**TITLE OF THE ARTICLE (size 14pt, bold, capital letters)**

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***Abstract:*** *Place a short annotation here, length 500-1000 characters including spaces describing briefly the content of the article topic. Abstract is in italic, font size 10 points (10pt), justified.*

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***Keywords:*** *Include 3-6 keywords. Use italic, font size 10pt, justify. Separate keywords with semicolons.*

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***Abstract:*** *Place a short annotation in English language here, length 500-1000 characters including spaces, describing briefly the content of the article topic. Abstract is in italic, font size 10 points (10pt), text justified.*

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1. **Chapter (12pt, bold)**

For writing articles, use MS Word text processor. The structure of the article should be the same as in this sample document. Please adhere to predefined templates, styles and formatting for individual parts of the article (title, header, chapters, literature...). In the whole document use **TIMES NEW ROMAN** font, for body text use font size 10pt, single line spacing, no spacing before or after paragraphs, justify the text.

Each new paragraph should be indented 1.5cm on the left. There is no spacing between paragraphs. If you wish to split chapters in subchapters, use numbered subheadings in the following way:

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* 1. **Chapter (12pt, bold)**

For subchapters’ headings use the same font size as in standard headings (Times New Roman, 12pt, bold). Maximum two-level subheadings are recommended (1.1, 1.1.1). At the end of each chapter and subchapter leave one line space, as shown here.

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1. **Chapter (12pt, bold)**

**Tables** must be centred as well as their captions, closest to where they are first mentioned in the text. Add space between the text and the table. Tables must not break across pages. For formatting see the examples below (APA Style 6):

(10pt)

Table 1: Sample table and caption

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group | N | M | SD | Min-Max |
| Group 1 | 396 | 2,15 | 0,69 | 0–5 |
| Group 2 |  |  |  |  |
| Group 3 |  |  |  |  |

Table 2: Sample table for more complex data and caption

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Variables | Gender |  |  |  |
| males  | females | *t* | *df* | *Cohen’s d* |
| Neuroticism | 52,31(2,15) | 48,23(2,10) | -2,054\* | 152 | 0,56 |
| Extraversion | 52,31(2,15) | 48,23(2,10) | -2,054\* | 152 | 0,56 |
| Openness | 52,31(2,15) | 48,23(2,10) | -2,054\* | 152 | 0,56 |
| Amiability | 52,31(2,15) | 48,23(2,10) | -2,054\* | 152 | 0,56 |
| Consciousness | 52,31(2,15) | 48,23(2,10) | -2,054\* | 152 | 0,56 |
| *Note:* \* = *p* < .05, \*\*\* = *p* < .001. Numbers in brackets show standard deviations. |

(10pt)

**Figures and charts** must be centred, placed closest to where they are first mentioned in the text. Chart and figure captions appear below graphics, aligned to the left corner of the figure/chart. To make it easier, MS Excel chart processor can be used for creating charts. Figures must be legible, minimum resolution is 300 DPI. For formatting see the example below (APA Style 6):

(10pt)

Figure1: Sample chart *(Source: XY, 2000)*

(10pt)

Do not insert captions in the chart itself, use the chart caption below the figure instead. For chart or figure legend use sans-serif font (e.g. Arial), minimum size 8pt. Make sure that all captioning is legible and all graphics clearly readable (e.g. colour of chart bars). Colour graphics can be used. If the graphics is borrowed from another source than one’s own research, cite the source according to APA, in brackets, italic, after the figure caption.

**Acknowledgement/dedication for the project (12pt, bold)**

This chapter appears after the last numbered chapter – Conclusion. This chapter is not numbered and text is not indented. If relevant to the article and topic, state the title and number of the project here. This space can be used to express gratitude for consulting or cooperation on the project the article is based on. In this chapter, authors are required to make a statement regarding any potential conflict of interest, e.g. whether a clinical study was funded by a pharmaceutical or other company. If you are not aware of any conflict of interest, please state the following: “Authors declare no conflict of interest related to this study.”.

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**Literature (12pt, bold)**

This chapter is not numbered, either. Sources are listed in alphabetical order according to the surname of the first author and the year of publication. For citation use APA guidelines (6th edition). See examples below:

**Books:**Plháková, A. (2009). *Učebnice obecné psychologie*. Praha: Portál.

Cargill, O., Charvat, W., & Walsh, D. D. (1966). *The publication of academic writing.* New York: Modern Language Association.

Cooper, L., Eagle, K., Howe, L., Robertson, A., Taylor, D., Reims, H., … Smith, W. A. (1982). *How to stay younger while growing older: Aging for all ages.* London: Macmillan.

**Chapter in edited book**

Camara, W. J. (2004). Broadening criteria of college success and the impact of cognitive predictors. In W. J. Camara & E.W. Kimmel (Eds.), *Choosing students: higher education admissions tools for the 21st century* (53-79). New York: Routledge.

**Articles (if the article has DOI, include it at the end of citation)**

Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin*, *66*(3), 178–200.

Tolin, D. F., Abramowitz, J. S., Brigidi, B. D., Amir, N., Street, G. P., & Foa, E. B. (2001). Memory and memory confidence in obsessive-compulsive disorder. *Behaviour Research & Therapy*, *39*, 913–927.

**Dissertation and diploma theses**

Brouk, H. (1977). *Motivace zaměstnanců.* (Unpublished dissertation thesis). Univerzita Palackého v Olomouci.

**Internet sources**

National Aeronautics and Space Administration. (28. května 2009). NASA astronaut watches new Startrek movie in space. Retrieved on 10 January, 2010 from http://www.nasa.gov/mission\_pages/station/behindscenes/star\_trek.html

The Roddenberry legacy of human potential: If only, if only. (24. října 2007). Retrieved on 7 January, 2009 from StarTrek Official Site website: http://www.startrek.com/startrek/view/news/editorials/article/2310913.html

Star trek planet classifications. (nedat.). In Wikipedia. Retrieved on 7 January, 2009 from http://en.wikipedia.org/wiki/Star\_Trek\_planet\_classifications

Burris, M. (leden, 1999). Investigation of the use of mobile phones while driving. Retrieved on 10 January, 2000 from http://www.cutr.eng.usf.edu/its/mobile\_phone\_text.htm

Archer, Z. (nedat.). Exploring nonverbal communication. Retrieved on 18 January, 2011 from http://zzyx.ucsc.edu/~archer

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

**Original research paper:** contains and presents significant results of the 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 maximum 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. 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 in subchapters), in-depth discussion, conclusion, acknowledgements/dedications for the project, and reference list. Recommended length, excluding references, is maximum 36,000 characters including spaces.

**Research proposal:** concise description of the prepared research project. Recommended structure: title, abstract, 3‑6 keywords, discussion on 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 maximum 18,000 characters including spaces.

**Case study:** provides a case in practice that is grounded in theory. 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 summarize 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 maximum 36,000 characters including spaces.