**Guidelines for Authors**

**Accepted articles, technical requirements and authorship**

PhD Existence proceedings accept articles in the Czech, Slovak and English languages. The content of the contributions must correspond to the contribution presented at the conference. Submitted articles must not be published previously elsewhere by the authors, or submitted for publishing in another periodical (journal, proceedings, etc.). Using parts of the article or figures in other publications is possible with appropriate citation of the article only. The lead author must ensure that the article has been approved by all co-authors and that they have been authorized by the other authors to communicate with the proceedings’ editors. The lead author must also ensure that the co-authors are informed about the reviewers’ opinions and the results of the review process and have approved the final version of the manuscript.

**Sections of the proceedings and maximum length of articles**

**Original research paper:** contains and presents significant results of original research, including interim results. Recommended structure: title, abstract, 3-6 key words, introduction, methodology applied, results, in-depth discussion, conclusion, acknowledgements/dedications for the project and list of references. Recommended length, excluding references, is a maximum of 36,000 signs including spaces.

**Review Article:** is a concise outline of the current state of the topic and the author’s own experience does not constitute the main content of the article. The majority of the references should not be older than 5 years. Recommended structure: title, abstract, 3‑6 keywords, introduction, body text with references (may be divided into subchapters), in-depth discussion, conclusion, acknowledgements/dedications for the project, and reference list. Recommended length, excluding references, is a maximum of 36,000 characters including spaces.

**Research proposal:** concise description of the prepared research project. Recommended structure: title, abstract, 3‑6 keywords, discussion of the research proposal theoretical framework, objectives and research questions, risks and advantages of the planned design, including ethical issues, acknowledgements/dedications for the project, and reference list. Recommended length, excluding references, is a maximum of 18,000 characters including spaces.

**Case study:** provides a case in practice that is grounded in theory. A case study deals with, for example, unusual or unexpected symptoms of a certain disorder or treatment method, unexpected events or factors related to a selected educational or therapeutic approach, etc., or summarizes the findings of existing case studies on the topic. Recommended structure: title, abstract, 3‑6 keywords, introduction, theoretical framework, description of the case, in-depth discussion, conclusion, acknowledgements/dedications for the project and reference list. Recommended length, excluding references, is a maximum of 36,000 characters including spaces.

**Formal requirements for articles**

Authors are advised to have the language of their manuscript (original or revised) checked prior to its submission via editorial system. Authors are advised to have their English-language manuscript proofread by a native speaker prior to submission. Editors do not proofread texts and are not responsible for grammar and stylistic mistakes in the manuscript.

Please adhere strictly to Guidelines for authors and APA style guidelines (6th Edition).

All graphics, tables and figures should be embedded into the text in the place where they are supposed to be in the final text and should include legends. To make it easier, please use the template provided below.

**Ethical aspects**

Authors are required to state in the article whether and how the main ethical principles (anonymity, voluntary and informed consent, data processing in compliance with GDPR and other legal and ethical standards) were followed and how the safety of the research participants was ensured. If the study has been approved by an ethics committee, the authors are asked to provide the approval process details. Authors must also declare any possible conflict of interest.

Authors must disclose individual authors’ contributions to the article, for example, who was responsible for the research design, carried out data collection, conducted data analysis, or bibliographic research, etc.

**Editors’ recommendation of the article**

Manuscript submission is only accepted online and exclusively on the following e-mail address: eva.maierova@upol.cz.

Editors acknowledge having received the article and consider whether it meets the journal’s requirements. Contributions that meet the formal criteria and provide relevant content will undergo two peer reviews and the author will be informed about its result. Submitted contributions that do not adhere to the Guidelines for Authors will be returned for revision without a review process.