Title

Sub-Title (where applicable)

Name Surname – Name Surname[[1]](#footnote-2)

Annotation of the article in English up to 600 characters including spaces. The annotation should provide a brief and concise characterization of the topic of the article, or the main thesis or solution procedure. It is only a few lines long, it is often an informative elaboration of the title serving as an entry in various databases for basic orientation.

**Keywords**: keyword one – keyword two – keyword three[[2]](#footnote-3)

This template is a binding model for the author of the formal form of the text submitted to the editors of the journal. Failure to comply with the rules stated herein may be grounds for non-acceptance of the text for further editorial processing or its return to the author for the required formal modifications. The usual MS Word document format or LibreOffice format (\*.docx, \*.odt) should be used; a different document format may be a reason for non-acceptance. The text of the article must be structured and formatted exactly according to this template, or the template can be used directly and its individual parts replaced by pasting the text itself (the format change caused by copying and pasting must be re-adjusted to the desired format).

The maximum length of the article is up to 30 standard pages including notes and other apparatus.[[3]](#footnote-4) Exceeding the specified scope may be a reason for not accepting the article, but it may be taken into account for specific factual reasons, which depends solely on the evaluation and decision of the editorial board. Any appendices placed after the main text, such as figures, tables and graphs, attached documents, etc., are not included in the specified scope, but their scope also depends on the editorial judgement.

The text uses normal page margins (2.5 cm), do not use justification, do not use indentation, line spacing everywhere is set to 1.5 lines. Font Times New Roman or similar, size 12. The same rules apply to the footnotes, except that the font size is 10.[[4]](#footnote-5)

In the internal division of the text into sections and sub-sections, their headings are separated from above and below by a free line, also left justified without indentation, bold is used for headings, italics for sub-sections of lower order. It is not necessary to number them, but if numbering is used, it must be uniform and clearly structured (do not use any automatic indenting and numbering tools!). Example headings:

**1. Title of the Main Section**

*Title of the Subchapter*

Italics are used for normal emphasis in the text, and only rarely bold or underline, and then only for specific reasons that are applied consistently in the article. Italics are normally used for the named Title of a book or Title of another complete work, and quotation marks for the "Title of the article" or other subtitle cited in the text; this distinction may not always be clear-cut (depending on the topic, its concept, special emphases, or other specific disciplinary context), but should, as far as possible, correspond to the manner of reference in footnotes, which follow specified citation rules. Typographical markings are not used for Institutional Names and other proper names, except in foreign languages. Furthermore, italics are used for all foreign language expressions and quotations (in classical and modern languages), for which quotation marks are therefore no longer used. In the case of foreign language quotations and expressions, the main text includes the Czech version (adopted or own translation) and the original version, if the author provides it, in a footnote. If, in justified cases, both are in the main text, then the Czech translation is given "in quotation marks" (the foreign language original in brackets), or, alternatively, the foreign language original in the text without quotation marks (the Czech translation in brackets without quotation marks). These rules can be adapted for thematic or subject-specific reasons, but the principle is maximum economy of expression, i.e. not to duplicate the chosen emphases and markings.

For numerical indications, Arabic numerals are used where possible (i.e. unless there are other reasons), especially to indicate a century, for example the 17th century, but at the beginning of a sentence or heading it should read: the 17th century..., the Seventh Wave... etc. "Inside the quotation, quotation marks are not duplicated and single quotation marks are used", and for all authorial interventions within the quotation (contraction, expansion, note, etc.), square brackets, possibly with the author's initials or the abbreviation of the author. in the case of multiple authors, i.e. for example: [...], [underlined by author], [underlined by T.H.], etc.

In the case of a longer quotation, exceeding three lines, especially in an article of a type where such quotations are used consistently and to a greater extent, or in the case of quotations of verses or similar specific formations, the quotation shall be given as follows, separately separated above and below by a free line and with the entire section indented to the left by 1.25 cm. In this case, no quotation marks are used.

Figures, tables, graphs, etc. should not be inserted into the text document, they should be sent to the editor separately in individual files and with a clear, preferably numerical, marking and identification. In the case of images and photographs, they must be supplied in a common format (pdf, jpeg, tiff, etc.) and in print quality (min. 300 dpi) and their source must be indicated after the description. If they are to be placed within the main text sequence, they should be placed between the free lines as follows:

Title (for example for a table)[[5]](#footnote-6)

[Table1.tiff.[[6]](#footnote-7) Possibly a instructions to the editor for size, readability, placement, etc.]

Tab. 1. Description with possible interpretation intended to be printed here. (Citation of source.)

The main text continues after the free line. Care should be taken to distinguish hyphens and hyphenation everywhere, i.e. especially in the case of date ranges (1905–1980) or page ranges (pp. 5–8). The main text is followed by other compulsory or optional entries.

**References**

In the case of the selected author/year of publication style, the list follows the specified citation rules.

**Acknowledgement**

Dedication to a project, other support or thanks to institutions or persons may be given in the first or last footnote or as follows after the main text. The editors prefer, and in the case of a larger dedication beyond a single project, require, that the dedication be placed at the end of the article (either in a footnote or after the main text).

**Summary**

Summary in English. Unlike the annotation, it can be considerably longer and more elaborated according to the interest and needs of the author. In specific cases and after agreement with the editors, a summary in other world languages may be included, but only in addition to English, which is mandatory. The text of the summary is included in the total length of the article. Although the editors check and proofread the English text, the author is responsible for its accuracy. A translator may be provided.

**Correspondence**

Author’s name including academic titles

Name of the institution (corresponding to the required affiliation, may be dual)

Address.

email@email.em

In the case of multiple authors, only one corresponding author may be listed, or the details of another author may follow in the same format. It is up to the author whether he/she wishes to list his/her affiliation in Czech or English.

**Figures/Tables**

This may be followed by attachments in the form of pictures, photographs, graphs, tables, text documents, etc. As stated in the instructions to the main text, they are not inserted into the text document, but must be sent to the editor separately in individual files, with a clear, preferably numerical, marking and identification, in a common format (pdf, jpeg, tiff, etc.) and in print quality (min. 300 dpi), i.e. usually via a digital repository (e.g. www.uschovna.cz). Only the requirements and the list are given here after the text of the article:

[In square brackets any specific processing or placement requirements, additional commentary, e.g. that the order given is not necessary, comment on alternatives, etc.].

A list in the order requested, with a label corresponding to the file sent, and with a description, including an indication of the sources:

Title (optional)

[Image1.tiff]

Fig. 1. Description of the figure with possible brief explanation. (Indication of the source.)

[Image2.jpeg]

Figure 2. Description. (Source.)

1. Name of the author or multiple authors in the required order and separated by a hyphen. [↑](#footnote-ref-2)
2. At least 3 keywords (or phrases), can be more. [↑](#footnote-ref-3)
3. One standard page = 1800 characters including spaces. [↑](#footnote-ref-4)
4. The footnote index is generally given without a space, but after the whole section, i.e. usually after a full stop or other typographical feature. Only in specific cases where the footnote relates precisely to a given word or concept may the index be placed directly next to it. [↑](#footnote-ref-5)
5. Optional, i.e. only if the title is to be used. [↑](#footnote-ref-6)
6. Corresponds to the filename. [↑](#footnote-ref-7)