
GUIDE FOR AUTHORS

These guidelines are prepared to provide the following information and suggestions to serve as a guide for future contributors. All papers will be submitted to external referees. The submission of a paper implies an undertaking by the author not to submit it simultaneously to other publications. The author is fully responsible for the originality, scientific quality and formal correctness of the paper. Original scientific papers are published in the English language. Scientific papers should not be longer than six standard pages (A4) including tables and figures. The journal does not have article processing charges (APCs) nor article submission charges.

PAPER STRUCTURE

Title. Short, brief, and concise information on the paper content.

Authors. The first names and surnames of all the authors who contributed to the paper preparation (separated by commas), followed by the workplace address at the next line. Academic degrees should not be forwarded.

Abstract. It is a short summary of the whole paper (as a single paragraph). It should clearly estimate the goals of research and bring a brief description of experiments, the main observations, results and conclusions. Provide an abstract of not more than 200 and not less than 100 words. It should be clear, without referring to the paper. Use complete sentences and limit the use of abbreviations. Repeating the paper title at the beginning of the abstract is not recommended. The subject of the paper should be given at the beginning; new facts, data, and methods should be presented herein.

Keywords. Up to a maximum of five key words starting with small letters should be listed at the end of the abstract.

Introduction. It should afford a review of related works and the information concerning the state of the research of relevant issues. Related references are recommended. The introduction should not be divided into subunits.

Material and Methods. All preliminary material, experiments conducted, their extent, conditions and course should be described in detail in this section. The section should consist of subunits describing equipment, methods, and procedures. It is necessary to provide readers with enough details of methods and equipment to enable the described procedure to be repeated. When methods are not original, adequate references are recommended. Statistical processing methods, including the software used, should also be listed in this section.

Results and Discussion. Results should be presented briefly in tables or figures. The author should confront partial results with data published by other authors, whose names and year of publication are to be cited by including them in the text directly (e.g. as published by Reicosky (2001); Galambošová and Rataj (2010) found...), or citing authors and years of publication in parentheses (Williams et al., 2012; Macák and Žitňák, 2010) separated by semicolons. Provide enough data to give reasons for conclusions. The same information should not be given in different forms (tables, graphs, text). In the discussion, there is necessary to emphasise the importance of findings and to compare the information obtained with existing knowledge, if possible. Tables and figures should be marked understandably; photographs, graphs, diagrams, maps, etc. should have a legend. Using TM and [®] with products is necessary.

Conclusion. It is necessary to mention briefly the most important results presented in the paper, the key points of following research and experimental work, and recommendations for utilisation in practice.

References. References should be written in accordance with the Standard ISO 690. References should be listed in alphabetical order according to the capitalised surname of the first author, without numbering the individual items. Only papers cited in the text must be included in the list of references.

Contact address. It should include the full name (including scientific degrees) of the corresponding author and co-authors, a complete official address of their workplace in English (as indicated on the website of the workplace), and the email address and telephone of the corresponding author.

ABBREVIATIONS AND UNITS

Acronyms and abbreviations should be used sparingly, in which case the full name should be written out the first time it occurs in the paper, followed by the abbreviation in parentheses. Abbreviations may be used on an ad hoc basis when necessary to save space, provided that they are explained in a footnote to the table or previously in the text. It is not advisable to use any abbreviations in the paper title or in the abstract.

The SI international system of measurement units should be used (the definitive SI website is available at: <http://www.bipm.org/>). Units should be indicated on each occurrence of numerical information and at the axes of all graphs.

The decimal marker is a point (0.5 m), while the thousand's separator is a comma (5,000). As a general rule, write low numbers (up to nine inclusive) in words and larger numbers (10 and above) in figures. For a series of numbers, any of which are over 10, use all digits.

- To express a unit of measurement, insert a thin space between the number and the unit (5 g; 20 ha).
- Abbreviate units only after a numeric value (24 h; several hours later; 2 days).
- Always use figures with units of measurement that are denoted by symbols or abbreviations (EUR 50 or fifty euros; 50 °C or fifty degrees Celsius).
- Use 'from 1990 to 1995' (not from 1990–95), or 'between 1990 and 1995' (not between 1990–95).
- In a series of measurements, indicate the unit at the end (3, 6, and 8 mm).
- **Per cent.** Note that per cent is normally written as two words in British English. Use per cent where the number is also spelled out in words (three per cent). With figures, use the per cent sign (%) preceded by a thin space (25 %).
- **Multiplication sign.** Change points used as a multiplication sign to '×' (2.5 . 10⁵ becomes 2.5 × 10⁵).
- **Degree sign.** The degree sign in temperatures should be preceded by a thin space (25 °C).
- **Technical tolerances.** Do not use ± to mean 'about' or 'approximately'. Use it only for technical tolerances.
- **Range indicated by a dash.** When a range is indicated by a dash (use an en dash), do not repeat the symbol or multiple if they do not change and close up the dash between the figures (10–50 °C). If the symbol or multiple changes, leave a blank space on either side of the dash (100 kW – 50 MW). When a range is written out, repeat symbols (between 10 °C and 50 °C; from 10 °C to 50 °C).
- **Time.** Use the 24-hour system in preference to the 12-hour system. When writing times, use a colon in preference to a point between hours and minutes, without adding hrs or o'clock (e.g. 11:30). For midnight either write the word midnight or use 24:00 (for periods ending then) or 00:00 (for periods starting then).
- **Time spans.** Use a closed-up en dash. For the second figure, you should not repeat the century if it is the same, but you should always include the decade (1990–95; 1995–2005; 2010–15). The century may be repeated in the first decade of a new century (2000–2005).
- **Dates.** Write out the month preceded by a simple figure for the day (e.g. 25 June 2012). Use all four digits when referring to specific years (i.e. 2012 not '12). However, in tables and figures, the month can be written as a number (25.6.2012).
- **Contractions.** In research and academic writing, it is always recommended to avoid contractions (e.g. aren't, don't, isn't). Contractions are common in informal text, but not in formal texts.
- **Use of e.g. and i.e.** Use a comma, colon, or dash before e.g. and i.e., but no comma after them.
- **Z. z. (abbreviation of Zbierka zákonov in titles of legislation).** Either omit in English (i.e. do not use Coll.) or use Z. z. or Zb. from the original language.

EQUATIONS

Number the equations consecutively, and refer to them in the text as Equation (1) or Eq. (1) (but not both formats in the same paper). Prepare equations in electronic form, using the equation editor in Microsoft Word. Each equation must be editable. For mathematical expressions that must be embedded in the text, use an equation editor only when you cannot create the expression using standard word-processing functions. For example, expressions such as ± 5 °C, and 5.5 × 10⁸ can be created in Microsoft Word using superscripting, subscripting, and symbols.

FIGURES

Captions are placed below figures (e.g. Figure 1 not Fig. 1). All graphs and photographs should be numbered continually according to the order in which they appear in the text, using Arabic numerals. Use a capital letter to refer to figures in the text (Figure 1, Fig. 1, but not both formats in the same paper). Figures should be prepared bearing in mind that they will be printed in black and white.

TABLES

Captions are placed above tables (e.g. Table 1 not Tab. 1). Tables are to be numbered with Arabic numerals in the order in which they are referred to in the text. Abbreviations or symbols used in tables must be explained either in the table title or as a footnote. Use a capital letter to refer to tables in the text (Table 1, Tab. 1, but not both formats in the same paper).

REFERENCES

Do not capitalise most words in titles (title case); use the same capitalisation rules as normal sentences (sentence case). A translation of the title into English may be supplied immediately after the original title. Page numbers are written without spaces, using an en dash (pp. 5–10); the total number of pages is indicated as e.g. 500 pp. When the author's name and the year of publication are cited in the text, the name of the author should be written in small letters. In the references, however, the author's name should be capitalised.

- **Et al.**: If you cite one author in the text, it should be 'Author1, year'. Two authors: 'Author1 and Author2, year'. Three or more authors: 'Author1 et al., year', where 'et al.' stands for 'et alii'. It does not have a period after 'et' and does have one after 'al'.

SAMPLE

FULL TITLE OF THE SUBMITTED MANUSCRIPT

Name SURNAME, Name SURNAME, Name SURNAME (without academic degrees)

Affiliation of authors

Abstract

Keywords: a maximum of five keywords in English separated by commas

Introduction

Material and Methods

Results and Discussion

Conclusion

Acknowledgments

References

Recommended reference style is based on the Slovak standard STN ISO 690 (01 0197), adopted international standard ISO 690: 2010 Documentation – Bibliographic references – Content, form and structure.

Citing reference in the text should be given in the Author-Date Style, e. g.:

Single author (Bandlerová, 2003)

Multiple authors (Mihina and Sauter, 2012)

Group or corporate author (Seventh Framework Programme, 2013)

List of references should be arranged alphabetically by authors last name.

Recommended style for references – structure and examples

Journal article

Structure

LAST, F(irst). - LAST, F(irst). - LAST, F(irst). Year Published. Article title. In JOURNAL NAME, *VOLUME*, issue, pp. page(s).

Citation example

ELIÁŠ, P. - GRULICH, V.- DÍTĚ, D., - SENKO, D. 2012. Distribution and ecology of *Carex Secalina* in the Czech Republic and Slovakia. In *Acta Societatis Botanicorum Poloniae*, vol. 81, no. 2, pp. 93-99.

Alternatively it is sufficient to give the first author and „et al.“ when there are more than three authors of document

Citation example

ELIÁŠ, P. et al. 2012. Distribution and ecology of *Carex Secalina* in the Czech Republic and Slovakia. In *Acta Societatis Botanicorum Poloniae*, vol. 81, no. 2, pp. 93-99.

Online article

Structure

LAST, F(irst). Year Published. Article title. In *Online Journal Name* [online], *VOLUME*, issue, pp. page(s). [Retrieved Year-Month-Day]. Retrieved from: DOI or URL

Citation example

TRNKA, A. - PROKOP, P. – GRIM, T. 2012. Uncovering Dangerous Cheats : How Do Avian Hosts Recognize Adult Brood Parasites? In *PLoS ONE*, vol. 7, no. 5. [Retrieved 2013-07-2]. Retrieved from: doi:10.1371/journal.pone.0037445

Citation example

ŠIMANSKÝ, V. – SZOMBATHOVÁ, N. 2011. Basal, potential and relative respiration with dependence on applied crop residues and biostimulators in Haplic Chernozems. In JOURNAL OF CENTRAL EUROPEAN AGRICULTURE [ONLINE], vol. 12, no. 4, pp. 702-715. [Retrieved 2013-03-21]. Retrieved from: <http://jcea.agr.hr/volumes.php?lang=en&search=Article%3A978>

Book

Structure

LAST, F(irst). Year Published. BOOK. City : Publisher. ISBN.

Citation example

CONNOLLY, S. - MUNRO, A. 1999. *Economics of the public sector*. Harlow : FT Prentice Hall. ISBN 978-0-13-096641-4.

Online book

Structure

LAST, F(first). Year Published. BOOK [online]. City : Publisher. ISBN. [Retrieved Year-Month-Day]. Retrieved from: DOI or URL

Citation example

USHER, J. A. 2002. *EC Agricultural Law* [online]. 2nd ed. <http://ukcatalogue.oup.com/product/9780198268826.do> Oxford : European Union Law Library. ISBN 978-0-19-826882-6. [Retrieved 2013-07-2]. Retrieved from: http://books.google.sk/books?id=EtqV0XgU2M8C&printsec=frontcover&dq=agricultural+law&hl=sk&sa=X&ei=0nrNUcyJLMT1sgadt4CAAw&redir_esc=y

Book chapter, anthology section

Structure

LAST, F(first). Year Published. Chapter / Section Title. In LAST, F(first). BOOK/ANTHOLOGY. City: Publisher, pp. page(s). ISBN.

Citation example

PIGGOTT, J. R. - MACLEOD, S. - DEWAR, J. 2010. Sensory quality control of distilled beverages. In KILCAST, D. *Sensory analysis for food and beverage quality control*. Oxford : Woodhead Publishing, pp. 262-273. ISBN 978-1-84569-476-0.

CONFERENCE PROCEEDINGS ARTICLE

Structure

LAST, F(first). Year Published. Article title. In CONFERENCE PROCEEDINGSTITLE : SUBTITLE IF NECESSARY. City : Publisher, pp. page(s). ISBN.

Citation example

LAZORČÁKOVÁ, E. - ZENTKOVÁ, I. 2011. Globalization and the Slovak wine market. In *Economics of Agriculture and Environmental Sciences in the Context of Globalization and Regional Challenges*. Kyjiv : National Academy of Sciences of Ukraine, pp. 294-301. ISBN 978-966-97188-3-9.

CONFERENCE PROCEEDINGS ARTICLE ONLINE

Structure

LAST, F(first). Article title. In CONFERENCE PROCEEDINGS : SUBTITLE IF NECESSARY [online]. City: Publisher, pp. page(s). ISBN. [Retrieved Year-Month-Day]. Retrieved from: DOI or URL

Citation example

RUSIRAWAN, D. - FARKAS, I. 2011. Exergetic analysis of photovoltaic modules based on photonic energy. In *PRAE 2011 : proceedings of scientific works*. Nitra : Slovak University of Agriculture, p. 119-124. ISBN 978-80-552-0662-2. [Retrieved 2013-07-2]. Retrieved from: http://www.slpk.sk/eldo/2012/zborniky/004-12/Rusirawan_proceeding.pdf

TECHNICAL STANDARD

Structure

Standard heading: Year Published. *Standard title*

Citation example

ISO 7144: 1986. *Documentation - Presentation of theses and similar documents*.

Legislative documents, acts

Structure

Country. Act number and title.

Citation example

Slovak Republic. Act No. 618/2003 Col. on Copyright and Rights Related to Copyright, as amended.