

CONFERENCE PROCEEDINGS PAPER SUBMISSION AND FORMATTING INSTRUCTIONS

- paper submission form: MS Word document (.doc or .docx format)
- page setup: the paper size must be set to A4; the document margins should be the following: top/bottom: 2.5 cm; left/right: 2.5 cm; gutter: 0 cm.
- font Arial, size 12 pt; line spacing 1.5
- there is a limitation of 8 – 15 pages per paper including references, tables and figures

Paper structure and formatting instructions:

Title of paper: Arial Bold; 18 pt; centered alignment

Author: Arial Bold; 14 pt; centered alignment

Abstract (title): Arial Bold; 11 pt; centered alignment

Text of abstract in English: Arial Italic; 11 pt; justified alignment; max. 10 lines

Text: Arial; 12 pt; justified alignment

Subtitles (if needed): Arial Bold; 12 pt; left alignment

Quotations and references: in form of footnotes (footnote text: Arial; 9 pt; line spacing 1; left alignment)

List of references (title): Arial Bold; 12 pt; justified alignment

List of references: in alphabetical order; Arial Bold; 12 pt; left alignment;

example:

KRNO, S.: *Identita a integrita v globalizujúcom sa svete*. In: GBÚROVÁ, M. (ed.): *Európa medzi identitou a integritou*. Prešov: Prešovská univerzita, 2002, p. 48 – 53.

PINDER, J.: *Altiero Spinelli's European Federal Odyssey*. In: *The International Spectator*. Vol. 42, No. 4, December 2007, p. 571 – 588. [online], [cit. 8/11/2008]. Available on internet: <http://www.iai.it/pdf/articles/pinder_2.pdf>.

ŘÍCHOVÁ, B.: *Přehled moderních politologických teorií*. Praha: Portál, 2000.

V NATO by malo pôsobiť 75 Slovákov. In: *Pravda*. 23. máj 2003, p. 3.

Format of references:

Books:

KREJČÍ, O.: *Mezinárodní politika*. Praha: Ekopress, 2007, p. 487.

Articles in proceedings:

KRNO, S.: *Identita a integrita v globalizujúcom sa svete*. In: GBÚROVÁ, M. (ed.): *Európa medzi identitou a integritou*. Prešov: Prešovská univerzita, 2002, p. 48 – 53.

Articles in journals or newspapers:

SOULEIMANOV, E.: *Irán, USA a Strední východ*. In: *Mezinárodní politika*. 10/2003, p. 27 – 28.

V NATO by malo pôsobiť 75 Slovákov. In: *Pravda*. 23. máj 2003, p. 3.

Online sources:

PINDER, J.: *Altiero Spinelli's European Federal Odyssey*. In: *The International Spectator*. Vol. 42, No. 4, December 2007, p. 571 – 588. [online], [cit. 8/11/2008]. Available on internet: <http://www.iai.it/pdf/articles/pinder_2.pdf>.

Fakta a čísla OSN. Praha: Informační centrum OSN, 2002, p. 24. [online], [cit. 8/4/2008]. Available on internet: <<http://www.osn.cz/soubory/fakta-osn-2005-web.pdf>>.

STEAD, W. T.: *Europa*. [online], [cit. 31/3/2004]. Available on internet: <<http://www.fordham.edu/halsall/mod/1988stead-europa.html>>.

Further instructions:

- Each punctuation mark is followed by a space, for example: p. 25; r. 2002; G. Eštok; only cases like 1.1.2; 1,5 etc. are the exception.
- Please, do not divide words at the end of a line. Every paragraph is started with a gap made by tabulator.