

Author Guidelines for Proceedings of a VŠM conference – title in Arial 16

**FIRST AUTHOR: NAME AND FAMILY NAME, NO DEGREES AND TITLES - ARIAL12, BOLD,
SMALL CAPS**

Institution, Town, Country – Arial 12

**SECOND AUTHOR : NAME AND FAMILY NAME, NO DEGREES AND TITLES - ARIAL12,
BOLD, SMALL CAPS**

Institution, Town, Country – Arial 12

Abstract: use Times New Roman, 10 points. The complete text of your abstract should have 10 – 20 lines.

Keywords: conference contribution, compulsory template. Recommended number of keywords is 10 – 12. Keywords end with a full stop. Terms and phrases written in small letters need to be separated by commas, or they can be written in first capital letters and separated by a full stop. Keywords are a mandatory part of all professional texts.

1 Introduction – subtitle Times New Roman, 11 point, bold

These instructions specify formal requirements for all contributions at conferences organized by Vysoká škola manažmentu in Trenčín. Their aim is to guarantee a unified layout of all contributions and speed up the process of writing and editing them. The contribution must be written in one of the official languages of the conference specified by its organizing committee, using Times New Roman, 10 points.

The authors' function has been simplified to a possible maximum. Rewrite a given piece of text (e.g. its title) and save the file as a Word document. As the file name, use the first author's family name and an abbreviated conference title. Send the final version of your contribution by email to Ms. Alena Vicienová: avicenova@vsm.sk. In case of sending several contributions to the same conference, add their order numbers in their file names, too, and point organizers' attention to this fact. Otherwise, some of them could be unintentionally lost, deleted or rewritten.

The maximum size of each contribution is 20 pages.

2 Structure of the contribution

Cautiously follow the format determined by this template. For your orientation, font size and its other characteristics are also specified in all structural elements. For that reason, rewriting them or using the Format Painter tool guarantees the identical layout. The following subchapters describe the most common text components.

2.1 Numbering of Chapters and Subchapters - 10 points, bold

Use the decimal numbering. Chapters will, therefore, be numbered by 1, 2, ..., subchapters by 1.1, 1.2, etc. Do not use any lower numbering levels.

The chapter titles are written in Times New Roman, size 11, bold. The title is preceded by a 24-point-wide space. The size of subchapter titles is 10, bold, with 12-point break before the title.

Each paragraph begins at 0,5 cm from the left margin. The text of the paragraph is justified, its letter size is 10. Keep 6-point difference between paragraphs.

There must be author(s)' contact data at the end of the paper. Please, keep the order of the authors specified in the contribution title.

2.2 Illustrations

Illustrations (pictures, photographs, graphs, diagrams, drawings or schemes) and tables etc. should be numbered sequentially as they were inserted into the text (Arabic numerals); without point symbols.

Place illustrations (pictures, photographs, graphs, diagrams, drawings, schemes and tables) in the middle of their corresponding paragraphs. If you plan to refer to formulas, number them on the right margin by their order numbers in parentheses. For example:

$$g(C) := \sum_{i=1}^m \sum_{k \in C_i} \|x_k - \bar{x}_{C_i}\|^2 \quad (1)$$

Labelling of an illustration (e.g. Figure 1; Fig 1; etc.) is written under the figure, in the middle. It is followed by the name of the illustration, without a full stop.

If the work includes a greater number of illustrations of one type (e.g. more tables, graphs, etc.), each type may be numbered independently. If there is a lower number of them, you may use one common name "Figure" throughout the text and number them (e.g. Figure 1, Figure 2). Another possible way of numbering illustrations is as follows: the word "Figure" is followed by a chapter number, space, dash, space, a serial number of the illustration in the section (e.g. Figure 2-1, Figure 2-2, etc.).

A table or illustrative material should always have their name / title and if there is a source (table or figure are taken from somewhere else), you should mention it. The source, own notes, calculations or explanatory notes should be written down below the figure. Then, logically, the name of the figure will be placed above the table, usually on the left vertical line, followed by a table name without the full stop. The sources should be named in the same way but below the text.

Place illustration material, pictures and tables next to the paragraph in which they are quoted. Small shifts caused, for instance, by the page end are allowed. Do not split tables between two pages (unless their length exceeds the page length).

Do not use numbers. Use bullets. If bullets do not suit your needs, apply lower-case alphabet letters because:

- a) It is an acceptable format as there is no chance of their confusion with the chapter numbers.
- b) The conference organizers will appreciate that.

2.3 Citations and references

References to your information sources should be placed in brackets [1]. All sources must be specified at the end of your contribution, using the same numbers as their citations in the text. They must be sorted by their authors' family names. Make sure that each number refers to the proper source. The detailed format of basic types of references is in the below section *Literature*.

3 Page Numbering

Do not number the pages of your contribution. It is a duty of the editor.

4 Conclusion

Thank you in advance for strict correspondence of your submitted contribution to our instructions. We wish you interesting ideas, creative atmosphere and personal comfort during the preparation of your article.

Literature

Reference to a book:

KELEMEN, J. 2010. *Myslenie a stroj*. Bratislava : Kalligram, 2010. 379 s. ISBN 978-80-8101-243-3.

Vybraný příspěvek / Krátké sdělení / Případová studie/ Zvaná přednáška / Tutoriál / Industriální sekce (ponechat relevantní typ příspěvku)

Reference to a journal article:

STEINEROVÁ, J. 2000. Princípy formovania vzdelania v informačnej vede. In *Pedagogická revue*. 2000, roč. 2, č. 3, s. 8-16. ISSN 1335-1982.

Reference to a conference contribution:

PALENČÁROVÁ, J. 2007. Prvky mediálnej výchovy vo vyučovaní materinského jazyka (od diskriminácie k demytologizácii). In *Slovo a obraz v komunikaci s dětmi : Komunikace jako klíč k dětem a mládeži*. Red. R. Novák. Ostrava : Pedagogická fakulta Ostravské univerzity, Katedra českého jazyka a literatury s didaktikou, 2007, s. 5-9. ISBN 978-80-7368-4912-1.

Reference to electronic documents:

TKÁČIKOVÁ, D. 1999. *Když se řekne digitální knihovna* [online]. 2. vyd. Ústí nad Labem : Ikaros, 1999. 86 s. Dostupné na: http://ikaros.ff.cuni.cz/ikaros/1999/c08/ustiusti_tkacikova.html [cit. 2000-06-10].

Reference to articles in electronic journals:

HOGGAN, D. 2002. Challenges, Strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, vol. 3, no. 3. Dostupné na: http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_d01.html [cit. 2003-01-10].

Reference to text taken from websites:

ÚRAD VLÁDY SR. s.a. *ERM II* [online]. Dostupné na: <http://www.euro.vlada.gov.sk/index.php?ID=1044> [cit. 2008-03-12].

Reference to a conference contribution CD-ROM:

MAŤOVČÍKOVÁ, D. 2010. How adults cope with the conversion to the Euro in the Slovak Republic. In *Proceedings of the 16th International Conference on Adults Learning Mathematics – A Research Forum (ALM) incorporating the LLU+ 7th National Numeracy Conference* [CD-ROM]. London : South Bank University, 2009, p. 169-177. ISBN 978-1-872972-12-1.

Reference to scientific works:

MIKULÁŠIKOVÁ, M. 1999. *Didaktická pomôcka pre praktickú výučbu na hodinách výtvarnej výchovy pre 2. stupeň základných škôl* : diplomová práca. Nitra : UKF, 1999. 65 s.

Reference to research reports:

ČABRUNGMAYEROVÁ, P. et al. 1996. *Problematika výskytu rasizmu, fašizmu a xenofóbie na Slovensku* : výskumná správa. Nitra : UKF, 2000. 178 s.

Contact data:

First name, family name, titles of the 1st author

The name of the institution with a full postal address including ZIP and country

[Email](#)

First name, family name, titles of the 2nd author

The name of the institution with a full postal address including ZIP and country

[Email](#)