonts nor strong lines are used in the descriptions of variables and in headlines in the tables. Pictures and graphs need to be placed in separate files. Preferred bitmap formats include TIFF or PNG at 300 DPI, or EPS for vector format. Pictures and graphs should be prepared in black and white.

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In the References at the end of the article, the works shall be listed in alphabetical order by surnames of authors, followed by initials of author's personal names and other text (see the examples). If the author makes reference to several works by the same author, the works should be arranged by the year of their publication, that is, from the oldest to the newest. Works that have multiple authors should be placed after single-authored works. References to works by less than six authors are referred to in full in the bibliography at the end of the article. More than six authors are followed by "et al." The list should only contain references to works cited in the text; it should not be numbered. Neither authors nor titles of works are underlined and are printed using standard letters. In English citations, only lowercase letters should be used at the beginning of words, except for the first word in the title and proper nouns. Bibliographical references and the bibliography should refer only to publicly available sources, not to unpublished studies, internal prints or oral communication. The term "personal communication" maybe mentioned in the text in parentheses after the name, but not in the bibliography.

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EXAMPLE

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EXAMPLE:

Carey, S. (1985): Conceptual change in childhood. *Cognitive Psychology*, 24, 21-43.
Journal issues are mentioned only if the volume year is not paged continuously.

EXAMPLE:

Carey, S. (1985): Conceptual change in childhood. *Cognitive Psychology*, 24, 1, 21-43.

e) references to articles on the Internet: see d) citation of the article in a journal with the address of the web page at the end of the quote.

EXAMPLES:

Carey, S. (1985): Conceptual change in childhood. [Retrieved from <http://www.cas.cz/cz/PSU.html>]

Reference lists formatted according to the 6th edition of the APA publication manual will also be accepted.