

Instructions for the Authors

Basic Instructions

- **Send your manuscript** in a DOC (or TXT, RTF) format in the maximum length of 20 standard pages **in an electronic form by email** or bring it in person **on a USB flash drive** to the address of the editorial staff.
- Along with the text, submit a short **abstract in Czech and in English** (ca 8 lines) **and the key words in Czech and in English**.
- **For your own sake, follow the deadlines for manuscript submission**, which are available at http://knihovna.nkp.cz/pdf/terminy_a_uzaverky.pdf.
- The **manuscripts** submitted to the publisher **are edited by the editors in charge after consultation with the authors**. The authors are responsible for **both the content and language correctness of the article submitted**. The editorial staff reserves the right to make minor stylistic changes and language corrections without consultation.
- **A manuscript that has not been prepared in accordance with the mentioned principles may be returned for the appropriate adjustments to be made.**

Text Formatting

- To mark the titles, headings and names, it is enough to use **italics, bold type or a different font size**.
- **Do not indent the beginning of a paragraph**. It suffices to press the ENTER key to create a new paragraph.
- Distinguish between **footnotes and endnotes**. Draw the editor's attention to any requested formatting.
- **Please place all the notes at the very end of your article**. In the page makeup, the respective note will be placed in its position (on a specific page).
- **No other text formatting is necessary – do not use full justification** but align the text flush left. **Do not use the word-division function (!)** – in the page makeup, the line division will be entirely different.

Photographs, Pictures, Tables, Graphs

- **Never insert** photographs, pictures, tables and graphs **in the text!**
- Only mark their position in the text (for instance by bold numbers).
- **Submit** the photographs, pictures, tables and graphs (labelled identically with the text) **separately** in an appropriate format.
- **Attach figure captions, graph titles or commentaries separately** as text files. You may further describe the desired placement of a given picture on the page etc.
- **In the case of photographs or pictures, observe the copyright!** With photographs of buildings, interiors and other works of architecture, contact their owners (institutions) and **request their permission to publish the photograph of the work.** Always discuss the publication of the authors' works with them in advance. **Please list the source at the end of the captions in round brackets** (e.g. the author's archive, collection of the NL CR etc.).

Technical Requirements of the Raster and Vector Images Submitted

Pictures:

☐ Resolution

- ✓ Raster images, photographs: at least 300 DPI
- ✓ Line drawings: 600 DPI
- ✓ Raster images in greyscale: 600 DPI

☐ Colour

- ✓ 24-bit graphics, RGB (photo quality)
- ✓ Do not use 8-bit RGB graphics for photographs (significant, visible distortion).

! Be careful! Such an undesirable reduction in colours occurs e.g. after the conversion to the GIF format!

☒ **Grey scale**

- ✓ 8-bit graphics

☒ **Size**

- ✓ The physical size of the printed journal is the A5 format (148 × 210 cm); the size of the pictures that are to be printed on the entire A5 page must hence be at least 148 × 210 cm with the above-recommended resolution. Of course, the pictures to be printed may be bigger but never smaller (magnification is not possible). If a picture is to be printed in a smaller size (e.g. 3 x 3 cm), the size of the image submitted must be at least 3 x 3 cm with the recommended resolution; it is not a problem if it is bigger (the reduction of its size does not affect print quality). Pictures submitted in a lower resolution and with an insufficient number of colours will not be accepted. An exception is possible only with the prior consent of the publisher.

Tables, Graphs, Vector Graphics:

- Excel

- ✓ 97–2003 version: *.xls
- ✓ 2010 version: *.xlsx

- Visio

- ✓ 97–2003 version: *.vsd
- ✓ 2010 version: *.vsdx
- ✓ Adobe Illustrator: *.ai
- ✓ CorelDraw: *.cdr
- ✓ Inkscape1: *.svg

!The Inkscape program is free to download at: <http://inkscape.org/>

Preferably in the Excel format or another program that can generate vector files. Tables may also be submitted in a raster format (JPEG), which may be exported directly from vector files using vector tools (Visio, etc.). This requires sufficient resolution (600 DPI and a minimum compression for the lines and text to be without visible distortion; with JPEG, the maximum compression must not exceed 75–100). During the export, always set the background colour to white or transparent so that the background is not visible when printed. The recommended formats for raster graphics (pictures, photographs):

- **JPEG** *.jpg (*.jpeg)

- ✓ Suitable for photographs and raster graphics.
- ✓ It does not support transparency and lossless compression.
- ✓ A small file size, yet be careful with compression – do not set it below 75 but ideally above 90; in the Photoshop program, set it to at least 8 (High), ideally 11–12 (Maximum).

- **PNG** *.png

- ✓ Suitable for smaller pictures with a lower number of colours, such as graphs, tables and logos.
- ✓ It supports transparency and lossless compression.
- ✓ A larger file size than with JPEG.

- **TIFF** *.tif (*.tiff)

- ✓ Suitable for smaller pictures.
- ✓ A large file size.

- **EPS** *.eps

- ✓ A professional format in which both vector and raster graphics may be saved.

Naming Convention

- **Pictures**

- ✓ Fig 1 CAPTION (SOURCE), Fig 2 CAPTION (SOURCE), Fig 3 CAPTION (SOURCE), etc.

- **Table**

- ✓ Tab 1 CAPTION (SOURCE), Tab 2 CAPTION (SOURCE), Tab 3 CAPTION (SOURCE), etc.

- Graph

- ✓ Graph 1 CAPTION (SOURCE), Graph 2 CAPTION (SOURCE), Graph 3 CAPTION (ZDROJ), etc.

! In the text, describe the placement (above, below, on the left, on the right, etc.), position (wrapped around by text, above the text, etc.), and also the size of the picture if you wish (5 x 5 cm, etc.)!

The Structure of Scientific Articles

- summary, introduction, literature review, material and methods, research results, discussion, conclusion, references, and notes if desired.

Some Particular Principles for Writing Texts

a) Strictly distinguish between dashes and hyphens

Hyphen

A *hyphen* is always set without spaces on either side (*Czech-Slovak* intergovernmental agreement, *word-division* function, *Alma Mahlerová-Werfelová*). If the word is divided in this place in the page makeup, the hyphen is repeated at the beginning of the next line.

Dash

A keyboard shortcut: a combination of the keys left Alt + 0150: the match *France–Germany, 1914–1918, 24–26* December, the co-authors *Warren–Wellek*

b) Inverted commas

Use one system and one style for inverted commas in the document. If a text **‘in quotation marks’** (*or round brackets*) is written in bold or italics, also the inverted commas and round brackets should be written in the same way (in bold or italics).

c) Spaces

A space is usually typed after diacritical marks; it is always added after a full stop: V. Novák, Prof. Nováková.

Percentage is written with a space, e.g. ten per cent (*10 %*), degrees with a space, e.g. 7 degrees Celsius, 12 degrees (*7 °C, 12 °*), and numbers followed by abbreviations of the units of measurement are written with a space (*13 km, 5 l, 4 V*). In the case of such premodifiers as twelve-degree beer, a forty-kilometre run, or a fifteen-percent share etc., the numerical expression is written without a space (*12° beer, a 40km run, a 15% share*).

d) Special characters

Special characters may be inserted using the Insert menu > Symbol on the top panel.

Another option is to insert special characters using the Start menu (Programs > Accessories > System Tools > Character Map)

e) The basic keyboard shortcuts

« Alt + 0171

» Alt + 0187

‹ Alt + 0139

“ Alt + 0147

” Alt + 0148

‘ Alt + 0145

’ Alt + 0146

ˆ Alt + 0180

Ctrl + b bold

Ctrl + i italics

Ctrl + u underline

Ctrl + r right align

Ctrl + l left align

Ctrl + j justify

Ctrl + k hyperlink

f) Bibliographic references and citations

The essential standard is **ČSN ISO 690 01 0197, effective from 1 April 2011**, dealing with bibliographic references and citations. **The editorial staff requires a system of running notes, which the authors place at the end of the text. They further attach a list of references** (the authors may also use the portal <http://www.citace.com/> to generate citations).

We also recommend that the authors study and download the following material: *Interpretace k normě ČSN ISO 690 z 1. dubna 2011 od Olgy Biernatové a Jana Skůpy. Dokument byl dvoukolově připomínkován skupinou odborníků* [The Interpretation of the ČSN ISO 690 Standard from 1 April 2011 by Olga Biernatová and Jan Skůpa. The document has been commented on in two rounds by a group of experts].

If you are not certain in what form to list the references, please contact directly the professional staff at the Librarianship Institute.

The editors the journal *Knihovna – knihovnická revue* [Library – A Library Journal] and *Knihovna Plus* [Library Plus]