

## MANUSCRIPT SUBMISSION

The journal accepts manuscripts in electronic format.

## MANUSCRIPT FORMAT

Articles should not exceed 20 standard pages (1 NS = 1,800 characters with spaces) or 36,000 characters with spaces. Submissions to the summaries sections should be a maximum of 15 standard pages, discussion a maximum of 8 standard pages and reviews a maximum of 4 standard pages. Along with the manuscript please submit a five-line abstract and a twenty-line summary in English, a complete list of references in alphabetical order, and a brief (five-line) biography about the author with information on the author's specialisation and most important publications. The preferred format for manuscripts is Word, Excel for the source data for tables and figures, and \*.tif, \*.jpg, or \*.eps for illustrations and maps. Tables, figures and illustrations should be numbered consecutively and their placement indicated in the text. The peer-review procedure is double-blind. Decisions whether to publish are made by the Editorial Board and the author is informed of their decision within fourteen days of the Editorial Board's meeting.

### Manuscript Preparation

#### A. ARTICLES (in MS Word)

1. Use the 'align left' attribute to align paragraphs.
2. In-text highlighting (italics, bold) and the use of indexes will be formatted as submitted.

#### B. FIGURES, ILLUSTRATIONS

1. Figures must be submitted with source data in Excel along with the preferred type.
2. All illustrations – e.g. maps, photographs – should be submitted as a separate file in \*.tif, \*.jpg, \*.eps, with a reference in the text to its placement .

#### C. REFERENCES AND HEADINGS

If the document is assigned a DOI, it must be cited.

#### Examples of reference formats:

##### Books

Roubíček, V. 1997. *Úvod do demografie*. Prague: Codex Bohemia.

Hantrais, L. 2000. *Gendered Policies in Europe. Reconciling Employment and Family Life*. London: Macmillan Press.

*Potraty*. 2005. Prague: Ústav zdravotnických informací a statistiky.

##### Articles in periodicals

Dudová, R. – Vohlídalová, M. 2018. Muži a ženy pečující o seniory v rodině. *Sociologický časopis*, 54(2), s. 219–252, <https://doi.org/10.13060/00380288.2018.54.2.400>.

##### Chapter contributions

Daly, M. 2004. 'Family Policy in European Countries.' In *Perspectives on Family Policy in the Czech Republic*, pp. 62–71, Prague: MPSV ČR.

##### Electronic sources

1. Specify the medium (on-line, database, data set).
2. Date downloaded (cit. 29. 10. 2005).
3. Web address (available at <http://www.czso.cz>).

### **Conference papers**

Maur, E. 'Problems with the Study of Migration in the Czech Lands in Early Modern History.' Paper presented at the conference 'The History of Migration in the Czech Lands during the Early Modern Period, Prague, 14. 10. 2005.

### **References**

The list of references must be in alphabetical order. References to two or more works by the same author are listed in order of the year of publication. If two or more publications by one author date from the same year, distinguish between them adding the letter a, b, c, etc. to the year of publication.

Example:

Syrovátka, A. 1962a. 'Injuries in the Household.' *Czech Paediatrics*, 17, pp. 750–753.

Syrovátka, A. 1962b. 'Child Mortality from Automobile Accidents in the Czech Lands.' *Czech Medical Journal*, 101, pp. 1513–1517.

### **In-text references**

(Srb, 2004); (Srb, 2004: 36–37); (Syrovátka et al., 1984), (Dudová – Vohlídalová, 2018)

### **Table and figure headings**

Tab. 1: Population and vital statistics, 1990–2010

Fig. 1: Relative age distribution of foreigners and total population of CR, 31 Dec 2009

## **D. RECOMMENDED STRUCTURE OF ARTICLE**

Abstract

Introduction and Discussion of Literature

Data and Methods (detailed methods in Appendix)

Results

Discussion

Conclusions

References

Acknowledgments (optional)

Appendix (optional)

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