

Formatting guidelines for the paper

Formatting guidelines for the paper:

- Length: **15,000–27,000** characters;
- Font type throughout the document: **Times New Roman** (hereinafter “TNR”);
- Font size throughout the document: **12 points**, unless stated otherwise;
- Text alignment throughout the document: **justified**;
- Line spacing: **multiple 1,15**;
- No blank lines between paragraphs; **spacing before and after paragraphs set to 0 points**;
- Margins (left, right, top, bottom): **2.5 cm**;
- Font style: **normal**;
- Submissions will not undergo language editing; therefore, the author is solely responsible for the linguistic, stylistic, and content quality of the text. A large number of grammatical or factual errors, or failure to comply with the required length, may result in rejection of the text for publication.

Specific guidelines:

Title of the paper in Slovak, Czech or Polish and in English: TNR, size 12, bold, ALL CAPITAL LETTERS

Author's first and last name: TNR, size 12, italics; in the case of multiple authors, each additional author is listed after a dash

Abstract: as a single paragraph, TNR, size 12, italics; the abstract text must be in English, with a maximum length of 1,400 characters

Key words: as a single paragraph, separated by commas, TNR, size 12, italics, 4–7 key words

Titles of individual chapters, references, and contact sections: TNR, size 12, small capitals, bold; spacing before and after the paragraph set to 12 points; left-aligned; without indicating a chapter number

Please structure the chapters into a maximum of three levels:

- **Level 1 chapter heading:** chapter number without a period (e.g. 1 Chapter Title), small capitals, bold, left-aligned
- **Level 2 chapter heading:** chapter number without a period after the last digit (e.g. 1.1 Chapter Title), bold, left-aligned

The text may include footnotes that provide additional information or explanations of the main text. Footnote numbers should be in superscript.

Pictures, graphs, tables:

- **Captions and numbering of pictures, tables, and graphs** are placed above the item itself in the following format: *Picture No. 1:* (or *Table No. 1:* or *Graph No. 1:*) (font size 10, bold), followed by the title of the Picture (font size 10);
- **Indication of the data source** for a table, picture, or photograph is placed below it in the following format: Source: (font size 10, bold) Svetozár Krno, 2020 or Krno 2019: 52 or Archive of the RKC in Nitra (font size 10);
- **Pictures** should be submitted as a separate attachment in JPG format. **Tables and graphs** should be placed directly in the text.

Citations and references:

- Citation style: APA 7;
- In-text citations follow the author–date method and are placed in round brackets, for example: Hochelová (2000, p. 15) states ... or after quotations (Hochelová, 2000, p. 15);
- Paraphrases also follow the author–date method and are placed in round brackets, for example: Hochelová (2000) states ... or after the paraphrase (Hochelová, 2000);
- In the case of two authors: Osvaldová and Halada (2019) identify ... or (Osvaldová & Halada, 2019); in the case of three or more authors: Tušer et al. (2010) or (Tušer et al., 2010). Page numbers must be included for direct quotations;
- Multiple sources within one set of brackets are separated by semicolons.
- **Bibliography:** all sources (and only those sources) cited in the text must be listed and arranged alphabetically.

Formatting guidelines for the paper

Examples:

- SEDLÁKOVÁ, Renáta. 2014. *Výzkum médií. Nejužívané metody a techniky*. Praha: Grada Publishing, 20 p. ISBN 978-80-247-3568-9.
- BROZMANOVÁ GREGOROVÁ, Alžbeta. 2009. Mimoslávne organizácie na Slovensku pred tokom 1989. In *Tretí sektor a mimoslávne organizácie*. Brozmanová Gregorová, Alžbeta (ed.), Banská Bystrica: Univerzita Mateja Bela v Banskej Bystrici, pp. 33 – 38, ISBN 978-80-8083-805-8.
- CHLEBCOVÁ HEČKOVÁ, Andrea. 2007. Inscenovanie politiky v tradičných a nových médiách. In *Culturologica Slovaca*, Vol. 5, No. 1, pp. 5 – 14, ISSN 2453-9740.
- FLORIDA, Richard – MELLANDER, Charlotta – STOLARICK, Kevin. 2007. *Inside the Black Box of Regional Development: Human Capital, the Creative Class and Tolerance*. CESIS Electronic Working Paper, No. 88, [online] [cited. 25-11-2017] Available at: <http://www.infra.kth.se/cesis/documents/WP88.pdf>.
- EUROBAROMETER 66. *Verejná mienka v Európskej únii. Národná správa Slovenská republika*. 2006. [online] [cit. 2020-08-06] Available at: https://ec.europa.eu/commfrontoffice/publicopinion/archives/eb/eb66/eb66_sk_nat.pdf.
- TASR – AP. Imigrant, ktorý zachránil dieťa, urobil prvý krok pre získanie občianstva. 2018, In *sme.sk*, [online] [cited. 17-7-2020] Available at: <https://svet.sme.sk/c/20837337/migrant-ktory-zachranil-dieta-urobil-prvy-krok-pre-ziskanie-obcianstva.html>.
- ŽITŇANSKÝ, Richard. 2018. Jeden migrant za utečenca, môže dohoda s Tureckom fungovať? 2018, In *dennikn.sk* [online] [cit. 30-5-2020] Available at: <https://dennikn.sk/398736/jeden-migrant-za-utecenca-moze-dohoda-tureckom-fungovat/>.

Contact:

Author's first and last name, academic titles: (font size 10)

Name of the institution:

Institution address:

E-mail: