

INSTRUCTIONS TO AUTHORS

Types of publications:

ORIGINAL SCIENTIFIC PAPERS should include: title page – headline, title of the paper, author(s), institution where work was done, abstract (a short one), and key words. The paper itself is to be divided into the following sections: introduction, methods and materials, results, discussion, references, tables, explanations, legends to figures. The paper should not exceed 15 standard pages, including tables, figures etc. (*Times new roman, 12 pt, and spacing 1.5*).

A **STUDY** or **REVIEW** should contain the sum of findings on a given topic. Article should not be longer than 20 standard pages and the literature survey should cover the most recent period.

Manuscript preparation

The manuscript must be written in English and should be supplied in the A4 format, using common fonts size 12 and spacing 1.5. The text file should be stored without splitting words and without any alignments into blocks. Abbreviations and symbols used in the paper should be explained when used for the first time. The International System of Units (SI) and their abbreviations should be used.

Title page

The **TITLE** of the paper should express its aim and should not exceed 60 characters including spaces. The text should not contain abbreviations and superfluous words (assessment, study, description, brief results, preliminary information, etc. Subheadings should not be used.

Authors of the paper should be shown by the initials of their first (Christian) and middle names and full third name (surname). Official workplaces of each author should be presented below their names and denoted by a number next to the authors' names.

ABSTRACT: it should not contain more than 150 words. It should give the aim of the contribution, basic methodology (objects of the research, and research and analytical methods), principal findings (give specific data and their statistical significance), and the main conclusions. Authors should emphasize new and important aspects of their study and should

use only generally known abbreviations. No publications or discussion of results are cited in the abstract.

Key words, not more than 6 words, should characterize the studied topic as well as possible and nouns given in the title must not be repeated.

The manuscript has several sections as follows:

INTRODUCTION – clearly presents the aim of the contribution. It summarises the essence of the research and gives only strictly limited references that support the state of the present knowledge. Quotations published in the text should coincide with the data in the list of references. Each contribution must contain this section.

METHODS AND MATERIALS – this section describes the subject of the research, observations and operating procedures sufficiently detailed to make them reproducible. The material used is defined accurately (species, varieties, breeds, machines, used chemicals, experimental sites, groups of animals, housing, procedures for measurements and evaluation, number of replications, used statistical methods and programmes. They also include characteristics of the experimental site and the weather pattern. There are also references to the methods used including statistical methods. Type and manufacturer of devices should be given.

RESULTS AND DISCUSSION – this section contains results in logical sequence, as far as possible in tables, graphs, or in illustrations, if required. Identical results cannot be presented in tables as well as in graphs. Only important observations should be emphasised or summarized. Results of statistical evaluation should be denoted clearly.

DISCUSSION can be presented in a separate section but, in that case, the description of the results must not be repeated. Discussion should unambiguously express a comparison of the achieved results with the previous knowledge of the topic. It must make clear what is completely new in the presented results and where these results differ from the findings of other authors, and in what they coincide with the published opinions. Discussion should emphasise the significance of the results and draw attention to the newly opened issues and the need for their solution.

CONCLUSIONS – sum up the new knowledge in contributions. The data presented in the results and discussion sections are not repeated in detail. The relationship between the achieved results and the aims of the research is shown. It is necessary to avoid unqualified ideas and conclusions that are not supported by the results. Recommendations, if necessary, should be presented. Each contribution should include the conclusions section.

ACKNOWLEDGEMENTS – the authors thank only those who significantly participated in the contribution. This section also includes the number and title of a grant or its provider or other funding institution.

REFERENCES

The literature quoted should consist of works from reviewed scientific sources. Authors are presented in the manuscript by their surname and the year of publication in italics. If there are two authors they are both listed, with more authors, only the first author is given followed by the abbreviation “et al.”. In case of quotations of more publications by the same author/s within the same year – they are marked in the text and references by letters a, b, c, etc. The author bears the responsibility for the accuracy of the presented literature when all publications quoted in the text are presented in the REFERENCES section (not “other authors”). They are presented in alphabetical order according to the surname of the first author in capital letters, first names by initials; year of publishing is in parentheses, the title of quoted study after the colon, official abbreviation of the journal’s name, volume, number of pages or their extent. If the references are not in English they must be translated into English, with a note in parentheses stating the original language of the contribution – e.g. in Russian.

Papers in monographs and proceedings should be presented according to the following example:

Example of quotation in the text: ...were described by *B r o w n* (1995, 1998), ...reported by *R e e d* et al. (1989) etc.

Example of quotations in the references:

BROWN, J.: Estradiol determination in post-sectionum sows. J. Endocrinol., 198, 1995: 155–169. (Abbreviations of the journals’ names are given according to the Science Citation Index or Current Contents).

REED, G. – GREEN, K. L. – BROWN, J.: Peptides as biological active compounds. *J. Dairy Sci.*, 144, 1989: 25–38.

Book:

MASON, J.: Sustainable agriculture. 2nd ed., Collingwood, Australia, Lendlinks 2003.

Chapter in a book:

BUCHAR, J. – SEVERA, L. – SIMEONOVÁ, J.: Determination of hen's eggshell elastic properties under quasistatic compression. In: BLAHOVEC, J. (ed.): *Physical Method in Agriculture. Approach to Precision and Quality*, pp. 157–165. New York, USA, Kluwer Academic/ Plenum Publishers 2002.

Conference paper:

Surname, name of author. Title of contribution. In: Title of the proceedings. Editor of the Proceedings. Place of publication. Publisher and year of publishing. Location of pages.

JELINSKI, T. – DU, C. J. – SUN D. W. – FORNAL, J.: Inspecting ingredients distribution and amount of pasteurised cheese by computer vision. In: *Proceedings of the 2nd CIGR Section VI International Symposium on Future of Food Engineering*, 26–28 April 2006, pp. 56–62, Warsaw, Poland (CD-ROM).

Thesis:

CAMPBELL, M. D.: The lower limit of soil water potential for potato growth [Ph.D. thesis.] Department of Agricultural Engineering, Washington State University, Washington DC, USA, 1991, 130 p.

Computer software:

SAS: SAS User's Guide: Statistics (Version 6a). SAS Institute Inc, Cary, North Carolina, USA, 1990.

On-line source (quotation of web sites):

USDA: Wheat production in the upper plains: 1998–1999. National Agricultural Statistics Database, Washington DC, USA, 1999. Available at: www.nass.usda.gov. Accessed 23 April 2000. DANĚK, D. Možnost virtuálního vzdělávání pro malé a střední podniky v ČR (online). Publikováno 22. 11. 2004 (cit. 2004-11-24). Dostupné: [http:// home.zcu/katolik/export1.ht.m](http://home.zcu/katolik/export1.ht.m)