

CHARACTERISTICS OF JOURNAL AND INSTRUCTIONS TO AUTHORS

1 CHARACTERISTICS OF THE JOURNAL

The journal *Auspicia* is an independent, reviewed, non-impact scholarly journal dealing with social sciences.

It is based on the **five following principles**:

- regular and strict review process;
- internationality;
- openness;
- selectiveness;
- continuous quality improvement.

It deals mainly with the **management sphere and the administration** (the EU, state administration and self administration); secondarily it concerns **other social-science questions**.

It has been published since 2004 by the College of European and Regional Studies (VŠERS). The journal is published four times a year. It is a well-established and renowned journal. PhDr. Jan Gregor, Ph.D. has been its editor-in-chief since 1st January 2008.

700 scientific contributions and reviews have been published dealing with the function of state administration and self administration, the EU, safety etc. in 26 issues. All issues, the members of the editorial board and further information are available at http://vsers.cz/?page_id=729.

Original scholarly and professional papers are published in the journal. Therefore only contributions that have not been published before and have not been accepted to be published in another journal can be submitted. All authors are requested to submit a proclamation confirming that.

The content of the journal is structured as follows: first, there are contributions dealing with **public administration, management and administration** including the sphere of European integration, then there are contributions dealing with **safety**. This basic structure is completed with **selected contributions from other humanities** such as linguistics, history, social politics and so on. The fourth part of the journal is aimed at **reviews** and the fifth part is called

miscellaneous where readers can find informative texts, reports from conferences and scientific or professional events there as well as annotations, notes on notable scholars' jubilees etc.

Articles can be published **in six languages** (Czech, Slovak, English, German, Russian and Polish). All articles must be structured and formatted in one way (see below instructions for authors). **IF NOT RESPECTING EDITORIAL INSTRUCTIONS, CONTRIBUTIONS ARE SENT BACK TO THEIR AUTHORS TO BE COMPLETED AND FORMATTED.** The first as well as the second **corrections** of all contributions are made by editorial staff. Authors and reviewers have the opportunity to express their opinions to the corrections (reviewers can also see how the authors took into account the recommended make-ups).

All delivered contributions are remitted to **independent, anonymous, objective, secret but at the same time transparent review process.** Two external opponents are given anonymous texts and fill in a review report. Thus the peers reviewing the contribution will not know who the author of the submitted paper is (they can learn it only after it is published in the journal) and they are never informed on that officially. In the same way, the authors never learn who reviewed their articles. Chosen reviewer comes always from another workplace and most of the time from another town, too (or from another country) and does not usually contribute to the journal. The reviewers are compensated with 300 CZK (which is sent to their bank accounts after signing the service contract at the end of the year). The authors of published contributions are rewarded with the author's copies containing their articles. Such a professionally supported review process relates to all parameters of quality reviewed (and impact) journals.

2 INSTRUCTIONS TO THE AUTHORS

The contributions can be sent to the editorial office **all year round**.

Deadlines:

- **1st issue** – 1st October
- **2nd issue** – 1st January
- **3rd issue** – 1st April
- **4th issue** – 1st July

Publishing dates:

- **1st issue** – 1st March
- **2nd issue** – 1st June
- **3rd issue** – 1st September
- **4th issue** – 1st December

Manuscripts please send to this address:

College of European and Regional Studies, o.p.s., Žižkova 4/6, 370 01 České Budějovice, e-mail: auspicia@vsers.eu, subject: Auspicia, tel.: 00420 386 116 837.

The authors of the papers (contributions) are to pay the amount of **1,600 CZK** for the expenses connected with the publishing the scholarly contributions of 8 standard pages at maximum (*or the amount increased by 200,- CZK per every other standard page*), or the appropriate amount in EUR in accordance with the current exchange rate in sections 1–3. They are to do this by the closing of a certain volume (i.e. before the review process) either by means of the payment order transferred to the publisher's bank account No. 7000012206/8040, Oberbank České Budějovice, IBAN: CZ83 8040 0000 0070 0001 2206, BIC: OBKL CZ2X (foreign payors pay the transfer charge by themselves), or they can pay it by cash at the economic department of College of European and Regional Studies. Registration numbers of authors' workplaces are variable symbols then, the specific symbol is a code of the following digits: 12342015. The information for payee involves the name of author / authors and workplace.

STRUCTURE OF CONTRIBUTIONS

Structure and formatting follow a formal structure according to the rules of scholarly works. The authors should follow the template made especially to suit this and write their contributions into it. The template can be downloaded at http://vsers.cz/?page_id=729.

Title (the title of the article) in Czech (Slovak, English, German, Russian, Polish) and

English – a brief, concise phrasing giving the information on the content of the article (up to 10 words). It is necessary to use capital letters and to start writing at the left margin. First, there is the title of the work in Czech (Slovak, German, Russian) and then in English.

The name of the author (or authors) of the article is stated without academic degree in the following form: first name, surname, e. g. Josef NOVÁK. The surname can be stated with an index if necessary.

Abstract in Czech (Slovak). It clearly determines the aim and the methods of the research and it briefly describes tests, surveys, results and conclusions, i. e. in 100–200 words, app. 15–20 lines (Word – Options – Tools – Number of Words). The title of the article is not repeated, and well-known generalities are not stated.

Key words in Czech (Slovak) should not exceed by five in number, and they are ranged from the general ones to the more concrete ones, a dash is used to sort them.

Abstract first in English (German, Russian). There are the same rules as for the Czech (Slovak) abstract.

Key words in English (German, Russian). The same rules apply as for the key words in Czech (Slovak).

Introduction – it concerns the information necessary for understanding the topic, a short statement giving reasons why the article was written as well as a brief description of a problem. It is possible to add quotations of the authors relating to the article, especially the most recent ones. It is highly recommended to avoid giving comprehensive historical information.

Material and methodology – it enables repeating procedures mentioned above. A description of methodology in detail is stated when it is original otherwise it is sufficient to quote the author of the method and present possible variations. The way of data gathering which the article is based on is described briefly.

Results – it involves factual findings, briefly stating the results, findings and observed effects. Graphs are strongly recommended to be used besides tables. A graph should not be a copy of a table, it should depict new findings. Tables should sum up results of statistical evaluation (not every single measure). The description of results should involve factual findings rather than the conclusions or deductions of the author.

Discussion – it assesses the acquired results and compares them to literary data, and it makes statements and discusses any drawbacks. It compares them to previously published data. If it is needed according to the character of the article, the description of the results and the discussion can be made as one termed „Results and Discussion“. If the authors consider it useful, they can add the conclusion to the discussion.

Conclusion – it involves basic information on materials and methodology having been used, it emphasises new and significant effects, including uncritical information selection from essential content of the article, including statistical data. It is not only a description of the article. It should be written in whole sentence exposition and it should not exceed 10 lines.

Following the author’s consideration, there may be a place for acknowledgments here.

Literature used and information sources – only such sources that the article is based on are stated. The form of statement must comply with current standards.

Listing the titles of sources – alphabetically according to surnames of the (first) author.

Citing an issue involves:

1st **surname** of the author in capitals /comma, space/ initial of **first name** of the author /dot, space/;

2nd in brackets, the **year** of publishing, brackets closed /colon, space/;

3rd full **title** in italics /dot, space/;

4th **place** of publishing /colon, space/;

5th **name** of the publisher /dot/.

Example of stating an issue (monography, textbook etc.):

LATTIMORE, O. (1962): *Inner Asian Frontiers of China*. Boston: Beacon Press.

Citing an article excerpted from a magazine involves:

1st **surname** of the author in capitals /comma, space/ initial of **first name** of the author /dot, space/;

2nd in brackets, the **year** of publishing, brackets closed /colon, space/;

3rd full **title** of the article /dot, space/;

4th **title** of the magazine in italics or its common abbreviation /comma, space/;

5th number of the **volume** /comma, space/;

- 6th number of the **copy** /dot, space/ + sequence number /comma, space/;
- 7th **page** abbreviation with a dot („s.“ for Czech, „pp.“ for English, „S.“ for German, „c.“ for Russian etc.), /space/;
- 8th the first and the last **page** of the excerpted article (with a dash between them, not a hyphen, without space /dot/).

An example of stating an excerpted article:

ŠTÍCHA, F. (1990): K syntakticko-sémantické konkurenci aktivních konstrukcí. *Slovo a slovesnost*, 42, č. 3, s. 183–192.

Citing an article excerpted from proceedings involves:

- 1st **surname** of the author in capitals /comma, space/ initial of **first name** of the author /dot, space/;
- 2nd in brackets, the **year** of publishing, brackets closed /colon, space/;
- 3rd full **title** of the article /dot, space/;
- 4th „**In**“ /colon, space/;
- 5th **editor/editors** of the proceedings + „(eds.)“ /comma, space/;
- 6th **title** of the proceedings in italics /dot, space/;
- 7th **place** of publishing /colon, space/;
- 8th **name** of the publisher /comma, space/.
- 9th **page** abbreviation with a dot („s.“ for Czech, „pp.“ for English, „S.“ for German, „c.“ for Russian etc.), /space/;
- 10th the first and the last **page** of the excerpted article (with a dash between them, not a hyphen, without space /dot/).

Example of stating an article excerpted from proceedings / a collective monography:

JANČÁK, P. (1997b): Mluva v severozápadočeském pohraničí. In: F. Daneš – J. Bachmannová – S. Čmejrková – M. Krčmová (eds.), *Český jazyk na přelomu tisíciletí*. Praha: Academia, s. 239–249.

Citing an article or another kind of a contribution in electronic form:

Examples:

VŠETEČKA, R. (2008): *Český internet má rekord. Používá jej více než 6 milionů lidí*. [online]. Praha: iDNES [cit. 25. 5. 2008]. Dostupný z http://technet.idnes.cz/cesky-internet-ma-rekord-pouziva-jej-vice-nez-6-milionu-lidi-p4l-sw_internet.asp?c=A080226_105146_sw_internet_vse.

KUBROVÁ, R.: *Nástroj online marketingu. Ikaros* [online]. 1998, č. 6 [cit. 25. 5. 2008]. Dostupný z <http://technet.idnes.cz>.

Textual references to literature used or information sources after the text, the work with inverted commas – it is necessary to state the initial of a first name before a surname; literary

references stated after the article are cited in the text in round brackets (just right after the surname of the quoted author) but they can also be cited in square brackets (it is just a number identical with the number of the appropriate item in the list).

Examples:

J. Novák (2008) concludes that... (paraphrases do not have to be accompanied with the number of the page)

J. Novák (2008: 135) emphasizes that „*an exact quotation must be accompanied with the number of the page*“.

J. Novák (2008: 135) stresses: „*An exact quotation must be accompanied with the number of the page.*“

„*An exact quotation must be accompanied with the number of the page*“ (Novák 2008: 135).

„*An exact quotation,*“ J. Novák says (2008: 135), „*must be accompanied with the number of the page.*“

N. F. Alefírenko (Алефíренко 2005: 35) отмечает, что «...».

...Erasmus Mundus programme particularly [5].

Address (a contact address after the article) – it is stated as a last item in the contribution.

It contains the following:

- 1st line: academic degree(s) + first name + surname + academic degree(s);
- 2nd line: department / institute
- 3rd line: faculty
- 4th line: university / college
- 5th line: street + No, postcode + town / city (address of a workplace or a place of living)
- 6th line: country
- 7th line: e-mail

Example:

ADDRESS & ©

prof. Ing. Jan NOVÁK, CSc.
The Institute of Management
Faculty of Business and Economics
Mendel University
Zemědělská 1, 613 00 Brno
Czech Republic
novak@mendelu.cz

Please follow these instructions in writing the **title of the review** (everything in bold, Times New Roman, size 14):

1st **first name** of the author /space/ in capitals **surname** of the author /colon, space/;

2nd full **title** of a reviewed work in italics /dot, space/;

3rd **place** of publishing /colon, space/;

4th **name** of a publisher /comma, space/;

5th **year** of publishing /comma, space/;

6th number of **pages** /comma, space/;

7th **ISBN** /dot/.

An example of writing a title of a review:

Patrik MITTER: *Compound hybrid nouns with the first component of a foreign origin in current Czech.* Ústí nad Labem: The University of J. E. Purkyně in Ústí nad Labem, 2003, 190 pp., ISBN 80-7044-554-8.

Reviewers' contacts are stated in the same way as authors' contacts.

How to cite an article published in *Auspicia* in lists of literature?

Example:

NOVÁK, J. (2008): The Development of Czech Current Economics. *Auspicia*, 5, No 1, pp. 10–15.

PREPARATION OF THE MANUSCRIPT

The way of recording a text is as follows:

Extent: 8 pages maximum

Electronic version: **.doc(x)** via e-mail of editor's office (see above)

Follow these instructions how to type a text:

Font size: 12 pts, line spacing 1,5, A4 format, margins 2,5 cm.

Do not space the paragraphs, but use just the Enter key to distinguish them.

Do not type the numbers of pages.

Do not space the crossheadings.

The titles of chapters as well as crossheadings should be written in normal letters.

Names should be written in full.

Do not underline the titles or any other parts of the text that should be stressed.

Photographs, Illustrations, Logos:

There must be a reference to the photograph in the main text above.

Tables:

Every table must be referred to in the main text above it.

Final statement:

Every author is responsible for the linguistic and grammar correctness of their contribution.

Manuscripts are submitted to the reviewers in through the editor's own discretion.

Contributions which are not in compliance with the format requirements stated above

or which are in conflict with the ethic publishing rules will not be accepted.

From Czech language translated by Christopher Erwin Koy.