Title of Paper for Publication

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**Abstract.** These instructions provide basic guidelines to help authors prepare their **two-page abstract** for the conference. Every word in the article title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if “, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”, “between”. To avoid confusion, the family name must be written in capital letters, as the last part of each author’s name (e.g. John A. K. SMITH). The paper must include email addresses of the author as well as of all his co-authors. If the author and all his co-authors are from the same organization, their names are not marked with a superscript. Use only English characters in the abstract, other characters such as special symbols, Greek alphabet letters, etc. cannot be included in the abstract. Do not cite references in the abstract. The article keywords must contain at least 3 words or phrases arranged in alphabetical order, separated by a comma, the first words must be capitalized and the last one must end with a full stop. The length of the article should be in range of 3 to 6 A4 pages. If your paper is longer than 8 pages, please contact us through the email [tces@vsb.cz](mailto:tces@vsb.cz) before submission.

Keywords

Formating, paper, styles, template.

1. Page Layout

Each article has to be sent in in the A4 format (according to ISO 216 / DIN 476 it is 210 × 297 mm). The upper edge should be 31 mm, the lower edge 28 mm, and the right and left edges 20 mm wide. The size of headers and footers should be set to 18 mm. The header contains a thematic section that the content of the article corresponds with. The header also includes the following publication information:

* volume,
* number,
* year,
* month / special issue.

The footer contains page numbers. The papers follow one another in numbering within one publication year. The new publication year brings along the numbering restart and the numbering starts again from the beginning. All information in the header and footer of the paper are added by the proofreader as a part of the preparation process for final publication of the paper. Each article published in Transactions of the VSB - Technical University of Ostrava, Civil Engineering Series is given a unique DOI number with the prefix 10.35181.

If it is necessary to highlight a part of the text, e.g. an important passage, the editorial staff recommends doing it using italics. Other types of highlighting (**bold**, colour), unless they are absolutely necessary considering the nature the contribution, are not supported, and the editorial staff (via the layout editor) reserves the right to change this highlighted text to *italics*.

* 1. Text in Indents

If you want to use bullets in your text, use only the itemize environment; the enumerate environment is not supported by the editorial staff. If the enumerate environment is used, the Layout editor will automatically change it into the itemize environment. The editorial staff supports only the first and the second indentation level:

* first indentation level,
* second indentation level,
* second indentation level,
* first indentation level,
* first indentation level.

Bullets should always be perceived as a continuation of the preceding text (so there is usually a colon at the end of the last word).

1. Figures



1. Graph describing a development of the variable *z* (unit) depending on the value of *x* (unit) and *y* (unit).

The designation and description of images has to be in accord with the template for authors.

1. Tables

Similar conditions as for figures and graphs apply also for inserting tables. If an article is to contain a table, the editorial staff prefers the one that, considering its size and content, can be inserted in a single column. Such tables are preferred to those that stretch over both columns. The width of the table can be set up to the width of the column. Each table must be described with a caption. In this case, the caption is not situated under the table, as it is in a figure or graph, but above it. It is allowed to highlight the titles of individual table columns and rows using boldface. The editorial staff recommends that you centre-justify the contents of all table cells, unless it is absolutely necessary to choose a different alignment variant.

1. Font size.

|  |  |  |  |
| --- | --- | --- | --- |
| **Font Size**  **(Table)** | **Styles TCSE (Times New Roman)** | | |
| Regular | **Bold** | *Italic* |
| 8 | Caption-table, Caption-figure,  Table |  |  |
| 10 | Title-address, Title-email,  Body | Title-3,  Abstract (heading) | Abstract (body) |
| 12 |  | Title-2 | Title-authors |
| 14 |  | Keywords | |
| Title-1,  Title-keywords |  |
| 18 |  | Title-article |  |

A reference to a table in the text can be written in two ways. The first one is used when the reference to a table is situated at the beginning of a sentence. Table 1 shows a distribution of the types by rank. In other cases we use the abbreviation Tab. 1. The table contents must be centre-justified. It is also necessary to change the font size of the table contents using the *footnotesize* command. We recommend that you use boldface for the titles of table columns and rows.

1. Conclusion

As for a list of references, authors have to use only the citation standard ISO 690. The list of references can be found after the Conclusion.

Acknowledgements

In this part of the article the authors can express their gratitude to projects from the results of which the article has been written, or to people who have contributed to the results published in the article. It is not allowed to insert any figures or logos here.

References

1. SURNAME, N., N. SURNAME and N. SURNAME. Title of Paper in Journal. *Name of Journal*. 2015, vol. x, iss. y, pp. w–z. ISSN xxxx-yyyy. DOI: xx.yyyy/zzzzzzzz.
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