Journal Instructions for Preparation of Papers – as of 1.1.2012

<Title of paper, 12 pt., Bold letters, centered>

Name(s) of Author(s)
<10 pt., upper and lower case, boldface, left>
Workplace
Full Address and E-mail address if any
<10 pt., upper and lower case, normal, left>

Example:
Jan Novak, Petr Novotny
Institute of Technology and Production Management, University of J. E. Purkyně in Ústí nad Labem, České mládeže 8, 400 96 Ústí nad Labem, Czech Republic. novak@itpm.ujep.cz

Introduction into problems – minimum 8 and maximum 12 lines length,

Keywords: list max. 5 key words, zzzzzzzz z zzzzzz, zzzz z z zzzzzz, zzzzzzz zzzzzzzz zzzz, zzzzzz zzzzz

1 Sheet size and text arrangement

Required length of article is from 4 to 8 pages. The papers are accepted only on separated sheets and created in this template by quick styles buttons. Sheet size: A4 (210 × 297 mm), portrait. Borders: left and right 2 cm, top 2 cm, bottom 2 cm. Number of columns: 1 (all text). Line spacing: simple. Indentation of first line in section: 0,5 cm.

2 Paper title and Authors

First is the title of paper. The authors (Name, Surname) behave under the article title without their honorific, workplace designation, address and e-mail address.

3 Body of the paper

Accepted fonts (used in all texts) are Times New Roman. Follow, please, the same font sizes (marked in points), justifications, etc., which are used in these instructions.

There is the opening paragraph in the article introduction, which has 8-12 lines length. This paragraph draws and shows the further described problem. The “Keywords” are following. The article must be divided into the paragraphs. The paragraphs are numbered by the decimal system.

Specimen:

1

1.1

1.1.1

The every numbered paragraph must have own title. Texts in paragraphs should be justified into block, using hy-
phenization. The last numbered chapter must be „Conclusion“, where the authors summarize the described problems.

The list of the references is showed in the article end with the title “References”. The references have the total quotation. This list of references is arranged alphabetically according to the first author. Publications by the same author(s) should be listed in order of year of publication. Please note that all references listed here must be directly cited [in square brackets] in the body of the text.

4 Main Heading of section <11 pt., bold capital letters, left justified>

Xx xxxxxx xxx x xxxxxxx xxx xxxxxxxxx xxx xxxxxx xx, xxxxxxxxxx xxxxxxx xx xxxxx xxxxxxxxxx xxxxx xxx x xx x xxxxxxx xxx xxxxxxxxxx xxxxxxxxxx xxxxxx.

4.1 The Heading of Subsection <10 pt., upper and lower case, boldface, left justified>

Xxxxx xxxxx xxx x xxxxxx xxxx xxxxxxxxx xxxx xxxxxx xx, xxxxxxxxxx xxxxxx xx xxxxx xxxxxxxxxx xxxxx xxx x xx x xxxxxxx xxx xxxxxxxxxx xxxxxxxxxx xxxxxx. Xxx xxxx xxxxxx xxxxxxx xx xxxxx xxxxxxxx xxxxx xxx x xxxxxxx xxx xxxxxxxxxx xxxxxx.

4.1.1 The Heading of Subsubsection <10 pt., upper and lower case, normal, left justified>

Xxx xxxxx xxx x xxxxxx xxxx xxxxxxxxx xxxx xxxxxx x x xxxxxx xxx, xxxxxxxxxx xxxxxx xx xxxxx xxxxxxxx xxxxx xxx x xx x xxxxxxx xxx xx xxxxxxxxxx xxxxxx.

5 The figures, graphs and tables

The figures, graphs and tables are put in the article text in MS Word other high quality format (*.jpg, *.gif, *.tif, *.bmp). Size of pictures is only at 8 or 17 cm. Under all pictures and graphs must be numbered description consecutively, from 1 upwards. Do not use descriptions and creations of pictures in Word. There is not possible picture arrange abreast. For description and creation of pictures please use only special programs for painting and drawing. Over all tables must be numbered description consecutively, from 1 upwards. <10 pt., upper and lower case, italics with bold of mark (Tab. x or Fig. x), centred>

Specimen:

**Tab. 1 Title of table**

<table>
<thead>
<tr>
<th>No.</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
<td>x</td>
</tr>
</tbody>
</table>

**Fig. 1 Title of figure or graph**
6 Mathematical equations

The mathematical equations are possible to put in MS Word (MS Equation Editor). If the article contains the more equations, the equations must be numbered consecutively, from 1 upwards (in concrete headings).

\[ \frac{A + B}{C} = D, \]  (6.1)

where:
A...
B...
C...

7 The length of paper and another requirements

Required length of article is from 4 to 8 pages. The article to be delivered in digital version via e-mail. Size of file do not exceed 20MB. The articles are accepted only in the MS WORD processor (*.doc) version 2003 or 2007 and created only in the template with quick styles formats.

8 Agreement of Copyright Transfer

Agreement of copyright transfer has to be delivered to the editors before article publishing. This agreement is available on www pages of the journal.

References <11 pt., boldface, left justified>

All references (in reference list) have to be given into the text of article in this version: text text text text. [1] In multi citation will be references presented: text text text text. [1, 5, 6, 10]

Example:


<10 pt., upper and lower case, normal and italics, justified into block>