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# Guidelines for Authors

## **Submitting a manuscript**

The journal accepts manuscripts submitted **electronically** as a Word document to [redakce.ns@soc.cas.cz](mailto:redakce.ns@soc.cas.cz). Submit your manuscript along with its **anonymous version** or any other materials. The anonymous version is sent for review, so please omit all references to your identity as the author in the anonymous copy. The editorial team reserves the right to make changes to ensure the anonymity of the text before the manuscript is submitted for peer review. Include a **cover letter** with your manuscript containing your full name and contact address (telephone number and e-mail address included).

All articles published in the *Czech society* starting with the 1st volume of 2013 are **automatically assigned DOI digital identifier**. DOI is a permanent and unique code in the form of a hyperlink that enables the reader to reach directly the on-line version of the publication, either in the form of the full text or metadata, such as abstract and keywords. The Institute of Sociology (SOÚ AV ČR, v.v.i), the publisher of *Czech Society*, has recently become a member of the international system centralized by Crossref agency that assigns DOI numbers. Therefore, **all publications that have a DOI number, must be cited including this number. DOI numbers can be found at <http://www.crossref.org/guestquery>.**

## **Manuscript Format**

The complete manuscript should include:

- **the text** (10-25 standard pages for articles or research reports, review or information up to 10 standard pages)
- **title** in Czech and English
- **abstract** in Czech and English (600–1000 characters with spaces)
- **3-5 keywords** in English
- **a short C.V.** (3 -7 lines)
- **references at the end of the manuscript including DOI numbers** if relevant; references must contain only and all the publications cited in the text – please observe the guidelines below

**Graphs, illustrations and tables** should be inserted in the manuscript, graphs and illustrations submitted also separately in xls or xlsx/ jpg or tiff format. Each graph, illustration and table must have a descriptive title and source information. For each of the objects include a note in the text where it should be placed (Table 1 about here) – it is not always possible to place them at the original place in the published text.

The editors reserve the right to edit the language of all submissions.



## References format

For further information please observe the guidelines of Czech Sociological Review at <http://sreview.soc.cas.cz/cs/page/3-formalni-stranka-rukopisu>.

### **References in the text**

[Houser 2007].

[Houser 2007: 23].

[Houser 2007: 23-25].

[Hanousek, Munich 2000; Turnovec 1997, 1998, 1999].

[OECD 2000].

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### **List of references at the end of the text**

#### **Monography:**

Bělič, Jaromír. 1972. *Nástin české dialektologie*. Praha: Státní pedagogické nakladatelství.

Dohnalová, Marie, Jaroslav Malina, Karel Müller. 2003. *Občanská společnost: Minulost – současnost – budoucnost*. Brno: Nadace Universitas Masarykiana.

Geer, John G. 2006. *In Defense of Negativity. Attack Ads in Presidential Campaigns*. Chicago, London: University of Chicago Press.

#### **Journal articles:**

Putnam, Robert D. 1995. „Bowling Alone: America’s Declining Social Capital.“ *Journal of Democracy* 6 (1): 65-78.

Johnston, Jane, Caroline Graham. 2012. „The New, Old Journalism.“ *Journalism Studies* 13 (4): 517–533, <http://dx.doi.org/10.1080/1461670X.2011.629803>.

#### **Book chapters:**

Krčmová, Marie. 1996. „Běžná mluva východní Moravy.“ Pp. 119-128 in Iva Nebeská, Alena Macurová (eds). *Jazyk a jeho užívání*. Praha: Univerzita Karlova.

Rymsza, M., A. Zimmer. 2004. „Embeddedness of Nonprofit Organizations: Government-Nonprofit Relationships.“ Pp. 169–197 in Annette Zimmer, Eckhard Priller (eds.). *Future of Civil Society. Making Central European Nonprofit Organizations Work*. Opladen: VS Verlag.

#### **Working papers:**

Anheier, H. K. 2001. „Foundations in Europe – A Comparative Perspective.“ *Civil Society Working Papers* 18. London: London School of Economics.

Bovenberg, Lans A., Ton Wilthagen. 2008. „On the Road to Flexicurity: Dutch Proposals for a Pathway towards Better Transition Security and Higher Labour Market Mobility.“ *OSA/Institute for Labour Studies, Working Paper*. Tilburg University, <http://dx.doi.org/10.2139/ssrn.1306961>.



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**Electronic documents:**

Transparency International. 2005. „Hodnocení České republiky v indexu CPI od roku 1998.“ [online]. Praha: Transparency International [cit. 14. 10. 2005]. Dostupné z: odkaz.

Jakubowicz, K. 2005. „Post-Communist Media Development in Perspective.“ *Internationale Politikanalyse. Europäische Politik/Politikinformation Osteuropa* [online]. Bonn: Friedrich Ebert Stiftung [cit. 29. 1. 2006]. Dostupné z: odkaz.