TITLE OF THE PAPER IN CZECH
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***Name and SURNAME (states without title)[[1]](#footnote-1)***(1 free line)
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**Abstract**Abstract in the English language. The length of the abstract should not exceed 10 lines. Abstract in the English language. The length of the abstract should not exceed 10 lines. Abstract in the English language. The length of the abstract should not exceed 10 lines. Abstract in the English language. The length of the abstract should not exceed 10 lines. Abstract in the English language. The length of the abstract should not exceed 10 lines Abstract in the English language. The length of the abstract should not exceed 10 lines. Abstract in the English language. The length of the abstract should not exceed 10 lines.

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***Keywords:****Words, words, words, words.*

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# INTRODUCTION

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# HEADING 1

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Uniformed numbering:

1. numbering in dotted decimal notation; number in the distance of 1 from the edge of the page, the distance of indented text is 1.75 from the edge;
2. Numerical bullets are terminated by a semicolon. In the case of sentences, they are terminated by a dot.

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##  **HEADING 2**

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Uniform bullet type:

* bullet in the form of a dot, in the distance of 1 from the edge of the page, the distance of indented text is 1.75 from the edge;
* bullets are terminated by a semicolon, the last bullet point is terminated with a dot.

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* multilevel bullets, a smaller bullet character is chosen;
* bullet character in the distance of 1.75 from the edge of the page, the distance of indented text is 2.5 from the edge.

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### TITLE 3

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### TABLES

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The tables are numbered in the format of Tab. 1 Name of the table, according to the template. Name of the table is placed above the table and aligned to the left edge. The source is located below, aligned to the middle.

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Tab. 1 Characteristics

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Source: [1]

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In the case of the usage of numbers in the table, align them to the right side to ensure that they are below each other.

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### **FIGURES**

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Figures are numbered in the format of Fig. 1 Name of the figure, according to the template. Name of the figure is placed below the figure and aligned to the middle. The source is located below the figure, aligned to the middle. The figure itself is aligned to the middle.

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Fig. 1 Characteristics
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CONCLUSION

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Headline of conclusion is without numbering as well as the introduction. Monosyllabic words at the end of a line are connected to the preceding word by using a fixed space (Ctrl + Alt + Spacebar) to remove the words from the end of the line.

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# References

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1. BĚLOHLÁVEK, František and ANDRLE, Ivoš. Personal computer: a textbook for everyone. Vranov nad Dyjí: Votobia, 1992. ISBN 80-85619-17-2.

Literature used

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The Chicago author-date citation style uses an abbreviated citation in the text itself, in the form of the author's last name and date of publication, or page(s) or other indication of the source of the information taken, e.g. (Bělohlávek et al. 1992, 15-17).

The usual placement is before the period at the end of the sentence, but it can be anywhere in the sentence where the quoted thesis or paraphrase ends. The full form of the above abbreviated citation, including authors' first names, publishers, place of publication, etc., is placed in the List of Sources at the end of the text (in the case of English texts marked as References):

DIRECT QUOTATIONS AND PARAPHRASES

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BĚLOHLÁVEK, František and ANDRLE, Ivoš. Personal computer: a textbook for everyone. Vranov nad Dyjí: Votobia, 1992. ISBN 80-85619-17-2.

DIRECT QUOTATIONS AND PARAPHRASES

Distinguish between paraphrase and direct quotation in the text and in the bibliographic reference. In a paraphrase, in your own words, you interpret someone else's text or idea, e.g., "This theoretical discussion allowed us to develop an understanding of resilience in the military" (Novotny 2021, 13-15).

When giving a direct quotation, always distinguish whether it is a 'short' or 'long' quotation. A short quotation is meant to be a text that fits within 3 lines. A long quotation means text exceeding 3 lines.

A short direct quotation should be enclosed in quotation marks and referenced accordingly. Examples:

"Place a short direct quotation in quotation marks and provide an appropriate reference" (Novotný 2021, 58).

"The short quotation should be in quotation marks and referenced accordingly" (Novotný 2021, 58).

Always enclose a long direct quotation with quotation marks in the citation box. If you are working with a template, choose the "Quotation Box" style. Include the appropriate reference at the end of the quoted passage. Example:

"Quotation box is an appropriate way of visually differentiating a larger block of a quoted text from the regular text. Quotation marks enclose it and are also indented from both left and right. Spacing before and after the quotation box serves for the visual alignment of the entire block of text. The size of letters in the quotation box is the same as the regular text" (Doleček 2011, 28).

The quotations in the List of Sources are arranged alphabetically according to the last name of the author or the name of the institution/medium. Same author or institution/media names are ordered by date of publication. For English names, all words are capitalized (except for the prepositions of, in, at, above, under). In other languages, only the first letter in the sentence is capitalized.

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|  | **Original Scientific Works** | **Review Articles** | **Informative Articles** | **Polemic Articles** |
| **Title** | yes | yes | yes | yes |
| **Author(s)** | yes | yes | yes | yes |
| **Abstract** | yes | yes | yes | no |
| **Keywords** | yes | yes | yes | no |
| **Introduction** | yes | yes | yes | yes |
| **Methods and Data** | yes | no | no | no |
| **Presentation of Findings** | yes | yes | yes | yes |
| **Discussion** | yes | yes | no | yes |
| **Conclusion** | yes | yes | yes | yes |
| **Notes and Bibliography** | yes | yes | yes | no |
| **List of Abbreviations** | As needed | As needed | As needed | no |
| **Appendices** | As needed | As needed | As needed | no |

1. **title, name and surname**, department, faculty, university, address, phone, e-mail [↑](#footnote-ref-1)
2. Footnote style is Tahoma, block alignment, font size 8th. [↑](#footnote-ref-2)