Title of the paper (predefined style “PAPER TITLE”)

First Author[[1]](#footnote-1), Second Author[[2]](#footnote-2) (predefined style “AUTHORS”)

Abstract. Abstract text - please write 7-15 lines. Abstract text - please write 7-15 lines. Abstract text - please write 7-15 lines. Abstract text - please write 7-15 lines. Abstract text - please write 7-15 lines. (Predefined style “ABSTR\_1”)

The second and following paragraphs of abstract text. The second and following paragraphs of abstract text. The second and following paragraphs of abstract text. (Predefined style “ABSTR\_2”)

Keywords: 4-6 keywords, separated by comma, predefined style “KEYWORDS”.

JEL Classification: please select appropriate classification (predefined style “JEL”)

1. Title of the section (automatically numbered, predefined style “TITLE1”)

First paragraph of the section is lacking indentation at the beginning of the first line. The text is justified with 2,5 cm margins. Use Times New Roman font, line spacing 1,15 pt. It is best to use the predefined style FIRST-PARAGRAPH. Please do not add page numbers.

Second and following paragraphs of the text have initial indentation of 1 cm. Please note the changed style. Spaces of 6 pts are between paragraphs. It is best to use the predefined style NEW-PARAGRAPH. If you need to indicate emphasis please use *this standard style*.

* 1. Title of the subsection (automatically numbered, predefined style “TITLE2”)

Again first paragraph without indentation. (Predefined style FIRST-PARAGRAPH)

Again second and following paragraphs indented. (Predefined style NEW-PARAGRAPH)

Subheading of the subsection (not numbered, predefined style “TITLE3”)

**Ordered and unordered lists**

Unordered and ordered lists are of the following design (please use style “LIST unordered”):

* + text style is identical to the normal text;
	+ new item has not any additional vertical space (only standard line spacing);
	+ intermediate unordered list (can be also used in ordered list);
	+ except if you are writing list items as an individual paragraphs, you can use inter-paragraph indentation between items (not shown).

Next paragraph is indented as an ordinary (not first) paragraph (style “NEW Paragraph”).

Ordered lists are of the same design (please use style “LIST ordered”):

1. first item of the list;
2. second item with a sublist:
	1. first item in the sublist,
	2. second item in the sublist,
3. parent list continued.

Ordered and unordered lists may be freely combined.

* 1. Inserting additional material

**Inserting a figure**

Figureshave to be centered, numbered continuously, and referenced in the text. Title of the figure place under figure. Please, use predefined caption style “FIGURE Title”. Feel free to use cross-referencing feature of your typewriting software. Pictures have to be legible in the grayscale form.



1. Place of Extraordinary Event, Source: Taha, 2010.

**Inserting a table**

Tables have to be centered, numbered continuously, and referenced in the text. Please, use predefined style “TABLE” (*Insert → Table → Quick tables → select style* *“TABLE”*).

Title of the table with specifying the source place above the table and use predefined style “TABLE title.

1. Sample table, Source: own.

|  |  |  |  |
| --- | --- | --- | --- |
| **Column1** | **Column2** | **Column3** | **Total** |
| Word 1 | Word 1 | Word 1 | Word 1 |
| Word 1 | Word 1 | Word 1 | Word 1 |

**Inserting an equation**

Equations have to be centered and right-numbered continuously inside the parenthesis ( ). Please use style “EQUATION” (*Insert → Equation → select style* *“EQUATION”*).

|  |  |  |
| --- | --- | --- |
|  | $$a=b+c$$ | (1) |

Acknowledgements (predefined style “TITLE1 PLAIN”)

Supporting people, institutions (including Science Foundations) and research grants go here.

References that follow have to be alphabetically sorted and should follow the introduced style. The literature should be referred as “In Taha (2011) we can see …”.

**References**

References have to be alphabetically sorted and each reference must be mentioned in the text as a continuous quotation and vice versa. The Harvard referencing convention is required, i.e. within the body of the text the surname and year of the reference.

In case of any doubts see the full description of the Harvard referencing convention at http://www.ex.ac.uk/dll/studyskills/harvard\_referencing.htm.

Examples of continuous quotations:

1 author - Smith (2010) pointed out the problem…The problem is well-known (Smith, 2010).

2-3 authors - Smith and Jones (2009) improved the method…The method was significantly improved (Smith, Jones and Cooper, 2008).

More than 3 authors - Smith et al (2010) provide the solution…The solution already exists (Smith et al, 2010).

References (predefined style “TITLE1 PLAIN”)

Journal article:

Bucher, T. and Anke, G. (2009) ‘Process-centric Business Intelligence‘. *Business Process Management Journal*. vol. 15, no. 3, pp. 408-429.

Elbashir, M. Z., Philip A. and Collier, S. (2008) ‘Measuring the Effects of Business Intelligence Systems: The Relationship between Business Process and Organizational Performance‘,*International Journal of Accounting Information Systems,* vol. 9, no. 6, pp. 135-153.

Book:

Taha, H. A. (2011) Operation Research: An introduction, 9th ed., New Jersey: Pearson publishing.

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Conference paper:

Huňka, F., Zacek, J. and Tobes, Z. (2013) ‘Business Process Modeling Utilizing UML and OMR Perspectives‘, *Proceedings of 16th International Conference Information Technology for Practice 2013*, Ostrava, pp. 66-70.

World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available: <http://www.archaeol.freeuk.com/EHPostionStatement.htm> [24 A3ug 2001].

1. University/Institute, department, address, e-mail. [↑](#footnote-ref-1)
2. University/Institute, department, address, e-mail. [↑](#footnote-ref-2)