PAPER TITLE [Style Title]

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Abstract [Style Subsection]

Dear authors, this template will assist you in formatting your paper. Please, copy it on your computer and insert the text keeping the format and styles indicated. The various components of your paper (title, abstract, keywords, sections, text, etc.) are already defined on the style sheet, as illustrated by the portions given in this document. [Style Abstract Text]

**Keywords:** Innovation, technology, research projects, etc. [Style Paragraph & Character Style Keywords]

SECTION [Style Section]

There isn’t a page limitation but keep in mind your readers. All pages size should be A4 (21×29.7 cm). The top, bottom, right, and left margins should be 2.5 cm. All the text must be in one column and Calibri font, including figures and tables, with single-spaced 10-point interline spacing. [Style Paragraph]

Subsection [Style Subsection]

The text included in the sections or subsections must begin six points after the section or subsection title. Do not use hard tabs and limit the use of hard returns to one return at the end of a paragraph. Please, do not number the sections and subsections. Use the prepared styles in the template, they form the layout automatically (see Tab. 1).

Guidelines for Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

Guidelines for Figures and Tables

Tables, figures, and graphics should be centered, numbered and accompanied by a legend. Figure captions should be below figures; table heads should appear above tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

Guidelines for Headers, Footers, Page numbers and Footnotes

Please, do not change headers, footers and pagination anywhere in the paper. Consider the necessity of footnotes usage [Calibri, 8 point].

Guidelines for References

The list of the references should be given at the end of the paper. References are numbered in brackets by alphabetic order (e.g. [1], [2], [3]). The same reference can be cited more than once in the text with the same reference number. Quote in accordance with APA citation standard (American Psychological Association, 2010).

SECTIONs and Subsections

Use as many sections and subsections as you need (e.g. Introduction, Methodology, Results, Conclusion, etc.) and end the paper with the list of references.

References [Style Subsection]

1. All References [Style List of References & Character Style Italic]
2. American Psychological Association. (2010). Publication Manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association.
3. Einstein, A. (1916). General Theory of Relativity. *Annalen der Physik, 49*(7), pp. 769-822.
4. Kroufek, R., Janovec, J. & Chytrý, V. (2016). Online Journal of Primary and Preschool Education [Online]. Retrieved February 17, 2016, from http://ojppe.eu.

Tab. 1 The Major Used Styles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paper Text** | **Style Name** | **Font Name, Font Style (Colour)** | **Character Size/ Line Spacing Before/After** | **Alignment** |
| Paper Title | **Title** | Calibri Light, Bold | 24/0/10 | left |
| Paragraph | Paragraph | Calibri, Normal | 10/0/10 | justified |
| Abstract | *Abstract text* | Calibri, Italic | 10/0/10 | justified |
| Section | Section | Calibri, Bold (#BC005C) | 14/0/6 | left |
| Subsection | Subsection | Calibri, Bold (#BC005C) | 12/0/6 | left |
| Figures & Tables | ***Fig*** | Calibri, Bold Italic | 10/0/10 | centered |
| References | [1] List of References | Calibri, Normal | 10/0/10 | justified |