

Instructions for writing an abstract

Abstract write in **English**.

Due to the formatting of the document, the abstract must be one A4 page.

Use the MS WORD text editor.

The abstract should summarize the content of the article ("Article deals with..."), the methods and approaches used or indicate the results achieved. Not an introduction to the issue.

Write the keywords below the text of the abstract - again in English..

On the last line at the end of the extended abstract, indicate the so-called JEL classification.. Which means the classification of the article according to the standard American Economic Association – **Journal of Economic Literature** – (JEL) Classification System.

Place the article in the classification group according to the program and its topic. Specific groups can be found at – http://www.aeaweb.org/jel/jel_class_system.php

JEL Classification: M15, O15. (The specific classification mentioned here is by way of example only.)

Name the abstract file with the name of the program you are studying and your last name. E.g A_INF_NOVAK_ABSTRAKT.docx and send it to the e-mail tereza.krajickova@vse.cz of the study assistant to Mrs. Tereza Krajičková.

Specific formatting instructions are provided on the next page. This additional page can also be used as a template for writing a paper. Already contains specific created styles.

The title of contribution

Jan Novák

novak@vse.cz

Doctoral of program

Assistatnt: full name and titles of assistatnt, (e-mail address of assistatnt)

Page size and margins: The page size is standard A4, margins at the top 2.5 cm, bottom 2 cm, left 2 cm, right 2 cm, at the spine 0 cm. The head and foot are 1.25 cm from the edge.

Text line spacing: simple.

Use_ DD Name of contribution style for **the contribution name**. So the font Ariel, size 16, bold, spaces before the title 12 points, after the title 3 points, aligned to the center of the paragraph. If the name is longer than one line, then use manual line breaks – Shift + Enter.

Author Name: Use DD_Name of author style. Ariel font, size 12, spaces before 12 points, for 0 points, align to the center of the paragraph.

Author Contact: Use DD_e mail of author style. Ariel font, size 10, spaces before 3 points, after 0 points, align to the center of the paragraph.

Author Field: Use DD_field of author style. Ariel font, size 12, spaces before 6 points, for 0 points, align to the center of the paragraph.

Abstract: Use DD_paragraph style. Times New Roman font, size 10. Align the paragraphs to the block. Set the space between paragraphs before the paragraph 6 points, after the paragraph 0 points.

Keywords: Times New Roman font, size 11, use DD_abstract_key style.

JEL Classification: use the DD_paragraph style.