

# GUIDELINES FOR THE PREPARATION OF WRITTEN FORM OF THE PAPER TO PEER-REVIEWED PROCEEDINGS

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## 1 Introduction

This document contains "Instructions for Authors". All contributions must be written in English, Slovak or Czech language.

Instructions were prepared in Microsoft® Word 2002 and successfully tested in Word 97, Word 2003-2007 (\*.doc), Word 2007 (\*.docx). Word 2002 menu terminology is used for the description of Word usage and is written in *italic*.

Contribution has to be submitted to editor (Martin Čulík: *culik@acoustics.sk*) in Microsoft® Word format (*author.doc*, *author.docx*).

## 2 General document layout

All the styles and formatting necessary to prepare a contribution are defined within this document. Styles are easily distinguishable by the “\_zbornik\_” prefix (see Table 2). To avoid chaos in defined styles, please switch off the option *Tools – Options – Edit – Keep track of formatting* in Word menu before you start.

Please use these predefined styles in your document or simply modify the content of this template with your own text.

### 2.1 Paper size and number of pages

Required paper size is A4 (210 mm x 297 mm). This is also predefined size of this guideline document. The maximum extent of the document is unlimited for all papers.

### 2.2 Text Sections

Page margins are described in Table 1. Borders are the same for all pages in the document. The whole document has a single-column layout.

**Table 1.** Page setup, sizes are in cm.

**Tabuľka 1.** Nastavenie strany, rozmery v cm (Popis tabuľky v slovenskom, českom jazyku).

Margins			
Top	Bottom	Left	Right
3.0	3.5	2.5	2.5

### 2.3 Styles and formatting

The font *Times New Roman* is commonly used through the whole document. The styles available for the manuscript preparation use names with the standard prefix *\_zbornik\_*.

The styles and their formatting parameters are summarized in Table 2. Headings (levels from 1 to 3), Figures, Tables are (re)numbered automatically when formatted.

### 2.4 Formulas and Expressions

Formulas and expressions should be placed inside an invisible table to keep their appearance unified. They should be *Centered* in their table cell and reference number enclosed in parentheses should be right justified (*Align Right*). The numbering has to be done manually.

The whole table must be positioned to the right of the document column (*Table Properties – Table – Alignment Right*). An example is given in formula (1):

$$y = \sin(2*a*x) + \cos(2*b*x) \tag{1}$$

We encourage you to use Microsoft Equation Editor – see example formula (2), or similar software tool to write equations, as more complicated formulas are hard to read in plain text form.

$$\Psi = \int_0^{\infty} \sin(2k\omega) \tag{2}$$

All symbols indicated in formulas must be explained by their first occurrence.

## 2.5 Layout of Tables and Figures

Please insert one empty line of NormalText after the table. Colored texts, figures (graphs, photos, etc.) are allowed for CD-ROM proceedings, but they are not recommended for printed proceedings.

All titles of tables and figures are centered.

### 2.5.1 Table and Figure examples



**Figure 1.** To avoid problems with figure position the format was set to: *Format – Picture – Layout – In line with text.*

**Obrázok 1.** Popis obrázku v slovenskom, českom jazyku.

**Table 2.** Styles and Formatting. Font *Times New Roman* is commonly used through the whole document.

**Tabuľka 2.** Štýly a formátovanie šablóny zborníka (Popis tabuľky v slovenskom, českom jazyku).

No.	Name: zborník	Font style	Size (pt)	Alignment	Paragraph Indentation (cm)	Spacing (pt)	
						Before	After
1	Title	Bold, Small caps	15	Centered	–	0	14
2	Author(s)	Regular	12	Centered	–	0	12
3	Heading1	Bold	14	Left	–	6	3
4	Heading2	Bold	13	Left	–	3	3
5	Heading3	Bold	12	Left	–	3	3
6	HeadingAckRef	Bold	14	Left	–	6	3
7	NormalText	Regular	12	Justified	–	0	3
8	List123	Regular	12	Justified	Special: Hanging: 0.6	0	3
9	ListAbc	Regular	12	Justified	Special: Hanging: 0.6	0	3
10	ListBullet	Regular	12	Justified	Special: Hanging: 0.6	0	3
11	Figure, Obrázok	Regular	10	Centered	–	3	6
12	Table, Tabuľka	Regular	10	Centered	–	6	3
13	TableText	Regular	10	Centered	–	0	0
14	References	Regular	12	Justified	–	0	3
15	Summary	Regular	12	Justified	–	0	3
16	Address	Regular	12	Left	–	0	0

## 2.6 Formatting of References

There is a style called `_zbornik_References` which can do the job.

## 2.7 Concluding tips

To get the best results, consider using the following tips and recommendations:

- 1) Use of spelling check of completed Word document is strongly recommended.
- 2) Please, do not introduce or change any Header and/or Footer fields.
- 3) Page numbers will be included by Proceedings editors.

## 3 Final conversion into pdf format

Finalized electronic document is to be sent to editors e-mail address: **culik@acoustics.sk**.

The document should be in one of these formats:

- a) Microsoft® Word format.
- b) Portable Document Format (*pdf*).

The **pdf format** is recommended. To produce it, it is possible to use Adobe Distiller, which is a part of Adobe Acrobat Professional package, or one from dozens of freeware available on the Web (for example PDFCreator). You can also use Adobe on-line conversion service, which is free of charge.

During conversion it is recommended to:

- Make sure you have embedded all used fonts.
- Check the document size (should be A4).
- Disable all security options (locking) and don't use any password.

Please, print the final *pdf* file on your printer to check it for potential problems with formatting, pictures, formulas etc..

## Acknowledgements

The preparation of these guidelines was prepared by Peer-reviewed Proceedings' editors.

## References

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HANUSKA, P. 2011. *Slovenské ľudové dychové hudobné nástroje* : diplomová práca. Zvolen: Technická univerzita vo Zvolene, Drevárska fakulta, 2011. 111 s.

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## Summary

**Title of the paper, in English.** This document is a Microsoft® Word template for the preparation of the paper to printed Peer-reviewed Proceedings. It provides not only the look

on required graphical design of the manuscript, but also includes necessary styles and formatting tools to be used for manuscript preparation. These tools are described and documented by examples. Optional final manuscript conversion into \*.pdf format is also detailed.

The text of the Summary should exceed 100 words but must not exceed 250 words and be written in English.

### **Keywords**

Please write 3 to 5 pertinent keywords specific to the paper: keyword 1; keyword 2; keyword 3.

### **Contact Address**

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