Template for writing contributions – collection of contributions

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This template describes important formal regulations regarding writing contributions into the collection of the EVM conference. Formal editing of the contributions is directed only by this template and the pre-defined styles of formatting. The language of the contribution is either Czech, Slovak or English with a secondary description (CZ-EN, SK-EN; EN-CZ, SK-EN). All the text should be in a single column. Authors‘ names are in the following format- First name and surname of all the authors on a line. Addresses, including email addresses, should be included on the second and any subsequent lines. The abstract is the introduction into the problematics, and it is written in the language of the article ranging between 8 to 12 lines. The key words section should not exceed five words. The font of the whole text is Times New Roman, and this also concerns descriptions in the figures, tables, and graphs. The formatting of the borders is set by this template. The length of a single contribution is between four to eight pages and should be an even number of pages. Figures, tables, and graphs are to be placed directly underneath the text of the article so that their size is only 8 or 17 cm with text wrapping above and under as well. It is not allowed to describe inserted figures and graphs additionally in Word- the inserted figure or graph should be fully processed beforehand. Figures, tables, and graphs have to be placed only on a single line- there should not be 2 figures, tables, or graphs next to one another (one line = one figure).

**Key words:** figures, equations, machinery technology, template, tables

1. Steps for editing the formatting of the contribution

* Open this template and remove all the text (CTRL+A ; Delete),
* Paste the text of your contribution into this template or type the contribution directly into the template,
* Format all the text according to the buttons of the predefined styles of formatting, see fig. 1.

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| Obr. 1 Tlačítka předdefinovaného formátování textu Fig. 1 Format styles buttons |

1. Figures, tables, graphs, and equations

* Figures, tables, and graphs are placed directly into the text and are only allowed to be of the width of 8 or 17 cm per line,
* All the descriptions in figures or graphs should not be additionally typed in Word,
* Descriptions are always bilingual and in the following form – *Fig. 1 Xxxx, Tab. 1 Xxxx, Graph 1 Xxxx, see fig. 1,*
* Description of the figures and graphs is underneath the figures, whereas with tables the description is placed above the table,
* Equations are only inserted through the Editor of equations 3.0 (Insert – Object – Equation editor 3.0) with the central alignment of the text and the right alignment of page numbers; other editors are not allowed. The legend for the symbols is listed under the equation.

, (1)

Where-:

*cv*t...constant [-],

*T*…durability [min].

1. Acknowledgements and bibliography

Acknowledgements are done without numbering and are placed after the last paragraph of the text and before the bibliogprahy. Literature citation is presented by the following examples including automatic numbering. The references should be in-text.

1. NOVÁK, J., NOVOTNÝ, P., NOVÝ, K. (2013). *Name of the monography*, Publisher, Prague, p. 300.
2. NOVÁK, J. (2012). Name of the contribution. *Name of the collection.* CDRom, Publisher, Prague, p. 250 – 255.
3. NOVÝ, L. (2013). Name of the article. *Name of the magazine,* year. XX, issue no. XX, Publisher, Prague, p. 35 – 41.