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

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

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

email of the second author

Abstract

The abstract should be written in the same language which is the language of the article, and it should be 8 to 12 lines long.

Introduction

Each article must have a chapter called “Introduction” which is not numbered. The text of the Introduction should not contain subchapters.

1. Chapter Heading of Level 1
   1. Chapter Heading of Level 2
      1. Chapter Heading of Level 3

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

The style of headings “Abstract”, “Introduction”, “Conclusion”, “Acknowledgements”, and “Literature” 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 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”.

1. Tables, Figures, and Formulas

The following three subchapters contain guidelines about tables, figures, and formulas (equations). Each of these objects should be referenced from the text, e.g. Table 1 contains …, the graph in Figure 1 shows …, equation (1) given in [1] relates the Cartesian coordinates of two points **p** and **q** in *n*-dimensional space and their Euclidean distance.

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

* 1. Tables

1. Table Title

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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”.

* 1. 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.

* 1. 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 [2]. 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. Citations

References in chapter “Literature” are numbered consecutively in order of appearance in the text. In the text they are identified by Arabic numerals in square brackets. Reference [1] is in the form that should be used when citing Wikipedia, references [2] and [3] are the examples of citing an online document, [4] refers to a book, [5] refers to a conference paper in print proceedings, and [6] refers to a journal article. Whenever a cited document has a DOI, it must be stated in the references instead of the year, volume, issue, pages, and ISSN, see [7].

Conclusion

Each article must have a chapter called “Conclusion” which is not numbered. The text of the Conclusion should not contain subchapters.

Acknowledgements

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

Literature

1. Euclidean distance. In: *Wikipedia*. [encyclopedia online]. Wikimedia Foundation Inc., updated 11 February 2015, at 19:50. [accessed 2015-02-18]. Available from WWW: <http://en.wikipedia.org/wiki/Euclidean_distance>
2. MICROSOFT: *Write, insert, or change an equation*. [online]. 2014. [accessed 2015-02-18]. Available from WWW: <https://support.office.microsoft.com/en-us/article/Write-insert-or-change-an-equation-1d01cabc-ceb1-458d-bc70-7f9737722702?CTT=1>
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*The overall length of the content of the paper must not exceed 10 pages.*

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

Nadpis příspěvku v českém jazyce

Abstrakt příspěvku v českém jazyce na 8 – 12 řádků

Titel des Artikels in Deutsch

Abstrakt in der deutschen Sprache (8 – 12 Zeilen)

Nagłówek artykułu w języku polskim

Streszczenie artykułu w języku polskim na 8 – 12 linijek