Instruction for authors

Main direction

- ➢ **Text by e-mail in one of these formats:** DOC, TXT, RTF
- ➢ Keep it short **resume 8 lines max. and keywords** (in English language)
- ➢ For own interest keep delivery dates
- ➢ **Text edited by editors, every modifications of text are consulted with authors but editors has a right on editing the text without consultation**

Formal arrangement of text

- ➢ Titles, headlines – in boldface or other size of font
- ➢ **Create new paragraphs by use ENTER key**
- ➢ **Footnotes include to the end of the text** (If you need footnotes in the concrete page, you should attention to this our editor.)
- ➢ **Other formal adjustments isn't necessary – don't use block formatting, don't use word-division function**

Photos, pictures, tables, diagrams, graphs

- ➢ Do not insert into text! Use numbers in text only and keep separate
- ➢ Photos, pictures, tables, diagrams, graphs **send particularly** (with the same signification with your marks their position in the text) in these formats
  - ◦ tables and graphs in standard Excel or Word format
  - ◦ pictures and photos: JPG, TIF, EPS (min. 300 dpi, colour profile RGB)
  - ◦ vector pictures (logotypes, pictographs): EPS, AI
- ➢ **Labels to photos, titles of graphs or comments write into extra text file.** You may add to your specification of position concrete picture on page etc.
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