

# Template of Contributions

**FIRST AUTHOR'S NAME**  
Affiliation, Town, Country

**SECOND AUTHOR'S NAME**  
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**Abstract.** This chapter is an introduction to Knowledge Management terminology and relations among its concepts. The length of your abstract should not exceed 10 lines.

## **1 Introduction – subtitle Times New Roman, 14 points, bold**

This instruction specifies formal requirements for all contributions submitted to conferences organized by Vysoká škola manažmentu in Trenčín. Its aim is to set up a unified layout of all contributions and speed up the process of their writing and editing. 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 piece of this text (e.g. its title) and save the file as a Word document. For its simple identification, *the file name should consist of the first author's family name and the abbreviated conference title.* The final version of your contribution should be sent by email Peter Kažimír: [peter.kazimir@yahoo.com](mailto:peter.kazimir@yahoo.com). In the case of sending several contributions to the same conference, add ordering numbers in their file names. Please, point the organizers' attention to this fact to minimize the risk of their unintentional loss, deletion or rewriting.

The size of each contribution is 6-16 pages unless the organizing committee specifies a different figure.

## **2 Structure of the contribution – 14 points**

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 next subchapters exemplify the most common text components.

## **3 Numbering Chapters and Subchapters – 14 points, bold**

Use the decimal numbering. Chapter will therefore numbered by 1, 2, ...; the subchapters by 1.1, 1.2, etc. Please, do not use any lower numbering levels.

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

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

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

### 3.1 Formulas, Equations, Figures, and Tables – subchapter, 12 points

Place formulas, equation, figures and tables in the middle of their corresponding paragraphs. If you plan to refer to the particular formula, number it on the right margin by its ordering numbers enclosed by parentheses. For example:

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

Place figures and tables next to the paragraph in which they are quoted. Small shifts caused e.g. by the page break are allowed. Do not split tables between pages (unless their length exceeds the page length). The numberings of tables and pictures are independent. Apply the following format:

- Fig. 3. Organizational structure of the company
- Tab.1. Summary of the questionnaire outcomes

Use the format indicated above for bulleting of alternatives. Do not use numbers. If the bullets do not suit to your needs, apply alphabetic alternatives because:

- a) There is no chance for their confusions with the chapter numbers.
- b) You make the conference organizers happy.

### 3.2 Citations – subchapter, 12 points

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

## 4 Page Numbering – next chapter, 14 points

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

## 5 Conclusions

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

## Literature

*Reference to a journal article:*

1. Stecke, K.E., Kim, I.: A study for FMS part type selection approaches for short-term production planning. *International Journal of Flexible Manufacturing Systems* 1 (1988) 7-30.

*Reference to a book:*

2. Chen, W.K.: *Applied Graph Theory*. North-Holland, Amsterdam, 1971.

*Reference to a conference contribution:*

3. Karp, R.M.: Reducibility among combinatorial problems. In: *Proc. of Complexity of Computer Computations*, R.E. Miller and J.W. Thatcher (Eds.), Plenum Press, New York (1972), 85-104.

*Reference to a website:*

4. Barclay, R. O. Barclay, Murray P. C.: *What is Knowledge Management?* Knowledge Praxis website.

<http://www.media-access.com/whatis.html> (Accessed on 25 May 2010)

**Contact data (repeat for every author):**

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

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

[Email](#)