

# MANUSCRIPT

## TECHNICAL AND FORMAL REQUIREMENTS

### 1. THE AUTHOR SUBMITS THEIR MANUSCRIPT FOR FURTHER PROCESSING AND TYPESETTING

We accept only the files created in Microsoft Word (doc, docx, rtf). Submitting documents created in OpenOffice is not recommended. The complete manuscript may be sent by e-mail or delivered on digital media, always as a single file with all parts of the text in their final version and sorted in their final order.

Please limit yourself to using regular fonts, such as Calibri, Times New Roman, and Arial. Set the font size to 12 and spacing to 1.5. Words on ends of lines should not be divided (automatically or manually). Insert page numbering. Numbering in chapter names and notes throughout the text should always be automatic, not manual.

**Tables and graphs** should be inserted directly into the text or alternatively supplied a separate Excel file. In this case, please make sure that their location is clearly marked in the text. All tables and graphs in the entire book should follow one unified style (i.e. consistent font, way of highlighting, lines and colours etc.). All lines should not be thinner than 0.75 points to ensure their good visibility in print.

Please consult the type and way of delivery of specific visual materials with the editors in advance. Generally, figures supplied by the author should be in separate files, preferably in TIFF, alternatively EPS. In exceptional cases, compressed JPG format may also be used but you should try to avoid it because it may decrease the image quality.

**Figure captions** are best to attach as a separate file or at the end of the manuscript. It is also possible to insert them directly into the manuscript at places where the figures should be located – in this case, put the captions in brackets or highlight them in other pre-agreed manner.

## 2. THE AUTHOR SUBMITS THE WORK READY FOR PUBLISHING ( "CAMERA-READY" )

If you are not just the author but also the graphic designer and typesetter of your work, you may provide us with a print-ready PDF file. Please note that the PDF file needs to be editable (not secured). In this case, our editors' interventions will be very limited in order to avoid the disruption of your composition.

In the early stages of the editorial process, the most common page format to work with is A4. However, please remember that the final page layout, margin size, font size, spacing, style definitions etc. are dependent on the final format and bookbinding type. It is thus very important to decide about the format of the book in good time.

### BOOK STRUCTURE

When composing the text of your future book, please pay good attention to proper proportionality of its individual sections. The introduction and conclusion should be approximately the same length. The same applies to the length of sections and subsections on the same level. The opposite could make an impression that the work has not been designed in a thorough, well thought-out way. Remember that the reader of scientific literature generally expects moderation and professional text clarity. The author's attempts to compile the book in a novel or creative way may be disturbing.

The manuscript of a monograph or other professional book typically includes:

- title page,
- table of contents (automatically generated),
- preface / introduction which should clearly formulate the topic and objectives of the book,
- the body of text broken into chapters (and subchapters if need be),
- For numbering and heading styles, use multi-level lists or automatic styles. The structure of subchapters should not exceed three levels (Chapter 1.1.1): Excessive segmentation of the text raises suspicions that the author has not been able to develop the topic in a systematic way. The work included in the RIV must use in-text citations in brackets.
- conclusion which summarizes and evaluates the facts from the book and refrains from adding new facts,
- summary in a foreign language (for books included in the RIV),
- notes – either as footnotes (at the end of a page) or endnotes (at the end of a chapter / book),
- supplements (optional),

- list of references,
- Use the *ČSN ISO 690* citation norm; semi-automatic online reference generators such as *citace.com* may be used. All citations and references within the publication must observe one citation style, must include the same range of details of the work cited and must be graphically uniform.
- registers,
- list of supplements (optional).

## LANGUAGE STYLE

First, the style of a scientific text should be fluent and clear. If possible, try to use emotionally neutral language and avoid non-standard words. High-quality professional text must be coherent: Each sentence should be semantically linked to the previous one while anticipating the next one. The same principle applies to paragraphs and whole chapters. All text layers must function in accord with the book topic. The author should avoid thematic digressions at all costs, no matter how interesting they may seem: Such digressions tend to tire the reader rather than enrich their experience.

An abundance of parentheses, brackets, and passive constructions is also not desirable. Do not use exclamation marks and ironic postscripts. Before you begin, decide about the author voice (singular: “as I show”, plural: “as we show”, or implicit: “as shown”) and keep this style throughout the whole book.