

Instructions for authors

1 GENERAL GUIDELINES

Manuscripts are accepted in English. Make your work accessible by using clear language. Research papers should normally be **9,000 - 12,000 words**. Review papers should normally be **12,000 - 15,000 words**. The word count should include figures, tables, maps and references. One table or figure should count as approximately 250 words. If a table or figure will take up a whole page, then it should count as approximately 500 words. Papers falling outside these ranges will be critically reviewed with respect to length and may simply be sent back to the author(s) for modification.

Manuscripts should be compiled in the following order: title page; **abstract**; keywords; main text (**Introduction, Material and methods, Results, Conclusion, Discussion**); acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Abstracts of a maximum of **150 words** are required for all manuscripts submitted. Abstracts should indicate the research problem/purpose of the research, provide some indication of the design/methodology/approach taken, the findings of the research and its originality/value in terms of its contribution to the international literature. Each manuscript should have **up to 5 keywords**.

Section headings should be concise and numbered sequentially, using a decimal system for subsections.

All **authors** of a manuscript should include their full names, affiliations, postal addresses and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Biographical notes on contributors are not required for this journal.

Please supply all details required by any funding and grant-awarding bodies as an **Acknowledgement** at the end of the manuscript, in a separate paragraph, as follows:

- For single agency grants: "This work was supported by the [Funding Agency] under Grant [number xxxx]."
- For multiple agency grants: "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."

Authors must adhere to SI units. Units are not italicised.

When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol © or TM.

2 STYLE GUIDELINES

- **Font:** Arial 10 point. Use margins of at least 2.5 cm (1 inch).
- **Title:** Arial 12 point. Use bold for your article title, with an initial capital letter for any proper nouns.
- **Authors' names** (Arial 11 point, bold): Give the names of all contributing authors on the title page exactly as you wish them to appear in the published article.
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- **Abstract:** Indicate the abstract paragraph with a heading or by reducing the font size (Arial 9 point).
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- **Headings:** Please indicate the level of the section headings in your article:
 - First-level headings (e.g. Introduction, Conclusion) should be in bold, big letters. Arial 11 point
 - Second-level headings should be in bold (Arial 10 point), with an initial capital letter for any proper nouns.
 - Third-level headings should be in bold and italics (Arial 10 point), with an initial capital letter for any proper nouns.
 - Fourth-level headings should also be in italics (Arial 10 point).
- **Acronyms and abbreviations** should be spelled out the first time they are used unless they are common throughout the discipline. Terms defined in the abstract should be defined independently in the main text.
- **Symbols for chemical elements** are in normal type, not italics. The mass number precedes the symbol (e.g., ^{10}B). Roman numeral designations for spectra of ions are given in small capitals and preceded by a space (e.g., HII).
- **Standard three-letter abbreviations** are preferred for constellation names (e.g., Cep, UMa); for a full list, see the IAU website. Object names and acronyms are spelled out in full in titles.
- Use standard **abbreviations for SI** (e.g., m, km, mm) and natural units (e.g., au, pc, cm). If English units such as inches or pounds per square inch are used, metric equivalents should follow in parentheses.
- **Expressions of rate**, such as kilometers per second, ergs per meter, etc., are set as, for example, km s^{-1} , erg m^{-1} , not km/s, erg/m.
- **In tables, units** should be specified in column or row heads, or explained in a footnote to the table, not given with each individual value in the table body.
- Right ascension and declination in text and equations are given in the form: 3h25m8s.15, 90°26'14 5".
- **Dates** are written in the order: year, month, and day (e.g., 1996 January 1). In tables, use three-letter abbreviations for months, without a period. Universal time designations are written 22:37:48 UT (for hours, minutes, seconds).

- An **in-line equation** is used for particularly simple relationships which (i) do not need vertical space for integrals, fractions, etc., (ii) can be expressed without breaking the flow of the sentence, and (iii) will not be referenced again in the document.
- **Equations that are too complex** to be written as in-line equations should be “displayed,” which usually means the following:
 - The equation is centered between the left and right margins or aligned at a tab stop with some indent from the left margin.
 - Some vertical space is provided above and below the equation to set it apart from the text (Format|Paragraph|Spacing → “before” and “after”). The equation examples below each have 6pt vertical spaces above and below.
- One often has to **refer back to the important equations**. The standard way to do this is by referring to the equation number. Of course, in order to refer to an equation number, one must first number the equations. A consistent system of numbering equations must be adopted. Various options are:
 - Number equations as (1), (2), etc., starting in Chapter 1 (or at the first numbered equation) and continuing until the end of the last numbered equation in the document.
 - Incorporate the chapter number into the equation, as in (1.1), (2.3), (4.6), etc., which means the equation numbering goes back to 1 at the beginning of each chapter.
 - Use Roman numerals for chapter numbers, as in (I.1), (II.3), (IV.6) etc.

3 FIGURES AND TABLES

- Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 600 dpi for grayscale and 300 dpi for colour.
- Figures must be saved separate to text. Please do not embed figures in the manuscript file.
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- Tables and figures: Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied either at the end of the text or in a separate file. Ensure you have permission to use any figures you are reproducing from another source.

4 REFERENCE STYLE

The reference list and text citations should agree and be accurate. All text citations must appear in the reference list, and all entries listed in the reference list must be cited in the text.

Books

Newman, P. 2015. Book Title: The Subtitle. Abingdon: Routledge.

Oldman, J. J. 2015. Book Title. Abingdon: Routledge.

Newman, P. & Oldman, J. 2014. Book Title: The Subtitle. Abingdon: Routledge.

Newman, P., Pan, P. & Mary H. 2015. Book Title: The Subtitle. Abingdon: Routledge.

No author: Begin the bibliography entry with the title, and ignore “the”, “a” or “an” for the purposes of alphabetical order.

Organization as author: Comenius University in Bratislava. 2014. The Slovak Manual of Style. 1st ed. Slovakia: Comenius University in Bratislava Press.

Chapter

Parel, Duke. 2010. “Chapter Title.” In Book Title, edited by Duke Parel, 115–148. Abingdon: Routledge.

Edited

Wirth, P. (Ed.) 2012. Collected Style Manuals. Abingdon: Routledge.

Wirth, P. & Mores, J. (Eds.) 2011. Collected Style Manuals. Abingdon: Routledge.

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Wirth, P. R. 2014. Article Title: The Subtitle. *Journal Title in Full*. 10 (1): 20–30. doi:xxxxxxxxxx.

Perun, L.. 2015. Article Title in English. [In Slovak] *Journal Title in Full*. 10 (3): 10–24. doi:xxxxxxxxxx.

Wirth, P. R. & Khun, M. M. 2015. Article Title: The Subtitle. *Journal Title in Full*. 10 (1): 150–220. doi:xxxxxxxxxx.

Wirth, P. R., Newman, P. & Gray, A. J. 2012. Article Title: The Subtitle. *Journal Title in Full*. 10 (1): 26–35. doi:xxxxxxxxxx.

Proceedings

Wirth, P. 2012. Title of Paper. Paper presented at the annual meeting for the Society of XXXX, London, May 15–17.

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Submission fee for Journal of Acta Environmentalica Universitatis Comenianae (Bratislava) is 170 €.

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