

**INSTRUCTIONS FOR AUTHORS**  
**CONTRIBUTIONS TO JOURNAL EGRSE**  
**VERSION A4, ONE COLUMN**  
**“LANDSCAPE!!!”**

The paper should be submitted in digital format (CD, DVD, or email), as “doc” and “pdf”. Editors of EGRSE will edit papers in pdf form. Papers can be submitted in Czech, Slovak or English. The submitted paper will be reviewed by at least two reviewers who will evaluate the scientific merit of the paper and assure that formal requirements for submission have been followed.

**Requirements for text processing (Office 2010):**

The paper should be prepared for desktop printing (width A4). The size of the printed page should be 185x277 mm, all margins 10 mm, except for the bottom which should be 15 mm. The page layout should be as follows: beginning section – continuous, headers – 0 cm, footers – 0 cm. Papers will be printed as single columns. Illustrations can have any width.

The text should be written using TIMES NEW ROMAN (TNR), font size 14. Chapters should be numbered in the form 1, 1.1, etc. Chapter headers 1 should be typed in TNR bold, font size 18, headers 1.1 in TNR bold, size 16. Line spacing should be single, the first line in the paragraph should be indented 1.25 cm, indentation before and after paragraphs 0, right margin should be aligned, division of words using hyphenation is not recommended in English texts, but permitted in Czech or Slovak texts. If needed it is possible to use different font colours (max 2, black and brown). Chapter headers should have left indentation 0 and the previous line should be left blank. For chapters of type 1, the line should have font size TNR14, for chapters of type 1.1, font TNR16.

Physical units must comply with ISO 1000 (CSN 011301). In tables and graphs units should be given in square brackets.

The title of the paper should be typed in uppercase font TNR18 bold. The title should be given in Czech or Slovak and in English. It is recommended that the title fit on one line. Between the titles in Czech/Slovak and English should be a blank line with font size TNR8. The names of authors should be typed using italics in font size TNR16 bold. Surnames and names are written without titles. Names and surnames, including academic titles, name of employer, address and email contact should be written on the last page of the text below the line using font TNR12. All formulas, expressions with indices, Greek letters and technical signs should be highlighted in yellow. The reason is to ensure that the text can be checked for errors that may be caused by running the text using another text editor or another computer.

Tables should have the same font as the paper. Cell margins should be 1.0 mm, for internal cells 0.5 mm is permitted. The table title should be written on the first line of the table using the same font as the text, TNR14, but should be in bold italics. The title is close to the left edge. The second row of the table with the titles of columns and sizes in square brackets should be in bold. The text in the cell should start with a capital letter. If the tables are wrapped in text, the margins should be 3 mm.

The paper should start with abstracts in English and Czech or Slovak. The abstract should have between 700 to 1000 characters. Abstracts should be typed using font TNR14, words “Abstract“ or “Abstrakt“ should be bold. The space before the paragraph “Abstract” and after the paragraph “Abstrakt“ should be two blank lines, between them one blank line, all using fonts TNR8.

After abstracts should be placed 3 to 5 keywords in both languages (Italics, TNR14). After keywords should be two blank lines with fonts TNR8.

If the paper is in English, then the first abstract should be in English and the second in Czech. However, if the paper is in Czech/Slovak, the first abstract should be in Czech/Slovak. The same rule applied for keywords.

Bullets: If the text is short, it is terminated with a semicolon. If there are two or more sentence in the bullet, they end with a period. Bullet starts at the beginning of the line and the distance between the wheel and the text is 5 mm.

Quotations should use the following pattern:

**Paper in proceedings:**

NOVÁK, P. Shallow Refraction Processing in Geology. *In the 7th International IAEG Congress*, Rotterdam: Balkema, 1994, p. 61 – 68, ISSN.

**Book:**

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

**Final report:**

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

Specifically: font TNR12, surname in capital letters, initial of the first name, title of the cited source in small letters, name of the journal in italics, other parameters using normal font, period.

What is written in italics is the title of the publication (books, proceedings, reports), not the title of the paper. Citations are ordered according to the alphabetical order of the authors. If there are more citation of the same author, then those by single author should be cited first, collective publications afterwards. Citations should not be numbered. Electronic publications are listed separately at the end. The font should be TNR12. Alignment should to be the same as in the main text. Citations in the text should be in the form of (Petranek, 1963) or PETRANEK (1963) writes....

Editorial board of EGRSE filed an application to be included in Scopus database. Journals in included in global databases are strictly monitored (e.g., [www.isiknowledge.com](http://www.isiknowledge.com) and [www.scopus.com](http://www.scopus.com)). Editorial Board of EGRSE urges authors to use references to papers in EGRSE and papers from other databases.

At the end of the text should come necessary information about the authors.

## Requirements for graphs and illustrations

Illustrations must be clear and legible. They should be prepared in the same scale as they appear in the publication. The descriptions should use TAHOMA script, font size 10, for index size 8. Important descriptions in illustrations should use font 12 bold. The captions of illustrations and tables should use letters TNR, size 14, bold italics. The captions should be at the left bottom, but if necessary they can be elsewhere. The caption is an integral part of the illustration and it should be placed at its left margin. If further explanations are needed, they should be placed after the caption.

The size of illustrations should be at least 10 cm. However, if the page is full after a minor reduction of the illustration, the size of the illustration may be less than 10 cm.

Illustrations are inserted into the text using commands:

- insert;
- image;
- in the next step select the placement of the illustration and its wrap (0.3 mm).

**It is not allowed to insert an illustration into the table, where in the first line is the caption and in the next the illustration!!!**

## Digital documents

Illustrations should be sent in format CDR, AI or WMF (writing as text, not as curve raster). WMF format is preferred because it can be subsequently edited. Do not use exotic characters such as North Star from GSI North Arrows. Indicate in which CDR version was the image saved. Photographs and scanned materials should be submitted in JPG or PNG format (compression max. 10 times). For graphic attachments use resolution of 300 dpi.

## Materials to be send to editors:

- Full text of the paper as WORD document;
- Full text of the paper as PDF document;
- Text of the paper as WORD document without illustrations;
- Individual illustrations in CDR, AI, or WMF.

Note: The last two items are required by the editor as a reserve in case of problems with the original version. Thus if an accident happens and some data are lost, it will not be necessary to contact the authors again. Therefore, the risk of delay in sending the material to the printer is reduced.

On the following page is an example, how a paper should be conceived. If followed, it will make easier the work of the editor and the author. Thus unnecessary request for corrections can be avoided.

A sample is on the following page:

# TITLE OF THE PAPER IN THE FIRST LANGUAGE (STYLE “TITLE“)

(free line TNR8)

## TITLE OF THE PAPER IN THE SECOND LANGUAGE

(free line TNR14)

*First author<sup>1</sup>(surname, first name), second author<sup>2</sup> (and possibly other authors) (style author)*

(free line TNR8)

(free line TNR8)

### Abstract (style abstract)

In the first language (max. 1000 characters incl. spaces) (style text)

(free line TNR8)

### Abstract

In the second language (max. 1000 characters incl. spaces)

(free line TNR8)

(free line TNR8)

### Key words

*First word, second word (style italic)*

(free line TNR8)

### Key words

*First word, second word (style italic)*

(free line TNR8)

(free line TNR8)

### First chapter (style chapter 1)

Text of the first chapter

(free line TNR14)

### Second chapter

Text of the second chapter

(free line TNR8)

#### 2.1 First subchapter (style chapter 1.1)

Text of the first subchapter

(free line TNR8)

#### 2.2 Second subchapter

Text of the second subchapter

(free line TNR14)

## References:

(free line TNR8)

NOVÁK P. Shallow Refraction Processing in Geology. *In the 7th International IAEG Congress*, Rotterdam: Balkema, 1994, p. 61 – 68.  
(style reference)