

## **Guide for Author(s)**

### **Common regulations:**

1. The article submitted should deal with research in management, economics, marketing, accounting, statistics, econometrics, operational research, and informatics.
2. The language used in the article and in the abstract is English.
3. Both the article and the abstract should be submitted to [conference@fbm.vutbr.cz](mailto:conference@fbm.vutbr.cz)
4. The abstract will be presented separately from the article and it will be reviewed. The abstract specifies the purpose of the research, the methods, the principal results and major conclusions (3000-4000 signs). Keywords and JEL Classification should follow the abstract. Provide a maximum of 5 keywords.
5. Divide your article into clearly defined and numbered sections incorporating following sections: Introduction, Material and methods, Results, Discussion, Conclusions.
6. Number all tables, figures and pictures in the body of your article.
7. For writing your article, please use Microsoft Windows XP/Home/Professional/Vista, Microsoft Office XP, 2007 (format MS Word .doc and .rtf). Do not underline the text.
8. For creating tables please use programs MS Word (6.0 version or higher), MS Excel (5.0 version or higher). If creating tables please use a simple format (thin lines, basic fonts etc.). The maximal size of table should not exceed 175 mm x 240 mm size within the headline above the table.
9. The article should not be longer than 12 pages A4, simple spacing, Times New Roman, 11 pt, pages are not numbered. The format of pages A4 (210 x 297 mm), edges: right – 2,5 cm, left – 2,5 cm, upper – 3 cm, lower – 3 cm.
10. The text (including figures, tables, graphs...) should be in black-white version.
11. Acknowledgement should be written in a separate section at the end of the article prior to the reference. List here those individuals who provided help during the research (title of the project, the project number, the provider characteristics, etc.).
12. Ensure that every reference cited in the text is also present in the reference list (vice versa). Any references cited in the abstract must be given in full.
13. The reference list is placed at the end of the article. The references should be in alphabetical order and unnumbered according to the APA style <http://owl.english.purdue.edu/owl/resource/560/01/>.

**International Conference**  
**“Trends in Economics and Management for the 21<sup>st</sup> Century”**  
**Czech Republic, Brno**  
**September 20<sup>th</sup> - 22<sup>nd</sup> 2012**  
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**Further information for authors:**

STRUCTURE	FORMAT
<b>Headlines</b>	
<b>Title</b>	<b>Times New Roman, Bold 16pt, Centered</b>
<b>Name(s) of Author(s) (without titles)</b>	<b>Times New Roman, Bold 12pt, Centered</b>
<b>Text, tables, formula</b>	
<b>Abstract (3000 – 4000 signs)</b>	Times New Roman, 11pt.  The purpose of the research, the principal results and major conclusions
<b>Key words</b>	Times New Roman, 11pt, left centered  Provide a maximum of 5 keywords
<b>JEL Classification</b>	Times New Roman, 11pt, left centered
<b>Body of the article</b>	Titles - Times New Roman, 12pt, bold, left centered Text of the article - Times New Roman 11pt  Introduction, Material and methods, Results, Discussion, Conclusions
<b>Acknowledgement (in the case of publication research results from a research project)</b>	Times New Roman, 11pt  Title of the project, project number, provider characteristics
<b>References</b>	Times New Roman, 10pt, alphabetically structured, unnumbered  According to the APA style see: <a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a>
<b>Tables, graphs, diagrams</b>	Times New Roman, 10pt Place the description ABOVE tables. Place the description UNDER graphs. Place the description UNDER diagrams. Placed references UNDER tables, graphs, diagrams.
<b>Author(s) contact(s)</b>	Times New Roman, Bold 10 pt, right centered  Autor(s) names and affiliations with titles, address, telephone, e-mail

## Title

Name(s) of Author(s)

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### Abstract

3000-4000 signs

### Key words

Key words (5-6 words)

### JEL Classification

JEL Classification

### Introduction and research objectives

Introduction of the research problem, research objectives

### Methods

Introduction of the scientific methods

### Research results (findings)

Introduction of research results

### Discussion

Discussion about results, limitations, implications and impacts of the research

### Conclusions

Text...

### Acknowledgment

Identification of the research project (title, provider, identification number).

### References

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