

Guide for authors

Papers are submitted to editor's office electronically by e-mail in *.doc or *.rtf file and simultaneously in two printed manuscripts.

Papers are submitted in good English.

In the paper, neither the name nor the address of the author is stated (due to the blind review). The name and address of author(s) is given on a separate list with the following statement: "*The paper "....." is submitted to the editorial board of the WP-FE to review. I declare that the paper has not been published or submitted to publish elsewhere*". One signed declaration is supposed to be delivered together with the printed copy of the paper.

Text formatting: to ease the formal part of writing, the template is provided on the WP-FE web page. However, the following instructions should be followed:

1. **Page layout:** format A4, all margins 2.5 cm,
2. **Paragraphs:** line spaces 1.5, paragraphs aligned, after titles space 6pt. The first line of each paragraph is indented 0.5 cm., all paragraphs aligned in blocs. The space after each paragraph 6pt.
3. **Fonts:** text of the paper in Times New Roman, size 12, titles in bold

The structure of the paper should be set out according to the conventions for scientific writing. Scientific papers dealing with the humanities (economics, law, political science, etc.), without any exact equivalent at the scientific methodological level, should respect all the rules for scientific writing in the relevant scientific field.

1. **Headline** (the title of the work) should be brief, providing clear information about the paper's contents (usually up to 15 words).
2. **Abstract:** Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.
3. **Keywords:** Please provide 4 to 6 keywords which can be used for indexing purposes.
4. **JEL Classification:** This classification system is prepared and published by the Journal of Economic Literature, see www.aeaweb.org/journal/jel_class_system.html.
5. **Headings:** Please use the decimal system of headings with no more than three levels.
6. **Structure of text:** The text starts with "1. Introduction" and is concluded with "x. Conclusions". Acknowledgments and references follow after the conclusion. The structure of text between the introduction and conclusion is open; it only must respect convention of scientific paper.
 - **Abbreviations:** Abbreviations should be defined at first mention and used consistently thereafter.
 - **Footnotes:** Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

- **Acknowledgments:** Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

7. Tables

- All tables are to be numbered using Arabic numerals. For each table, please supply a table caption (title) explaining the components of the table. The caption should be placed above the table.
- Table captions begin with the term Table in bold type, followed by the table number, also in bold type. No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Example: “**Table 1** Title of the table”

- Tables should always be cited in text in consecutive numerical order.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.
- Size of the table: the width should not exceed

8. Figures

- Numbering and caption: All figures are to be numbered using Arabic numerals. For each figure, please supply a figure caption (title) describing accurately what the figure depicts. The caption should be placed below the table.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type. No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Example: “**Fig. 1** Title of the figure“

- Do not include titles or captions within your illustrations.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.
- Figures should always be cited in text in consecutive numerical order.
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- Figure Lettering: To add lettering, it is best to use Helvetica or Arial (sans serif fonts). Keep lettering consistently sized throughout your final-sized figure, usually about 2–3 mm (8–12 pt). Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Size of the figure: the width should not exceed, the maximum height should be

9. Equations

- Equations should be edited using the Microsoft Equation editing tool or similar software. All equations are to be numbered using Arabic numerals in parenthesis. Please, see the following example:

$$a^2 + b^2 = c^2 \quad (1)$$

10. Citation

- Cite references in the text by name and year in parentheses.
- Some examples:

The above mentioned research spans many disciplines (Stieg, 1981).

The paper is also in the spirit of the important contributions of Winter and Spring (1995).

This result was later contradicted (Winter, Spring, 1995).

This is the case of Eastern Europe (Burchard, 1965a).

To take one example, Azerbaijan devotes 13 percent of its GDP to energy subsidies (Burchard, 1965b).

11. Reference list

- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
- Journal names and book titles should be italicized.
- Reference list entries should be alphabetized by the last names of the first author of each work. Please, see the following examples (according to ČSN ISO 690):

Journal article

STIEG, M. F. 1981. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, pp. 549-560. ISSN 0010-0870.

WINTER, J., SPRING, L. 1995. Z trosek likvidace signál celé Evropě. *Českomoravský profít*, 1995, roč. 6, č. 28, s. 10-11. ISSN 1211-5428.

Book

CRANE, D., et al. 1972. *Invisible colleges*. 1st ed. Chicago: Univ. of Chicago Press, 1972. 206 p. ISBN 0-22-611857-6.

DÄNIKEN, E. von. 1994. *Prorok minulosti*. 1. vyd. Praha: Naše vojsko, 1994. 220 s. ISBN 80-206-0434-0.

Book chapter, Proceedings paper

BURCHARD, J. E. 1965a. How humanists use a library. In *Intrex : report on a planning conference on information transfer experiments*. Cambridge, Mass.: M.I.T. Press, 1965. pp. 155-167. ISBN 0-94-103477-25-1.

BURCHARD, J. E. 1965b. Parish registers and the historian. In STEEL, D. J. (ed.) *National index of parish registers*. London: Society of Genealogists, 1968. pp. 155-167. ISBN 0-17-356874-55-7.

FOUČKOVÁ, M. 1992. Reikarnace a hlubinná terapie. In WHITTON, J. L., FISHER, J. *Život mezi životy*. Brno: Bollingenská věž, 1992. s. 9-14. ISBN 80-236-4565-0.

Online document

ROUSSEAU, S., PROOST, S. 2004. *The relative efficiency of market-based environmental policy instruments with imperfect compliance* [online]. 2008 [cit. 2009-09-09], Retrieved from <http://www.kuleuven.be/ete>.

ÚŘAD VLÁDY ČR. 2005. *Strategie udržitelného rozvoje ČR* [online]. 2005 [cit. 2008-05-04]. Dostupné z <http://www.business-info.cz/cz/clanek/koncepce-a-politiky/25635>.