

# 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 by two reviewers, at least, who 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, except the lower presenting 15mm. 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. 2 colours – black and brown). Notice: 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 14 is left out before them.

Denominations and marking of the physical quantities and units must be in coincidence to standard ČSN ISO 1000 (ČSN 011301). The units being in tables and plots must be presented in brackets. The same holds for text.

The title of the article must be written in block letters of font size 18 in bold. The title of paper is presented in Czech/Slovak and in English. The first is the language which all paper has been written in. The title of paper cannot be longer than one line. Between both titles of paper there is inserted one empty line of font size 8. 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.,  $\text{kms}^{-1}$ ,  $\emptyset$ ,  $\rho_z$ ). It is why to inspect possible errors generated due to opening of the paper from the other computer and in different version of the text editor.

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 tightly to 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. Text around of tables has interval 3 mm.

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. The bullet begins on the first position of line and the distance between bullet and text makes 5 mm.

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

The article in proceedings:

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

The book:

KOSEK, J. *Tvorba dokonalých stránek: podrobný průvodce*. 1. vyd. Praha, Grada, 1998, 291 s., ISBN 80–7169-608–0.

The closing report:

KNOTEK, P. *Geofyzikální průzkum na lokalitě Horní Dolní Lhota*. Praha, Geogeo, 1999, 89 s., MS

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 only the common papers. The quoted papers are not numbered. Electronic references are separate at the end of the list; full link. The font size in References is TNR 12. Text of References is justified like it is done for all paper. There in the text is quoted the literature like this: (Petránek, 1963). Also it is possible to write: PETRÁNEK (1963) writes...

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 tightly to 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. 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 presented like WORD document;
- Full text of the article presented like PDF document;
- Text of the article presented like WORD document without pictures; and
- Individual pictures in the CDR, AI, or WMF format.

Remark: The last two points are important for fluent editing as a reserve in case of distortion of the original paper. If the editors have all the before documents, they will not ask the documents again from author/authors for distortion sake. The editors are able to keep deadline of delivery EGRSE Journal to printing office.

## Model of the paper arrangement:

THE PAPER TITLE IN THE MAIN LANGUAGE

(Empty line of font size TNR8)

THE PAPER TITLE IN THE MINOR LANGUAGE

(Empty line of font size TNR14)

*Author<sup>1</sup>, co-author<sup>2</sup>/co-authors<sup>3,4...</sup>*

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(Empty line of font size TNR8)

### Abstract

In the main language there are from 700 up to 1000 characters including gaps.

(Empty line of font size TNR8)

### Abstract

In the minor language there are from 700 up to 1000 characters including gaps.

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### Keywords

*The first headword, the second headword ...*

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## 1. The first chapter

The text of the first chapter

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## 2. The second chapter

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### 2.1 The first subchapter

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### 2.2 The second subchapter

The text of the second subchapter

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### References:

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