**NAME OF THE CONTRIBUTION IN THE LANGUAGE IN WHICH THE PAPER IS WRITTEN**

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FIRST AUTHOR’S SURNAME First author’s first name – SECOND AUTHOR’S SURNAME Second author’s first name, ABBREVIATION OF THE COUNTRY (ČR, SR, PL, UA, DE, GB); for example:
KLEMENT Milan – CHRÁSKA Miroslav, CZ (Times New Roman, 12 pt, regular type, alignment: center)

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**Resumé** (Times New Roman, 12 pt, bold type, alignment: left)

Resumé of the paper in the language in which the paper is written. (Times New Roman, 12 pt, regular type, alignment: to block)

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**Key words:** at least 3 key words in the language in which the paper is written. (Times New Roman, 12 pt, regular type, alignment: to block, headline in bold)

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**INSTRUCTIONS FOR CONTRIBUTION WRITING – name of the contribution in English (in case of an English contribution, there goes a name of the contribution in Czech)** (Times New Roman, 12 pt, bold type, capital letters, alignment: center)

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**Abstract** (Times New Roman, 12 pt, bold type, alignment: left)

The author provides resumé in English, including language check. If the paper is in English, Resumé of the paper is here in Czech. (Times New Roman, 12 pt, regular type, alignment: to block)

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**Keywords:** at least 3 keywords in English (Times New Roman, 12 pt, regular type, alignment: to block, headline in bold)

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**Úvod** all headlines (Times New Roman, 12 pt, bold type, alignment: left, headline in bold); do not number the introduction and the conclusion

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Text. (Times New Roman, 12 pt, regular type, alignment: to block, single spacing, the first line indent: 0.0 cm)

The volume of the contribution is at least 3 pages and 10 pages most (including the bibliography, images, tables and appendices). Page layout: margins – top and down: 3 cm, left and right: 2 cm, single line spacing, the first line indented: 0.63 cm, text in justified paragraphs. To create the contribution, please, **use the template**: EN\_article template\_TVV 2018.docx, do not number the pages.

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# Name of a chapter (Times New Roman, 12 pt, bold type, alignment: left, headline in bold)

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Text. (Times New Roman, 12 pt, regular type, alignment: to block, single spacing, the first line indent: 0.0 cm)

Please, input the created file with a text of your contribution into the registration system in format: surname\_forename.docx. The maximal size of the .docx file (which may be put into the registration system) is 10 MB. In case of more than one author, please state only the surname and forename of the first author, in case that the same team of authors publish more than one contribution, they differentiate them by a number, e.g.: Novak\_Jan\_1.doc(x) a Novak\_Jan\_2.doc(x). The authors guarantee the content and the language correctness of the contributions. We point out that there will be no royalty provided for the contribution’s publication.

Please, number the names of the chapters and write in a way that is described in this guide and template. The mathematic formulas should be left-aligned and numbered on the right in the round brackets. The more complex formula should be created in the Equation application in MS Word. Do use normalized signs, symbols and abbreviations. Do obey the ČSN 01 6910 norm when writing the text. The names of the tables, images and graphs should be written according to the abovementioned example (Times New Roman, 12 pt, italic type), descriptions of images should be center-aligned, the description of the images and graphs should be left-aligned.

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We demand you to obey the ČSN 01 6910 norm. We point out the fact that e.g. there should be a space before and after the symbols that substitute the words (i.a. +, –, % etc.), just like when you use the particular word. When the norm allows some alternative forms of notation, please, use just one chosen alternative and do not alternate between the forms of the notation (e.g. kg.m or kg m). Keep in mind the space when writing larger numbers, e.g. 22 000 V, not 22000 V, and the spaces between the number and the unit of measurement e.g. 20 N, 18 %.

The bibliographical entries should be done according to the APA norm as amended ([American Psychological Association, Sixth Edition](http://flash1r.apa.org/apastyle/basics/)). The text should be written according to the mentioned scheme.

The contribution (together with two peer reviews) should be placed in the registration system of the TVV conference by 31th May 2018 at latest.

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Text. (Times New Roman, 12 pt, regular type, alignment: to block, single spacing, the first line indent: 0.0 cm)

If the instructions or the other substantial requisites for the contribution’s writing are not met (see Contribution’s layout), its author will be asked by the administrator of the system (which is listed above) via email to correct the failings. If those failings are not removed, the contribution will not be published in the current issue of the journal nor in the conference proceedings TVV.

The editorial board reserves a right to not include in the publication those contributions that do not obey the formal requirements, are not sent in with the reviews, or are sent with the reviews that do not recommend the publication of the submitted contribution. Furthermore, also the contributions that do not correspond to the theme of the TVV 2018 conference.

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# Name of a chapter (Times New Roman, 12 pt, bold type, alignment: left, headline in bold)

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Text. (Times New Roman, 12 pt, regular type, alignment: to block, single spacing, the first line indent: 0.0 cm)

Image: (paragraph: center-aligned, single spacing, the first line is NOT indented)

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*Image 1 – Name of the image (source)*

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*Description of an image: (Times New Roman, 12 pt, italic type, paragraph: center-aligned, single spacing, the first line is NOT indented)*

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*Table 1: Name of the table / graph (source)* Description of the table /or graph/ (Times New Roman, 12 pt, italic type, paragraph: left-aligned, single spacing, the first line is NOT indented)

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**Conclusion** (Times New Roman, 12 pt, bold type, alignment: left, headline in bold)

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Text. (Times New Roman, 12 pt, regular type, alignment: to block, single spacing, the first line indent: 0.0 cm)

The bibliographical entries should be done according to the APA norm as amended ([American Psychological Association, Sixth Edition](http://flash1r.apa.org/apastyle/basics/)). References to citations in the text are not numbered, only a reference to the source is mentioned (Chráska, 2014; Klement & Dostál, 2014). The list of bibliographic citations is not numbered and sorted in alphabetical order of the names of the first authors of the source.

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Chráska, M. (2014). Approaches of University Student to Traditional and Electronic Study Materials - Results of Cluster Analysis. In *Educational Technologies in the Information - and Knowledge-Based Society. XXVI. DIDMATTECH 2013*. Gyor – EU: Tribun. pp. 83-92.

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Full name (name and surname) of the author, titles

Department, Faculty, Address, Telephone, e-mail

(Times New Roman, 12 pt, regular type, paragraph: left-aligned, single spacing, the first line is NOT indented), e.g.:

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