

Instructions for Authors

relating to the formal editing of papers to EGRSE Journal

(*“landscape”, single column, A4 version*)

The whole article must be delivered to the editor's office in classical as well as digital versions (CD, DVD, and the like). The “paper” version of the article will serve to the journal's editorial staff as a manual for the final editing of the paper. The article can be submitted in one of the following languages (Czech, Slovak, or English). The submitted article is subject for a review appreciation, which will evaluate its professional quality and formal emendation (quality of pictures, figures and the like).

1. Requirements for text editing:

The text of each paper must be drafted for dimensions of the area of printing, which is permitted by the format of the journal (about A4 landscape). The size of the printed area (mirror) is 190 x 277 mm, all margins are 10 mm. The articles will be printed in a single column. The reason is any width of pictures.

It is necessary to write text in the TIMES NEW ROMAN (TNR) text editor, in font size 14. It is permitted to number the chapters in the article up to the form 1.1. In headings of chapters of type 1, the font size 18 is prescribed in bold; of type 1.1 the font size 16 in bold. The spacing in the whole article is single, the first line indentation of paragraph is 1.25 cm, the indentation before and after a paragraph is 0, with the full justification of the text, word division is allowed. If author needs, it is possible to use different colours of types (max. 3 colours). Attention: in division, more than two characters may be left on a new line only. Attention: WORD cannot ensure that! It should not be divided like this, *“linole-um”*, but it must be *“lino-leum”*; if, however, there is a comma or a dot after two letters, it is counted in. The titles of chapters have left-hand indentation 0 and a free line of font size 8 is left out before them.

The title of the article must be written in block letters of font size 18 in bold. The names of author/s are written in font size 16 in bold italics. Surnames and first names are written without titles. Name and surname, including all titles, employer, including address and e-mail contact, are written on the last page of text down below a line. In the text, it is necessary to highlight in yellow all formulae, expressions with subscripts and superscripts, letters of the Greek alphabet, and various technical signs (e.g., kms^{-1} , \emptyset , ρ_z).

Tables are freely inserted in the text and written in the same script as the text. Lines dividing individual cells are plotted with line thickness $\frac{3}{4}$, the marginal delineation of the table is plotted with double line $2\frac{1}{4}$ with a thin line inside. The row of the table with the names of columns (also with dimensions, if any) must be divided from the rest of the table with line 1.5. The margins of the cell: 1.0 mm; in inner cells, 0.05 mm is possible. The heading of the table is written in the same size as the rest of text, i.e. font size 14, but it is written in italics. The heading spaced 3 mm from the left-hand margin. Attention: the heading of the table is not framed, i.e. the double line delineating the table is below the heading of the table! The first line of the table with the name of columns and dimensions must be written in bold. The text in the cell always begins with a capital letter.

The article must be preceded by abstracts in English with the size of at least 700 and at most 1,000 characters and in Czech/Slovak languages. The abstracts are written in font size 14, the words Abstract and Abstrakt themselves are written in bold letters. Two lines before the paragraph “Abstract” and two lines after the paragraph “Abstrakt” are left out; between abstracts only one line, all with font size 8.

Key words: After abstracts there are positioned Key words. Number of headwords should be 3 – 5; Italics, TNR 14. Behind Key words there are two free lines having font size 8.

Bullets: If text is short after a bullet, it is ended with a semicolon. If there are two or more sentences in a paragraph, text in the paragraph ends with a dot. In this case, more sentences should contain all bullets. Bullets are marked with a full circle.

Quotations: The following method will be used (by the example given below):

NOVAK, P.: Shallow refraction processing in geology, In *7th International IAEG Congress*, Rotterdam: Balkema, 1994, p. 61 – 68.

The decisive is that the title of the article is not written in italics, but the title of the publication (book, proceedings, report, etc.) is. The others should be clear from the example. The arrangement of references is alphabetical, in the one name by date (year/month). If more quotations are for one author together with co-authors, then the individual author is placed first and then joint papers. Electronic references are separate at the end of the list. The font size in references is TNR 12.

After the text of the article, all necessary data about the article and its authors will be added: full addresses of all authors. The name and address of a contact person for any possible modifications, telephone (and SKYPE) number, numbering of pictures and their description will not be printed.

2. Requirements for graphic annexes – illustrated pictures, graphs

It is necessary the picture numbering to correspond with the list of pictures given at the end of the article. Graphic annexes must be well-arranged and legible, and it is suitable to prepare them in the scale in which they will be published. The size of descriptions in pictures: with the TAHOMA type style, the font size 10; the size of subscripts and superscripts: the font size 8. The important descriptions in pictures can be made with the font size 12 in bold. Pictures are entitled similarly as tables with the TNR font sized 14 in bold italics. Pictures should be described left below; if it needs be, the title of the picture can be placed elsewhere. The title of the picture is, similarly as in the table, its part and is shifted by 3 mm from its left-hand margin. If it is needed to attach explanatory notes to the picture, they follow behind the title of the picture.

3. Digital bases

Pictures must be delivered in the CDR, AI, or WMF format (the script as text, not a curve or raster). It is not recommended to use “exotic” characters, for example, North marks from GSI North Arrows fonts. In the CDR format, the accompanying text must give in which program version the picture has been stored. All pictures must be submitted in size A4. Photographs and scanned materials can be submitted in the JPG (compression up to 10) or TIF format. In graphic annexes, it is necessary to keep 300-dpi resolution.

4. Materials delivered to the editor's office:

- Full text of the article in electronic form;
- Printed full text of the article;
- Text of the article in electronic form without pictures; and
- Individual pictures in the CDR, AI, or WMF format.

.