First name and LAST NAME[[1]](#footnote-1)\*12 points

Title; Centered, capital letters, bold, 13 points

**Abstract:** The paper should be preceded by the summary (abstract) of 1012 type lines written with 10 point types, Times New Roman, on type page of 130 × 200 mm (including page number), with margins: upper 5,5 cm, lower 5 cm, right and left 4,0 cm, header 4,7 cm, full size scale, indention ‑ 0,5 cm.

**Keywords**: 11 points

1. chapter title; centered, capital letters, bold, 12 points

1.1. Subsection; centered, bold, 12 points

The paper should be written with 11 point types, **Times New Roman**, with single space between lines. Type page should be of 130 × 200 mm, full size scale.
Enumerations should start with an indention and dash. Next line of a particular enumeration should start from the left side. In case of double enumeration indications a), b), c) and so on with the indention should be introduced.

Example:

 enumeration of the first level should start with the dash in the following way: push 3 keys simultaneously Ctrl + Shift + Q and then dash. **Remark**: in Word on the key board there exists a short line the so called linking line which is used to link words e.g. one-coloured. This linking line should not be used as a dash.

a) enumeration of the second level is the same as for the first one but the letters are used.

The second page and the following pages should start without upper lowering.

1.2. Subsection; bold, 12 points

Mathematical formulas should be centered, 11 point types, indexes and exponents 7 point types.

The distance between formulas and the text as in the example below:

**Example:** For the*FA*force acts in AA section on *Ak* surface, the equation (3) is given by:

  (3)

The *FA* force according to the above equation is in the function of deformation*ϕ*max, angle **, friction coefficients *μm* and *μs*and the consolidation curve of the drawn material.

The value ranges should be written with dash without distances, e.r. 34,5 MPa.

1.3. Subsection; bold, 12 points

All the figures and diagrams should be placed electronically (printed in WORD document). These figures and diagrams should not be larger than it is necessary for understanding.



Fig. 4.7. Figure and diagram descriptions should be centered, 10 point types, without a point at the end

**References in the text**

In the article the appointment affixed in accordance with the standards of APA (examples are shown in the table).

|  |  |
| --- | --- |
| Example 1a | Authors from different universities consider that the skills means the ability to apply knowledge and use of the "know-how" to complete tasks and solve problems (Smith, 2015; Brown, 2014) |
| Example 1b | Skills means the ability to apply knowledge and use know-how to complete tasks and solve problems (Smith, 2015, p. 23) |
| Example 2a | Smith (2015), as Brown (2014) through skills mean the ability to apply knowledge and use of the "know-how" to complete tasks and solve problems |
| Example 2b | Smith (2015, p. 23) present skills and means that is ability to apply knowledge and use know-how to complete tasks and solve problems |
| Example 3 | Late payments are the primary causes of insolvency (Directive 2000/35/ES, 2000)  |
| Example 4 | Planet Earth residents should meet various social challenges (OECD, 2010, p. 1)  |
| Example 5 | Among enterprises in the EU non- financial business economy (European Commission, 2010, p. 48), about 99.8% are SMEs (i.e., having less than 250 employed persons).  |

Below the text the literature list should be given (10 point types, Times New Roman) in alphabetical order, according to APA standards, referring to the examples of bibliographic record.

LITERATURE; centered, bold, 10 points

## Aldrich, H., Cliff J. (2003). The Pervasive Effects of Family on Entrepreneurship, Toward a Family Embeddedness Perspective. *Journal of Business Venturing*, 12, 573-596.

## Anderson, H. & Goolishian, H. (1992). *The client is the expert: A not-knowing approach to therapy*. In. S. McNamee & K. Gergen (Eds.). Social Construction and the Therapeutic Process. Newbury Park, CA: Sage.

1. Astrachan, J.H., Kolenko, T.A. (1994). A Neglected Factor Explaining Family Business Success: Human Resource Practices. *Family Business Review*, 7 (3), 251-262.
2. Blake, C.G., Saleh, D.D. (1995). A model of family owned small business performance*.* *Family Business Annual,* (1), 22-30.

|  |  |
| --- | --- |
| Example 1 **Book** | Smith, A. B. (2015). *Skills and Competences*. New York: Yellow Publishing House. |
| Example 2 **Journal Article** | Smith, A.B., & Brown, C.D. (2015). Skills and Competences. *Competences Review*, 54 (3), 123-143. |
| Example 3 **Book chapter** **Article from conference proceedings** | Smith, A.B. (2015). Skills and Competences. In C.D. Brown, (Eds.), *Competences and Skills* (pp. 123-163). New York: Yellow Publishing House. |
| Example 4**Web source** | Smith, A.B., Yellow, E.F., & Brown, C.D. (2015). Skills and Competences. Retrived from http://zawodowcy.org/doc.asp%=34267 |
| Example 5**Reports** | European Commission (2013). A recovery on the horizon? Annual Report on EU Small and Medium-sized Enterprises 2012/2013 (release date October, 2013). Brussels: European Commission. Retrieved from http://ec.europa.eu/enterprise/policies/ sme/facts-figures-analysis/performance-review/files/supporting-documents/ 2013/ annual-report-smes-2013\_en.pdf [26.03.2014]. OECD (2010). Innovation to strengthen growth and address global and social challenges. Key Findings. Ministerial report on the OECD Innovation Strategy (release date 28.05.2010). Retrieved from <http://www.oecd.org/> dataoecd/51/28/45326349.pdf.  |
| Example 6**Documents, Norms** | ISO (2010). ISO 26000, Social Responsibility: ISO 26000 defines social responsibility as... Switzerland, Geneva: ISO – International Organization for Standardization (www.iso.org). Retrieved from http://www.iso.org/iso/iso26000\_sr.pdf.  |

Authors:

Biographic note about Authors (50 to 60 words)

1. \* The name of the institution represented by the author should be written with 10 point types. [↑](#footnote-ref-1)