

PAPER TITLE IN ENGLISH, CENTERED, 54 PT. SPACING BEFORE, 14 PT. TIMES NEW ROMAN FONT, BOLDFACE, ITALICIZED, NO WORD-SPLITTING; PAPER TITLE SHOULD CONTAIN NO MORE THAN 12 WORDS

First name SURNAME^{1*}, First name SURNAME² (centered, spacing before 54 pt., TNR 12 pt. font, single line spacing)

¹ Name of the workplace 1, place 1; e-mail@mail.com, ORCID: xxxx-xxxx-xxxx-xxxx (centered, spacing before 6 pt., TNR 10 pt. font, single line spacing)

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* Correspondence author

Purpose:¹ (mandatory) What are the reasons for writing the paper or the aims of the research?

Design/methodology/approach: (mandatory) How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?

Findings: (mandatory) What was found in the course of the work? This will refer to analysis, discussion, or results.

Research limitations/implications: (if applicable) If research is reported on in the paper, this section must be completed and should include suggestions for future research and any identified limitations in the research process.

Practical implications: (if applicable) What outcomes and implications for practice, applications and consequences are identified? How will the research impact upon the business or enterprise? What changes to practice should be made as a result of this research? What is the commercial or economic impact? Not all papers will have practical implications.

Social implications: (if applicable) What will be the impact on society of this research? How will it influence public attitudes? How will it influence (corporate) social responsibility or environmental issues? How could it inform public or industry policy? How might it affect quality of life? Not all papers will have social implications.

Originality/value: (mandatory) What is new in the paper? State the value of the paper and to whom it is addressed.

Keywords: from 3 to 5 keywords (phrases), justified text, spacing before 6 pt., TNR 12 pt. font, single line spacing.

¹ The whole structure of the abstract (from *purpose* to *originality*) cannot be longer than 350 words. Justified text, spacing before 30 pt., TNR 12 pt. font, single line spacing.

Category of the paper: Choose one or two of the possibilities², spacing before 6 pt., TNR 12 pt. font, single line spacing.

1. Introduction – first level numbering (left aligned, spacing before 42 pt., spacing after 30 pt., TNR 14 pt. font, boldface, single line spacing)

To ensure high standard of publication, the Editorial Committee recommends that authors comply with the standards introduced by the American Psychological Association (APA) and contained in the *Publication Manual of the American Psychological Association*®. For more information, visit the website: <http://www.apastyle.org>.

Papers prepared in accordance with the guidelines of the American Psychological Association should have certain fixed elements (depending on the character of the publication), i.e.: Introduction, Methods, Results, Discussion, Summary and References. It is also permissible to place Enclosures in the form of Figures and Tables (section Appendix placed after References) and additional information in the form of Acknowledgments (they should be placed before References).

2. Page setup, formatting, notes – first level numbering

-
- ²● **Research paper.** This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.
 - **Viewpoint.** Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.
 - **Technical paper.** Describes and evaluates technical products, processes or services.
 - **Conceptual paper.** These papers will not be based on research, but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.
 - **Case study.** Case studies describe actual interventions or experiences within organizations. They may be subjective and would not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.
 - **Literature review.** It is expected that all types of paper cite any relevant literature, so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive if the paper's aim is to cover the main contributors to the development of a topic and explore their different views.
 - **General review.** This category covers those papers, which provide an overview or historical examination of any concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

Paper size: minimum 20,000 characters, including spaces, figures, bibliography and abstracts. For page setup in Microsoft Word, select PAGE SETUP from the FILE menu. We use the following settings:

- Paper size: A4 (210 x 297 mm).
- Margins: top: 2.5 cm, bottom: 2.5 cm, left: 2.5 cm, right: 2.5 cm.
- For binding 0 cm, heading 1.25 cm, footer 1.25 cm.

In the heading on even pages, details of the paper's authors (first initial of the first name, and, optionally, of the middle name and the surname) and the page number are placed. On odd pages, the paper title and page number (menu FILE, select PAGE SETUP, tab LAYOUT – select both the options, i.e. heading and footer) are placed. If the paper title is longer than 45 characters, only its shortened form with ellipsis should be provided, e.g. *Science support for fighting fires and explosions in hard coal mines* – the whole title contains 68 characters, therefore it is cut, and the following appears in the heading: *Science support for fighting fires...* (the number of characters including spaces is 37). For counting characters, you can use the Word tool WORD COUNT from the TOOLS menu. Make sure you select a block of those sentences, of which you want to count the number of characters or words. If you execute the command without selecting a block of text, Word will count the words for the whole document. In the heading, paper title, authors and page numbers should be written using TNR 12 pt. font.

Text formatting (menu FORMAT, select PARAGRAPH): paragraphs: 0.63 cm. The text of the paper should be justified, written in TNR 12 pt. font, multiple line spacing at 1.3 – **no additional spaces before and after the paragraph. When formatting the article, do not use automatic hyphenation, as well as the so-called hard spaces (ctrl + shift + space) and soft enters (shift + enter) to move words to the next line.**

3. Tables, figures and formulas – first level numbering

Tables, figures and formulas – continuous numbering in the text.

3.1. Tables – second level numbering (left aligned, spacing before and after 12 pt., TNR 12 pt. font, boldface, single line spacing)

The numbering of tables should be continuous and aligned to the left, spacing before 12 pt., boldface. The table title should be in the next line, also aligned to the left, written in TNR 12 pt. font, italicized. Text in tables should be written in TNR 10 pt. font, with single line spacing. You should avoid breaking tables across pages, but if this is necessary, mark that the

table is continued over it (e.g. cont. Table 1). A table should preferably stretch across the full width of the page (in table setup 100% or 16 cm). Headers should be in boldface. You should use a single line border inside of a table with the weight 1/2 pt. It is preferable to position the table vertically, however if horizontal positioning is better, then the head of the table should be to the left of the column (parallel to the left margin). In such a situation, the running head remains unchanged.

If the table was borrowed from a publication, the source should be provided underneath. You should not insert tables as figures, but as Microsoft Word tables. The text must contain a reference to a given table (Table 1).

Table 1.

Table title (left aligned, TNR 12 pt. font, italicized, single line spacing)

Item	Head in uppercase letters	
	lowercase letters	lowercase letters
In uppercase letter		

Note. Here you should explain the abbreviations used in the table and provide additional information that is important to the reader, e.g. data source, symbols, marks.

Source: xxxxxxxxxxxxxx (justified text, spacing after 6 pt., TNR 11 pt. font, single line spacing).

3.2. **Figures – second level numbering**

Items embedded in the document, such as charts, figures and pictures, should be centered. In case of diagrams consisting of a few items, they should all be grouped. Items inserted in the work should be easy to read. Charts, diagrams, figures and pictures should be without borders, except for maps. Pictures and figures should be optimized before pasting (in dedicated graphic programs), so that they are not too large. Raster graphics (scanned images) should be saved in one of the following formats: JPG, BMP, PNG or TIFF. The optimum resolution for color, as well as black and white images is 300 dpi, whereas for line drawings a maximum of 600 dpi.

You should avoid embedding OLE objects from custom programs, i.e. AutoCAD, MathCAD.

Caption placed under figures should be justified, TNR 12 pt. font with single line spacing. Complex captions consisting of the main caption and explanatory notes for figure details should have the width equal to the text width. Continuous numbering should be used. The distance of an item from the text above it should be 12 pt. Remember to refer text to a given figure (Figure 1).

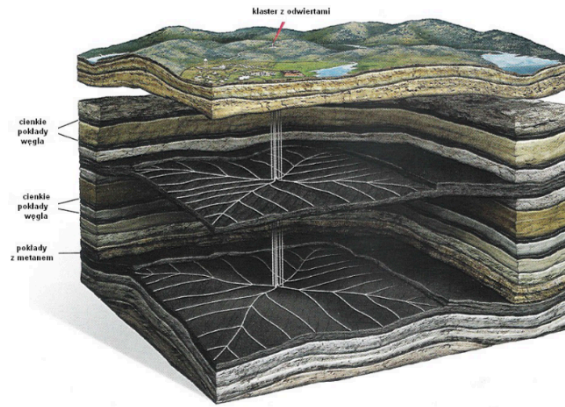


Figure 1. Complex systems of polygamous holes made from one cluster to several coal deposits.

Source: xxxxxxxxxxxxxxxxxxxx (justified text, TNR 11 pt. font, single line spacing).

3.3. Formulas – second level numbering

Formulas should be aligned to the left. Each formula should have its number written in an Arabic numeral in parentheses (placed in line with the formula), aligned to the right edge of the page. For easier formatting, it is recommended to enter the formula in a table with invisible borders.

$$\sum_{x=1}^n (x \cdot \lambda_1) - \frac{\sqrt[3]{\alpha - \beta}}{\bar{x} - 2\lambda^2} \quad (1)$$

The following symbol sizes should be used:

- regular: 12,
- subscript/superscript: 7,
- subscript/sub superscript: 5,
- symbol: 18,
- sub-symbol: 12.

It is not allowed in the paper to place formulas in the form of images, each formula should be editable, i.e. it should allow changes to be made to it. When referring to the numbering of the formulas within the text, the same marking as the one next to the formula should be used (1).

When using measurement abbreviations, there should be space between the number and unit of measurement.

4. Notes in the main text

In the text, the Harvard referencing citation style should be used (Smith, 2017) or (Smith, Bradley, 2017). In the case of more than three authors, write the surname of the first of them and add the abbreviation “et al.” (Bradley et al., 2017).

In the case of authors with the same surname, the initial of the first name and optionally of the middle name should be used (Smith, J., Smith, A.B., 2017). If the initials of the first names of two authors are the same, use full first name (Smith John, 2017).

If there are several items by the same author from the same year, use enumeration: a, b, c... starting with the item that appears first in the bibliographic list (Smith, 2017a).

In the case of many bibliographic items in one note, the following format should be used (Smith, 2017; Bradley et al., 2017).

In the case of several items by the same author, the following format should be used at the same point (Smith, 2016, 2017a, 2017c).

In the case of citing an on-line paper with a known author/institution, use the format (ONZ, 2017), whereas if the author is not known – (Short title of website/article..., 2017); with a short title, it should be given in its entirety (the same applies to the footnotes in the text for legal acts and reports).

Page numbers should be given only in case of citation in the text (Smith, 2017, p. 23); (Smith, Bradley, 2017, pp. 23-32).

You can also use abbreviated notation, when in the paper we already mention a given author, report or legal act, e.g. Smith (2017).

The text also allows the use of endnotes¹, which should be developed in the **Footnotes** section. It should only contain information that significantly affects the understanding of the issues discussed in the paragraph, and which could distract the reader if placed in the text.

Acknowledgements – without numbers, left aligned, spacing before 42 pt., spacing after 30 pt., TNR 14 pt. font, boldface, single line spacing

Please put here the acknowledgements for private individuals or institutions that contributed significantly to the publication, as well as information about the projects, in which the article was created. This section is optional and can be omitted by the author.

References – without numbers, left aligned, spacing before 42 pt., spacing after 30 pt., TNR 14 pt. font, boldface, single line spacing

The list of references should be justified, written in font TNR 12 pt. with multiple line spacing at 1.3 (formatting as for the main text). The list should be ordered alphabetically, according to authors' surnames, and numbered. **NOTE!** The original title of a given publication should be used in the list, if you want you, can put an alternative title in a different language in square brackets – if it appears officially in the databases.

Formatting of the bibliographic list items:

1. Surname, F., Surname, F. (Year). *Book title*. Place: Publisher.
2. Surname, F. (Year). *Book title* [*Alternative translation of the book title*]. Place: Publisher.
3. Surname, F. (Year). *Book title*. Retrieved from <http://www.xxxxxxx>, dd.mm.yyyy.
4. Surname, F. (Year). Chapter title. In: F. Surname, F. Surname (Eds.), *Book title* (pp. xx-xx). Place: Publisher.
5. Surname, F. (Year). Chapter title. In: F. Surname (Ed.), *Book title* (pp. xx-xx). Retrieved from <http://www.xxxxxxx>, dd.mm.yyyy.
6. Surname, F. (Year). *Report title (Report, No. X)*. Place: Publisher.
7. Surname, F., Surname, F. (Year). Paper title. *Journal title, Vol. X, Iss. X / No. X*, pp. xx-xx, doi: xxxxxxxxxxxx.
8. Surname, F., Surname, F. (Year). Paper title *Journal Title, Vol. X, Iss. X / No. X*, p. xx-xx. Retrieved from <http://www.xxxxxxx>, dd.mm.yyyy.
9. Surname, F. (Year). *Work title* (Doctoral dissertation or Master's thesis). Place: Name of University, Faculty.
10. Surname, F. *Title*. Retrieved from <http://www.xxxxxxx>, dd.mm.yyyy.
11. *Page title*. Retrieved from <http://www.xxxxxxx>, dd.mm.yyyy.
12. Title of the legal act, Source (Year).
13. Surname, F. (dd.mm.yyyy). *Title of presentation or poster*. Paper or poster session presented at Name of the Conference/Symposium, Place.

Footnotes – without numbering, centered, space before 42 p., space after 30 p., TNR 12 pt. font, bold, single line spacing

Appendix – new page, without numbering, left alignment, spacing after 30 p., TNR 14 pt. font, bold, single leading (page break before)

Table 2.

Table title (left aligned, TNR 12 pt. font, italicized, single line spacing)

Item	Head in uppercase letters	
	lowercase letters	lowercase letters
In uppercase letter		

Note. Here you should explain the abbreviations used in the table and provide additional information that is important to the reader, e.g. data source, symbols, marks.

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