

FORMAT AND STRUCTURE OF THE FULL PAPER

ENTER Study Days Bern, Switzerland, 2020

- Use only A4 format of the full paper, **maximal length: 6 pages (including pictures, tables, graphs and literature)**
- Order: first line the title of the full paper (in capital letters, font: Times New Roman, size: 14, bold, align to centre), after one line break name of the author (Times New Roman, size: 12, italics, align to centre), please put dash between names in case of two or more authors
- Titles of the chapters and subchapters in bold, align on left, please leave one line break between chapters
- Each chapter needs to be numbered, maximum levels of chapters: 3
- Font of the text including abstract: Times New Roman, Size: 12, single spacing
- Do not use headers and footers, do not number pages
- Authors are responsible for the English version of the paper

Introduction

Only in English, maximum of lines: 10. Please introduce yourself and your institution

Abstract

Only in English, maximum of lines: 20, please put one line break between the name of author and the abstract

Key words

Only in English, maximum of phrases: 6

Tables

- Only clear tables
- Title and number of the table place underneath the table on the left hand side, font in italic (Times New Roman 12)
- Numbering of the tables in Arabic numerals
- Use short and clear titles of each column, font: Times New Roman, size: 10, bold

Pictures and figures

- Use only the illustration and photos in high quality (300 dpi), adequate contrast of colours, only electronic version (jpg)
- Pictures need to be numbered in Arabic numerals according to the text
- Each illustration must have a title and the source, located underneath the picture, name of the figure in italic font.
- Each citation needs to be numbered and placed in double quotes, do not place them in the footers

Literature, sources

- All publications must be listed alphabetically by authors' names, in the case of multiple publications of the same author, list them chronologically from the newest edition of the oldest publications. Please use the general norms for the format of the literature or source:

a) monographic publication

SLAVÍK, M. – MILLER, I. *Didactical Tools*. Prague: CULS, 2002. ISBN 80-2013-0890-7.

b) Article in publication

c) ČÍTEK, J. – KRUPAUER, V. – KUBŮ, F. Basements of Fish Farming. In *Fish Farming*. Prague: Informatorium, 1998, Chapter 2, p. 18-35.

d) Article in magazine

KOŤA, J. Conformity versus deviance in the school environment. *Pedagogy* 2005, Vol. 4, pp. 307-309. ISSN 0031-385.

EXAMPLE:

TITLE OF PAPER IN ENGLISH

Author1 – Author 2 (name and surname)

Abstract

Text of the abstract

Key words

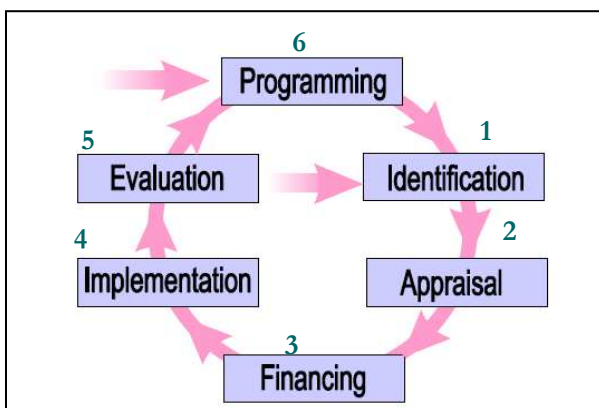
Key word 1, key word 2...

1. TITLE OF THE CHAPTER

1.1 Subchapter – level two

1.2 Subchapter – level two

1.2.2 Subchapter – level three



Source: European Commission, 2002

Figure 2: Project cycle management

Literature