**Article title (In English language)**

**Font type: 16 pt Times New Roman, Bold**

Carefully select the title, it may raise the reader's interest in the contents of the article. The title should be concise and it should properly define the content you are dealing with in the article.

Name and surname of the first author

Font type: 14 pt Times New Roman

*Organization of the first author*

*First author's email address*

*Font type: 11 pt Times New Roman, italic*

Name and surname of the second author

*Organization of the second author*

*Second author's email address*

**Summary / Abstract**

The summary should be 5-10 sentences long (up to 250 words) and should include key issues of the article. The summary should summarize the complete content from introduction to conclusion. It should include the main thought and idea, way of solving the problem, main findings and conclusions, the purpose and the aim of the article. Summary should not contain abbreviations or unspecified sources. Scientific articles should also include the results achieved by research. Summary should be prepared really carefully, namely in addition to the title it is the most readable part of the article. Keep it short and concise. Avoid acronyms and abbreviations and write in the third person.

One line should be left blank before and after the summary.

Font type: 11 pt Times New Roman

*Key words:*key words related to the topic in English language, alphabetically (5-8 words)

Font type: 11 pt Times New Roman

**Text formatting instructions**

The article text should be written in *MS Word*, 12 pt Times New Roman font type – both sided alignment, single spacing. First line of the text should be indented to 0.5 cm. The text should be printed on A4 paper size (21 x 29.7 cm), margins should be aligned to 2.5 cm (top, bottom, left, and right). 5 to 10 page document size is preferable, but at least two pages necessary.

All the **subheadings** should be in 12 pt Times New Roman font, bold, left sided alignment, numbered (starting with the introduction). A blank line should be left before every subheading.

We recommend checking the format and the language of your paper before submitting it. All texts will be proof-read and formatted.

Font type: 12 pt Times New Roman.   
Line spacing: single.   
Alignment: both sided.

**Subtitles of the subtitles** of all levelsshould be written in 12 pt Times New Roman, italic, left aligned and numbered (e.g.: 1.1, 1.2, …, 2.1, 2.2, …).

**Recommended text formatting overview**

In the Table 1 you will find the recommendations for text formatting. The text should be illustrated with graphic presentations and images. It is recommended for the inserted graphic presentations and images to be in one of the popular graphic formats (JPEG, TIFF).

Tables, graphic presentations, and images should be properly numbered and titled; e.g.: "Image 1: *Image title...*". The title should be aligned above the table (left aligned) or under the image (left aligned). The tables and images should be mentioned in the text. The numbering of pages is not necessary. Footnotes should be avoided as much as possible. Literature should be quoted at the end of the document, not in the footnotes.

**Table 1:** *Recommended font size overview for individual parts of the seminar*

|  |  |
| --- | --- |
| Seminar text font type | Times New Roman |
| **Seminar title** | **16 pt, bold, centred** |
| Information about the author | 14 pt, centred |
| *organization, address, and e-mail* | *11 pt, centered, italic* |
| **Title "Summary"** | **11 pt, bold, left aligned** |
| ***Title "Keywords"*** | *11 pt, italic, left aligned* |
| Summary text | 11 pt |
| Keywords | 11 pt |
| **Subheadings are numbered** (starting with introduction) | **12 pt, bold** |
| *Subheadings of subheadings of all levels are numbered (e.g.: 1.1, 1.2, …, 2.1, 2.2, …)* | *12 pt, italic* |
| Seminar text | 12 pt, single spacing |
| Spacing between subheadings and the text (only above subheadings) | 12 pt, single spacing |
| Lists (to be numbered) | 12 pt, 0.5 cm indent |
| Tables text | 11 pt |
| *Table titles should be inserted above the tables (and the tables should be numbered)* | *11 pt, italic* |
| *Image titles should be inserted under the images (and the images should be numbered)* | *11 pt, italic* |
| References should be ordered alphabetically | 11 pt |
| Short presentation of the author | 10 pt |

**Introduction**

The introduction of the paper should describe the main problem, purpose and aims of the article. In the introduction the paper should describe the authors' motivation for taking on a new research project. At the end of the foreword indicate how is presented problems to be dealt with below and its practical value.

Research paper format:

- Introduction (outlining the research question and its significance)

* It comprises thesis and references on other researches (linking our research problem). Unfold some known informations in the considered area and also what is unknown (references from other surveys) which is the starting point of the topic being dicussed.
* Consider about the purpose of the research, the research problem, research topic and hypothesis

**The main part of the paper**

The main part of the paper should only describe the practical activities performed and practical knowledge acquired through practical work (it should not state already known facts), so that conference participants and readers of the papers are able to recognize the new aspects (practical or theoretic) or the new approaches the author wants to point out in the paper.

The text content should be structured regarding to the type of the article. Break it to the appropriate length and substantially completed sections. Do not include content that does not contribute to describing selected issues, even if they seem interesting. Software solutions don't need to be described in detail (eg. menus). Avoid over-listing (eg. Full page of indents).

Especially note the use of relevant literature in support of the argument and conclusions with reference to literature or your own discovery. The appropriateness of the indications that you used should be estimated, especially in literature and sources of technology and solutions providers.

Using images and tables can significantly contribute to brevity, clarity and interesting article. The table and graphic presentation should be simple and transparent. Data display is prefarable with images (graphs) as with the tables. Images and tables complement the text, that's why they should be refered to and described in the article.

For information, arguments and conclusions, which are a direct result of your work, cite sources that should be provided in the list of used literature and sources at the end of the article. The arguments and conclusions should be suitably emphasized without owning other achievments, but steer the reader to additional literature. Please note the copyright of published works (eg. paintings).

If the article is referring to multiple sources, using different terminology, unify the terms in the article (do not use different terms for the same concept).

The IMRAD Research paper format:

* **M**ethod (in what ways the answeres to the research topic are to be found)
  + Sample or Participants
  + Instruments
  + Research design
* **R**esults (what is found out from the method employed)
  + Quantitative results - statistics (tabels, graphs or text of relevant results)
  + Qualitative results – descriptions (detailed descriptions of obtained results)
* Discussion/Conclusion (what do the findings presented under *Results* above mean and how do your findings prove your thesis?)
  + Results overview with some conclusions added
  + The results layout in the context of thesis and research questions (answering the research questions or confirming hypotheses)
  + Correlation of our results with other researche results

**Conclusion**

The conclusion should be concise. Apart from stating the paper's key parts, the conclusion may also include targets for future expert and research work, recommendations for experts and practicians, and the advantages and disadvantages of the topic studied or the expert publication etc. In conclusion the paper content may be linked to the selected work of other authors.

Research paper format:

* + There should be a distinct closing to the paper of several paragraphs that briefly summarize what the paper has proposed, discussed and concluded and some practical conclusions of research survey.

Scientific paper should not exceed 15 pages.

Professional article should not exceed 8 pages.

**Literature**

Carefully select the literature you will use. In the list citate only literature used in the article to which you refered.

Citate the references in accordance to American Psychological Association (APA) standards. The APA citation format requires parenthetical citations within the text rather than endnotes or footnotes. Citations in the text provide brief information, usually the name of the author and the date of publication

* **Articles in journals or magazines or newspapers :**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, xx,

xxx-xxx.

* **Books, Reports:**

Author, A. A., Author, B. B. & Author, C. C. (Year). *Title of work*. Location: Publisher.

* **Chapter in a book:**

Author, A. A., Author, B. B. & Author, C. C. (Year). Title of work. Editor A. A., Editor B. B., & Editor C. C. (Eds.), *Title of book* (pp. first page-last page). Location: Publisher.

* **Thesis (Bachelor, Master, PhD)**

Surname, Initials of the name. (Year). Title of work. Thesis, Location: Publisher.

* **Research reports**

Surname, Initials of the name. (Year). Title of work (Research report). Location: Publisher.

* **Conference Proceedings, Lectures or Congressional Publications (also Encyclopedia Articles)**

Author, A. A., Author, B. B. & Author, C. C. (Year). Chapter title. In A. A. Editor, B. B. Editor, & C. C. Editor (Eds.), Title of publication (pp. first page-last page). Location(s): Publisher.

* **Online journals, magazines, newspapers (home page URL)**

Author, A. A., Author, B. B. & Author, C. C. (Year). Title of article. *Name of Journal*, *xx*, xxx-xxx. doi:xxxxxxxxxx

(Use the journal’s home page URL (or web address) if there is no DOI.) Retrieved from URL

Citations are not suppozed to be numbered or bulleted. They should be citated as new paragraphes with the first line flush to the left margin and all other lines indented..

Font type: 11 pt Times New Roman

Line spacing: single  
Alignment: bothsided

**Short presentation of the author**

Font type: 10 pt Times New Roman

Line spacing: single

Alignement: both sided

**The APA citation format , 6th Edition**

**American Psychological Association (APA) RULES FOR THE REFERENCES PAGE**

– The following sections show some of the more commonly used APA citation rules.

**JOURNALS, MAGAZINES, NEWSPAPERS IN PRINT FORMAT**

**General Form**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, *xx*, xxx-xxx.

**NOTE: The journal title and the volume number are in italics. Issue numbers are not**

**required if the journal is continuously paged. If paged individually, the issue number**

**is required and is in regular type in parentheses adjacent to the volume number.**

**One Author**

Williams, J. H. (2008). Employee engagement: Improving participation in safety. *Professional Safety, 53*(12), 40-45.

**Two to Seven Authors [List all authors]**

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review, 81*, 453-484.

**Eight or More Authors [List the first six authors, ... and the last author]**

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J.-Y., Coatsworth, D., Lengua, L.,...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology, 68*, 843-856.

**Magazine Article**

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. *Newsweek, 145*(20), 58-59.

**Newspaper Article with No Author and Discontinuous Pages**

Generic Prozac debuts. (2001, August 3). *The Washington Post*, pp. E1, E4.

**BOOKS, CHAPTERS IN BOOKS, REPORTS, ETC.**

**General Form**

Author, A. A. (Year). *Title of work.* Location: Publisher.

**One Author**

Alexie, S. (1992). *The business of fancydancing: Stories and poems.* Brooklyn, NY: Hang Loose Press.

**Corporate Author with an Edition and Published by the Corporate Author**

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

**Anonymous Author**

*Dorland’s illustrated medical dictionary* (31st ed.). (2007). Philadelphia, PA: Saunders.

**Chapter in a Book**

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), *Handbook of peer interactions, relationships, and groups* (pp. 490-507). New York, NY: Guilford Press.

**ERIC Document**

Shyyan, V., Thurlow, M., & Liu, K. (2005). *Student perceptions of instructional strategies: Voices of English language learners with disabilities.* Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota. Retrieved from the ERIC database. (ED495903)

**ONLINE JOURNALS, MAGAZINES, NEWSPAPERS**

**General Format - Databases**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Name of Journal*, *xx*, xxx-xxx. doi:xxxxxxxxxx

**Article Retrieved from an Online Database**

**NOTE: Use the article’s DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.**

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey instrument. *British Journal of Management,* 18, 138-153. doi:10.1111/j.1467-8551.2006.00507.x

**NOTE: Use the journal’s home page URL (or web address) if there is no DOI.**

**This may require a web search to locate the journal’s home page. There is no**

**period at the end of web address. Break a long URL before the punctuation.**

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. *Journal of Drug Issues, 38,* 1105-1137. Retrieved from <http://www2.criminology.fsu.edu/~jdi/>

**Article from an Online Magazine**

Lodewijkx, H. F. M. (2001, May 23). Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology, 6*(12), 166-182. Retrieved from <http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm>

**OTHER ONLINE RESOURCES**

**General Form**

Author, A. A. (Year). Title of work.Retrieved from web address

**Online Report from a Nongovernmental Organization**

Kenney, G. M., Cook, A., & Pelletier, J. (2009). *Prospects for reducing uninsured rates among children: How much can premium assistance programs help?* Retrieved from Urban Institute website: http://[www.urban.org/url.cfm?ID=411823](http://www.urban.org/url.cfm?ID=411823)

**Online Report with No Author Identified and No Date**

*GVU's 10th WWW user survey*. (n.d.). Retrieved from <http://www.cc.gatech.edu/> user\_surveys/survey-1998-10/

**Web Sites in Parenthetical Citations:** To cite an entire Web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. **No entry in the reference list is needed. Example:**

Kidpsych is an excellent website for young children (http://www.kidpsych.org).

**REFERENCE CITATIONS IN TEXT**

APA utilizes a system of brief referencing in the text of a paper, whether one is paraphrasing or providing a direct quotation from another author’s work. Citations in the text usually consist of the name of the author(s) and the year of publication. The page number is added when utilizing a direct quotation.

**Indirect Quotation with Parenthetical Citation**

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

**Indirect Quotation with Author as Part of the Narrative**

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

**Direct Quotation with Parenthetical Citation**

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

**Direct Quotation with Author as Part of the Narrative**

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological” (p. 14).

**CITING SECONDARY SOURCES**

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) provided a glimpse into the world

**In the references page, you would cite the secondary source you read not the original study.**

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review, 100,* 589-608.