# Template for Submission of Manuscripts to Journal of Alumni Scientiae Bohemicae Society

This template serves as a guide to prepare manuscripts for submission. The entire manuscript (text, tables, and graphics) may be submitted in one file. Inserting graphics and tables close to the point at which they are discussed in the text of the manuscript will benefit both the reviewers and the readers. It also possible to send the graphics and tables in separate files, if it is more convenient for the author.

This template is not trying to produce the final formatting that will be applied only after acceptance during the editorial process. The predefined Microsoft Word Styles are there not only to help you, the author, but they also aid the editor and reviewer in the orientation in the bulk of the text, thus their use is encouraged. To see the final formatting please check the article example on the journal page.

### Important Manuscript Requirements

1. All authors must be listed with current contact information and a direct/valid e-mail address for each.
2. Articles must contain an Abstract and optionally a Table of Contents (TOC) graphic in the manuscript document file. The TOC graphic is shown next to the abstract.
3. Articles that exceed the norm of 5-8 Journal pages (roughly 4500-8000 words, references not included), often contain a level of detail that is not appropriate for a broad audience. Please consider moving of some parts into the Supporting Information.
4. Smaller, “communication-like” articles (articles not exceeding 2200 words) are encouraged.
5. All sections must be properly labeled, please adhere to the template.
6. If you want to submit a Supporting Information file (SI), please use the PDF format and number the pages consecutively. For data, CSV can be used. For groups of these files, ZIP files may be used.
7. Appendices belong into the SI.
8. Use of excessive self-citations is not permitted. (i.e. citations of authors of the manuscript)
9. Disclaimers are not allowed in manuscripts or in the SI.
10. Trademarked items are not permitted.
11. Dedications may appear only in the “ACKNOWLEDGEMENT” section.

Instructions for using the template follow on the next page.

## Using the Template

This template is intended to be used directly to ease the writing process for the first-time author. Simply follow the guidelines below and rewrite the placeholder text. All the sections are obligatory, please do not skip any.

1. When typing your manuscript directly into the template, select (highlight) the text of the template that you want to replace and begin typing your manuscript (i.e., select the Title section for typing in your title).
2. Keep the formatting including the font.
3. To insert graphics within the text or as a figure, chart, scheme, or table, create a new line and insert the graphic where desired.
	1. If your graphic is not visible, ensure that the Word Style is “Normal” with an automatic height adjustment. If the size of the artwork needs to be adjusted, re-size the artwork in your graphics program and re-paste the artwork into the template (maximum width for single-column artwork, 8.5 cm); maximum width for double-column artwork, 17 cm).
	2. **NOTE**: If you are submitting a Table of Contents graphic, please insert the graphic at the end of the file.
	3. **Vector graphics (recommended)**
		1. **Format:** SVG
	4. **Raster graphics**
		1. **Resolution:** 300 dpi for color, 600 dpi for grayscale art, and at 1200 dpi for black and white line art (e.g. graphs).
		2. **Format:** We encourage the use of TIFF format if raster graphics are preferred by the author and especially so if you are sending the figures separately.
	5. Please insert graphics in the exact size in which they are to be included in the final article. Please ensure that it is perfectly legible and crisp (ideally by printing it in the 1:1 size)
4. Adhere to the format of references described at the end of the template below.
5. Delete these instructions and manuscript requirements above.
6. Save the file with the graphics in place: select **Save As** (**File** menu) and save it as a .doc(x) or .odt file (not a .dot template file).
7. Proof the manuscript to ensure that all parts of the manuscript are present and clearly legible.

Template follows on the next page.

TITLE. The title should accurately, clearly, and concisely reflect the emphasis and content of the paper. The title must be brief and grammatically correct. The title should NOT contain abbreviations. It is also not advisable to use words such as “first”, “novel” nor the title should contain any part or series number.

AUTHOR NAMES. Include in the by-line all those who have made substantial contributions to the work, even if the paper was actually written by only one person. Use first names, initials, and surnames (e.g., Karel J. Erben) or first initials, second names, and surnames (e.g., K. Jaromír Erben). Do not use only initials with surnames (e.g., K. J. Erben) because this causes indexing and retrieval difficulties and interferes with unique identification of an author. Do not include professional or official titles or academic degrees. At least one author must be designated with an asterisk as the author to whom correspondence should be addressed.

AUTHOR ADDRESS’. The affiliation should be the institution where the work was conducted. If the present address of an author differs from that at which the work was done, indicate with a number and give the Present Address under Author Information. If more than one address, use numbers to match author names to address(es).

KEYWORDS (Word Style “Keywords”). Provide significant keywords to aid the reader in literature retrieval.

ABSTRACT: (Word Style “Abstract”). All manuscripts must be accompanied by an abstract. The abstract should briefly state the problem or purpose of the research, indicate the theoretical or experimental plan used, summarize the principal findings, and point out the major conclusions. Abstract length is **one** paragraph. Be brief and clear. Abstract is **not** to be split into two columns.

# HEADING

TEXT. This is the place for the text of the article. The article should start with an introductory part (“INTRODUCTION”) explaining the problem at hand. It is eagerly recommended to add such part as the journal is aimed towards broader scientific audience. This then may be followed by a part discussing theory, experiments, or methodology (“THEORETICAL PART”, “EXPERIMENTAL PART”, “METHODOLOGY”), whichever suits your field of study the best. It is a good practice for the article to culminate in two sections with formal list of results (“RESULTS”) and a section discussing the said results (“DISCUSSION”). These two may be joined (“RESULTS AND DISCUSSION”), but especially in natural sciences it often leads to obfuscation of the message the article tries to deliver, thus it is not recommended. The last part is a brief overview of the results and possibly the outlook of future research (“CONCLUSION”). Be wary of the fact that the “CONCLUSION” part and “ABSTRACT” parts are different not only in length, but also in contents. For more inspiration, check the article example on the journal page.

FIGURES (Word Style "Figure Caption"). Each figure must have a caption that includes the figure number and a brief description. The caption should follow the format "Figure 1. Figure caption." All figures must be mentioned in the text consecutively and numbered with Arabic numerals. The caption should be understandable without reference to the text. Whenever possible, place the key to symbols in the artwork, not in the caption. To insert the figure into the template, be sure it is already sized appropriately and place it before the figure caption. Figures may fit into one column or occupy two columns.

SCHEMES (Word Style "Scheme Title"). Groups of reactions that show action are called schemes (e.g., chemical reaction schemes). Schemes may have brief titles describing their contents. The title should follow the format "Scheme 1. Scheme Title". Schemes may also have footnotes. To insert the scheme into the template, be sure it is already sized appropriately and place after the scheme title. Schemes, like figures, may fit into one column or occupy two columns.

TABLES. Each table must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Table 1. Table Title" (Word Style "Scheme Title"). The title should be understandable without reference to the text. Put details in footnotes below the table, not in the title. Tables, like figures and schemes, may fit into one column or occupy two columns, though it is customary for them to be fit to two column length.

**Displayed equations** can be inserted where desired making sure they are assigned Word Style "Normal". Equations are numbered with Arabic numerals in parentheses on the right-hand side. For lengthy equations, consider relabeling them as figures, as it adds to the clarity and brevity of the main message of the text.

# ASSOCIATED CONTENT

Supporting Information

The Supporting Information is available on the journal website.

brief description (file type, i.e., PDF or CSV)

brief description (file type, i.e., PDF or CSV)

# ACKNOWLEDGMENT

This is generally the place for dedications, to acknowledge people, or places. You may state grant numbers and sponsors here as well.

# ABBREVIATIONS

Write down all the abbreviations used to help the reviewer (e.g.: NMR = Nuclear Magnetic Resonance, BASIC = Beginner's All-Purpose Symbolic Instruction Code, RADAR = Radio Detection and Ranging, SARS = Severe Acute Respiratory Syndrome).

# REFERENCES

**Note:** To add a reference inside the text label them using superscript Arabic numbers in consecutive order. E.g.:

This formula is called after Enrico Fermi, who popularized the research of Paul Dirac that was the one actually obtaining it when trying to describe the emission and absorption of radiation using quantum theory during the year 1927.1,2

The reference itself belongs here, below “**REFERENCES**” heading, and it is **insisted** that they follow this formatting:

P. A. M. Dirac, “The quantum theory of the emission and absorption of radiation.” *Proc. R. Soc. Lond., Series A* **1927**, *114*, 243, DOI: 10.1098/rspa.1927.0039

W. Pauli, in *Pauli Lectures on Physics, Vol. 5* (Ed.: C. P. Enz), Dover Publications, Inc., Mineola, New York, **1973**, pp. 147-151, ISBN: 978-0262660327

**Note:** The first reference is pointing to an article by Paul Adrien Maurice Dirac called “The quantum theory of the emission and absorption of radiation.” in a journal named *Proceedings of the Royal Society of London, Series A* (abbreviated by Standard Abbreviation (ISO4): *Proc. R. Soc. Lond.*). It was published in **1927** in journal’s *114*th volume on the page 243 and has a Digital Object Identifier (DOI) 10.1098/rspa.1927.0039. It is **heavily encouraged** to use DOI’s if the reference has it as it greatly helps the reader to find said reference by using doi.org/”digital object identifier” webpage.

The second reference is pointing to a book part written by Wolfgang Pauli in a book named *Pauli Lectures on Physics, Vol. 5*, in which the editor was Charles Paul Enz. It was published by Dover Publications, Inc. in Mineola, state New York, in the year **1973**, and the book part itself is situated through the pages 147 and 151. The last information given is the ISBN-13 code.