Title of the Paper (style „Title of the Paper”)[[1]](#footnote-1)

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Abstract (style „Abstract – heading”)

Text of the abstract – length: 500 – 1000 symbols (style „Abstract – text”) An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper and is usually conceptually divided into: Background, Methodology, Principal Findings/Results, and Conclusions/Significance. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions.

Key words (style „Abstract – heading”)

key word 1, key word 2, … 3 - 6 key words (style „Abstract – text”)

JEL Classification: max. 3 JEL codes

Introduction (style „Introduction, Conclusion – heading”)

Author presents topic and focus of the paper. (style „Text”)

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1. Methodology (style „Section heading”)

This part should be focused on identification of paper aims and description of used methodology and scientific methods. (style „Text”)

1. Results and Discussion (style „Section heading”)

Author presents main findings, results and discussion based on other authors´findings in the field of interest. This section of the paper can be divided into subsections.

* 1. Sub-section heading (style „Sub-section heading”)

Text of the paper (style „Text”).

There are built-in styles for a paper title, author, abstract, key words, introduction, section heading, sub-section heading, paper text, tables, graphs, figures, bullets, conclusion and list of references in this template.

Please, follow these styles to avoid problems in production of proceedings:

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* Authors (Tahoma 12,5pt, Normal, alignment centered, spacing after: 6pt, paragraph border bottom – line 0,5pt);
* Abstract – heading (Tahoma 12pt, Bold, Italic, alignment justified, spacing after: 6pt);
* Abstract - text (Tahoma 12pt, Italic, alignment justified, spacing after: 12pt);
* JEL Classification (Tahoma 12pt, Bold, alignment justified, spacing after: 12pt, paragraph border bottom – line 0,5pt);
* Introduction, Conclusion - heading (Tahoma 12pt, Bold, alignment justified, indentation 0pt, spacing before: 12pt, spacing after: 12pt);
* Text (Tahoma 12pt, Normal, alignment justified, first line indentation 0,8cm, spacing after: 6pt);
* Section heading (Tahoma 12pt, Bold, alignment left, 1. level of numbered list, hanging indentation 0,8 cm, spacing before: 12pt, spacing after: 12pt);
* Subsection heading (Tahoma 12pt, Bold, alignment left, 2. level of numbered list, hanging indentation 0,8 cm, spacing before 12pt, spacing after 12pt);
* List of references (Tahoma 12 pt, Normal, alignment justified, numbered list, hanging indentation 0,63 cm);
* Indentation (Tahoma 12pt, Normal, alignment justified, indentation left 0,8cm, hanging indentation 1,25cm);
* Table,Graph,Figure - title (Tahoma 12pt, Bold, alignment justified, indentation left 0,0 cm);
* Source (Tahoma 10pt, Normal, alignment justified, indentation left 0,0 cm;
* Notes (Tahoma 10pt, Normal, alignment justified, indentation left 0,0 cm, hanging indentation 0,2 cm. (style „Indentation”)

If you use tables, graphs and/or figures, please follow these instructions:

* tables, graphs nad figures must be numbered
* text of the paper must refer to each of the tables, graphs, and/or figures
* source must be placed below a table, graph and/or figure
* there has to be 1 empty line before and after a table, graph and/or figure

Tab. 1 Title of the table (style „Table,Graph,Figure - title”)

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| Text | Text | Text | Text | Text |
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Source: in form N. Last Name, year, pages (for example Ph. Kotler, 2004, p. 65) (style „Source”)

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Graph 1 Title of the graph (style „Table,Graph,Figure - title”)

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Fig. 1 Title of the figure (style „Table,Graph,Figure - title”)



Source: www.freepik.com

If you insert equations or formulas, use Equation editor or .jpg format. Furthermore, they must be numbered in round parentheses.

 $x=\frac{-b\pm \sqrt{b^{2}-4ac}}{2a}$ (1)

$S=πr^{2}$ (2)

Citation method: parenthetical reference in the text – by name and date:

* 1 author: According to Kotler (2004) ...

... can be succesfull (Adair, 2001; Pareto, 1935)

* 2 authors: According to Feld and Stone (2002) ...

... academic research on Six Sigma (McAdam & Lafferty, 2004)

* 3 and more authors: the first author´s name followed by et al.

Choo et al. (2007) develop a knowledge-based framework

... in process improvement tools (Schroeder et al., 2008) ...

Conclusion (style „Introduction, Conclusion - heading”)

Sumarization of benefits, generalization and final evaluation of research results, etc. (style „Text”)

References (style „Introduction, Conclusion - heading”)

List of references (in alphabetical order) must contain only literature sources cited in the text.

*Citation of a book*

Last name, N. (year). *Title of publication.* Place : Publisher.

1. Daft, R.L. (2001). *Organizational theory and design*. Mason, OH: South-Western. (style „List of references“)

*Journal paper citation*

Last name, N. (year). Title of paper. *Title of journal,* *Vol.* (No.), pages.

1. Byrne, G., Lubowe, D., & Blitz, A. (2007). Using a lean Six Sigma approach to drive innovation. *Strategy & Leadership, 35*(2), 5–10. (style „List of references“)

*Citation of paper in conference proceedings*

Last name, N. (year). Title of paper. In *Title of conference proceedings*. Place : Publisher, pages.

1. Parsons, O. A. et al. (1995). Taxonomy for psychology. In *Proceedings of the American Psychological Association National Conference on Postdoctoral Education and Training in Psychology.* Washington, DC: American Psychological Association, pp. 45–50. (style „List of references“)

*Citation of an internet source*

Last name, N. (year). Title of the source. Retrieved „date“, from „link to the source“

1. Arveson, P. (1998). *The Deming cycle.* Retrieved July 30, 2013, from http://www.balancedscorecard.org/bkgd/pdca.html (style „List of references“)
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2. Name and Last Name with all degrees, University, Faculty, Department, Adress, Country, e-mail (style „Notes”) [↑](#footnote-ref-2)