The participant will submit their contribution in Slovak, Czech or English.

Please edit your contribution directly in the template. Contributions created in a different format will be returned to the author for revision. In case of repeated failure to comply with the requirements for formal text editing, the contribution will not be included in the review process and its publication in the proceedings will not be allowed.

The submitted contribution will not be proofread, so please pay special attention to the grammatical and stylistic aspects of your text.

**All contributions are subject to an anonymous review process.**

**Presenting a paper at a conference does not guarantee its publication in the proceedings.** In addition to the formal requirements, it is also necessary to comply with the content requirements, namely:

* The article brings new and previously unpublished information
* The contribution is based on scientific activity and scientific results
* The information in the paper represents a relevant and unique contribution to the field of research.
* The contribution is supplemented with an appropriate annotation apparatus from relevant literature (of which at least 3 sources are already included in the WoS , Scopus databases )
	+ Relevant sources are considered peer-reviewed publications, not websites, etc., we recommend at least 12 sources

**The mandatory parts of the contribution are:**

* Title in Slovak, Czech and English.
* Abstract in Slovak (Czech) and English
	+ - Given the organizers' intention to submit the proceedings to international databases, please pay special attention to the preparation of the abstract. Please prepare the English abstract in accordance with international standards and in grammatically and stylistically correct English.
		- The mandatory length of the abstract is 150-200 words, in which the author neutrally and clearly presents the objectives of the contribution, the chosen methodology, the most important conclusions, and the scientific and practical contribution of the work. The style of the abstract should be factual, without evaluative expressions, without citations and references to literature.
* Keywords in Slovak (Czech) and English (4 – 6)
* Maximum 6 keywords, more will not be accepted

The length of the paper is 10-12 standard pages ( **minimum 18,000 characters including spaces). The final list of references is not included in this length.** Shorter papers will not be included in the review process.

Please upload your contribution (10-12 standard pages) exclusively via the electronic system, created in Word, in the *.docx format* .

An abstract is a mandatory part of the paper – in Slovak, or Czech and English. If the paper is in English, a Slovak (Czech) title and abstract are not required.

**Requirements for formal text editing:**

Throughout the text, use:

* simple spacing,
* text aligned "to a block",
* uniform font type and size for subheadings and text ( Corbel – size 12),
* footnotes Corbel – size 10,
* Subheadings should be bold , **subheadings should not be numbered!**

**The template comes with selected styles preset:**

* Heading 1 (Nadpis 1)
* Name in English (Názov v Angličtine)
* Abstract (Abstrakt)
* Normal (Normálny)

**Tables, pictures, graphs**

If your contribution includes graphic elements, place them below the continuous text, leaving one line blank. Align the graphic element in the center, and include its name and numbering below it. Leave one line blank again and continue with the continuous text. Enter the data in the table in the font used throughout the contribution – Corbel size 10. Align the data in the table to the left margin.

*Example of using and labeling a table, proceed similarly in the case of graphs and images, or photographs.*

|  |  |  |
| --- | --- | --- |
| **Lorem itself** | **Lorem itself** | **Lorem itself**  |
| Pain  | 123 |  |
| Sift  | 456 |  |
| Amet  | 789 |  |
| Cosectuter  | 1,011 |  |

Table No. 1

*Name*

**Quotes**

Use continuous footnotes to provide bibliographic information (reference tool – insert footnote). Notes are automatically numbered continuously.

When quoting or paraphrasing texts, if possible, refer to a specific page of the text so that it can be correctly attributed as a response to the quoted author.

In citations, it is also necessary to include information about the pages from which the quoted or paraphrased part is taken.

**Bibliography**

A complete list of references used in the preparation of the paper should be provided at the end of the paper, in alphabetical order - according to the author's last name. The list of references should be numbered.

**Sample citation links:**

**Book publications**

SURNAME, First name: Book title. City: Publisher, year of publication. Number of pages. ISBN.

ČENTÉŠ, Jozef: Wiretapping – procedural and substantive aspects. Bratislava: CH Beck , 2013. 250 pp. ISBN 978-80-89603-09-1.

**Contributions in non-periodical publications (articles, chapters)**

SURNAME, First name: Title of chapter, paper In: Title of publication. City: Publisher, year of publication, page range. ISBN.

ČENTÉŠ, Jozef: Tax Crimes. In: Economic Crime in the Slovak Republic. Trnava: Trnava University in Trnava, 2010. P. 144-154. ISBN 978-80-8082-422-8.

**Articles in periodicals (magazine articles)**

SURNAME, First Name – SURNAME, First Name: Title of the article. In: Title of the journal, Volume, issue, (year), page range.

ČENTÉŠ, Jozef – KOLCUNOVÁ, Marta: Cybergrooming in the Slovak Criminal Code. In: Státní zastupitelství , year 17, no. 1 (2020), p. 18 – 27.