ACC JOURNAL Year, Volume --, Issue - DOI: will be inserted by the journal editor.

Heading of the Article

Name and surname of the first author without academic titles

\* Name and surname of the second author without academic titles

Institution (university, company name) of the first author

Faculty of the first author

Department of the first author

Street and house number, Postal code, Town, Country of the first author

ORCID ID: orcid.org/0000-…….. (Each author must provide ORCID ID, for details see https://orcid.org/signin)

email of the first author

\* Institution (university, company name) of the second author

Faculty of the second author

Department of the second author

Street and house number, Postal code, Town, Country of the second author

ORCID ID: orcid.org/0000-……..

email of the second author

Abstract

The abstract should be written in the same language as the article and should be a maximum of 800 characters including spaces long. It should include the primary goal of the article, methods and data used, primary findings, and a brief conclusion.

Keywords

Keyword 1; Keyword 2; Keyword 3; Keyword 4.

Provide a list of 4 to 6 keywords characterizing the content of your article. The keywords should be in American English regardless of the language of the article.

Size of the Article

The maximum length of the article is 15 pages, including figures, tables and the section “References”, and excluding the final page with abstracts.

Article Language Level

The article should be written in good, readable American English, which is the responsibility of the author/s. An unsatisfactory level of English language can be a reason for the refusal to accept an article for review by the journal editorial office.

Text Formatting Styles

The text of all sections from “Abstract” to “Acknowledgements” should be in the style “ACC Text”.

The style of headings “Abstract”, “Keywords”, “Introduction”, “Conclusion”, “Acknowledgements”, and “References” is “ACC Heading Level 1” with its automatic number turned off by clicking the Numbering button in the Paragraph group on the Home tab of the MS Word application.

The text of the sections in between the sections “Introduction” and “Conclusion” may contain subsections:

1. Section Heading of Level 1
   1. Subsection Heading of Level 2
      1. Subsection Heading of Level 3

The other styles that should be used for the other parts of the text can be seen after clicking the Styles dialog box launcher in the Styles group on the Home tab. The names of all these styles begin with “ACC”.

Research article should include sections “Introduction”, “Literature review”, “Methodology”, “Results”, “Discussion”, and “Conclusion”. Sections “Literature review”, “Methodology”, “Results”, and “Discussion” are not compulsory for book review and essay.

Introduction

The title of the section “Introduction” should not be numbered. The text of the Introduction should not contain subsections. The Introduction must include:

* a rationalization for the choice of research topic,
* a definition of the research gap,
* a presentation of the primary goal of the article,
* a brief information on methods used,
* a summary of the content of each section in the last paragraph.

1. Literature Review

It is obligatory to cite in the article at least 5 literary sources not older than 3 years, which are registered in scientific databases Web of Science or Scopus (not applicable for book review and essay).

The Literature review must include the following:

* a summary of the previous studies and their main results,
* the Author/s position among the previous studies,
* definitions of the key terms and concepts,
* different points of view from the literature on the investigated topic.

In-Text Citations

The ACC journal uses the latest version of the APA citation style (https://apastyle.apa.org) that refers to the works of authors by name and year of publication. For citations of up to two authors in the text of the article, all authors’ names should be listed (Pelloneová & Žižka, 2019). For three or more authors, the first author’s name followed by “et al.” (Pavelka et al., 2014).

Guidelines on Preparing Tables, Figures, and Formulas

Each table, figure and formula (equitation) should be referenced in the text of the article, e.g. Table 1 contains …, the graph in Figure 1 shows …, equation (1) given in (author, year) relates the Cartesian coordinates of two points **p** and **q** in *n*-dimensional space.

Tables, figures and equations should be aligned “In line with text” (Styl obtékání: „Rovnoběžně s textem“) and should not exceed the page margins.

Tables

1. Table Title

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Source: Own or reference to the number of literature in square brackets

To prevent the table from splitting over 2 pages select all its lines and click the Paragraph dialog box launcher in the Paragraph group on the Home tab, click the “Line and Page Breaks” tab, and check the option “Keep with next”.

Figures

Figures are graphics objects, e.g., Excel graph (which should always be in vector format), bitmap drawing or screenshot, vector shape, or photograph.

A figure should be aligned “In line with text”, so that it forms a paragraph.

Select the paragraph with the graphics object and give it the style “ACC Figure”.

Source: Own or reference to the number of literature in square brackets

1. Figure Title

Figure source and figure title should not be grouped with the figure as they form separate paragraphs of text in the styles “ACC Figure Source” and “ACC Figure Title” respectively.

Figures composed of several objects should be grouped into a single object. It is possible to select more than a single object by holding down the Shift or Ctrl key and clicking the objects only when these objects are NOT aligned “In line with text”. Only the final grouped figure should be set to this alignment.

Formulas

Formulas (equations) must be written in MS Word. The dialog for entering preformatted or new formulas becomes available by clicking the arrow next to Equation in the Symbols group on the Insert tab (Microsoft, 2014). After creating the formula the following steps should be done:

1. Select the paragraph with the formula and give it the style “ACC Formula”.
2. Insert a single tab character after the formula and copy this tab character into the clipboard.
3. Position the cursor at the end of the line preceding the formula and press the “→” arrow key. The cursor should appear in front of the formula where you should insert the tab character from the clipboard.
4. Then insert a number of the formula in parentheses after the second tab character to the end of the line with the formula.

 (1)

1. Methodology

The section Methodology is obligatory for articles and not required for book reviews and essays. It should provide the information about:

* the research methods chosen and the reasons for their selection,
* research questions and statistical hypotheses (if applicable),
* timing and methods of data collection,
* sample size and criteria for selecting respondents (if applicable),
* the methods chosen for data processing.

1. Results

The section “Results” should be focused on detailed interpretation and presentation of the main findings of the article.

1. Discussion

The section Discussion must include the following:

* assessment and critique the main findings,
* comparing of findings with the results of other authors,
* limitations of the study.

Conclusion

The title of the section “Conclusion” should not be numbered. The text of the “Conclusion” should not contain subsections. The Conclusion must include:

* a general summary of the article results,
* directions for future research,
* suggestions and recommendations for practice (if applicable).

Acknowledgements

Name grants supporting the reported research and people who you want to express your gratitude for assistance in creating the article. This section is not compulsory.

References

References have to be listed alphabetically by surname of an author and formatted in the style “ACC References”.

Authors submitting an article to the editorial office of the ACC Journal are highly recommended to use automated citation managers, such as EndNote, Mendeley, or Zotero. The required citation style is the latest version of the APA. Examples of different kinds of literature in APA style are given in (American Psychological Association, 2024).

All the literary sources cited in References must be associated with in-text citations (and vice-versa). If a source has a DOI identifier, it must be included in the list of references. If the monography, book, or conference proceedings do not have a DOI (or other persistent identifiers like Handle, AKR, PURL, URN), their ISBN should be added. If the journal does not have a DOI or other persistent identifiers, ISSN should be added instead of it.

Examples of references are available below.

* **Book:**

Vysekalová, J., Komárková, R., Herzmann, J., & Herink, O. (2023). *Psychologie reklamy* (5th ed.). Grada Publishing. ISBN 978-80-271-3654-4.

* **Chapter in edited book or conference proceedings:**

Pelloneová, N., & Žižka, M. (2019). Sources of financing of cluster organizations in the Czech Republic. In P. Madzík (Ed.), *Conference Proceedings from International Scientific Conference „The Poprad Economic and Management Forum 2019“* (pp. 30–41). VERBUM, Catholic University in Ružomberok. ISBN 978-80-561-0671-6.

* **Dissertation or habilitation thesis (Bachelor and Master theses cannot be cited):**

Mazurchenko, A. (2023). *Vliv digitalizace na řízení lidských zdrojů*. [Doctoral dissertation, Technical University of Liberec]. DSpace TUL. https://dspace.tul.cz/server/api/core/bitstreams/85dd5178-b7a8-4204-899e-2e099adfc08b/content

* **Lecture notes:**

Nouza, J., Matějů, L., Červa, P., Žďánský, J. (2023). Developing State-of-the-Art End-to-End ASR for Norwegian. In Ekštein, K., Pártl, F., Konopík, M. (Eds.), *Text, Speech, and Dialogue. TSD 2023. Lecture Notes in Computer Science, vol. 14102*. (pp. 200–213) Springer, Cham. https://doi.org/10.1007/978-3-031-40498-6\_18

* **Periodicals:**

Pavelka, T., Skála, M., & Čadil, J. (2014). Selected issues of the minimum wage in the Czech Republic. *E+M Ekonomie a Management, 17*(4), 30–45. https://doi.org/10.15240/tul/001/2014-4-003

* **Web sites and URLs:**

American Psychological Association. (2024) *APA Style Reference Examples*. https://apastyle.apa.org/style-grammar-guidelines/references/examples

Microsoft. (2014). *Write an equation or formula*. https://support.office.microsoft.com/en-us/article/write-an-equation-or-formula-1d01cabc-ceb1-458d-bc70-7f9737722702

Names of the authors one after another in a single line including their academic titles

Nadpis článku v českém nebo slovenském jazyce

Abstrakt článku v českém nebo slovenském jazyce maximálně na 800 znaků včetně mezer.

Jestliže je článek v českém nebo slovenském jazyce, uveďte na toto místo nadpis článku a jeho abstrakt v anglickém jazyce.

Titel des Artikels in Deutsch

Abstrakt in der deutschen Sprache (maximal 800 Zeichen inklusive Leerzeichen).

Ist der Artikel in deutscher Sprache verfasst, sind Titel und Abstrakt an dieser Stelle in englischer Sprache anzuführen.

Nagłówek artykułu w języku polskim

Streszczenie artykułu w języku polskim nie powinno przekraczać 800 znaków ze spacjami.

Jeżeli artykuł napisany jest w języku polskim, należy w tym miejscu umieścić tytuł artykułu i jego streszczenie w języku angielskim.