

# Guidelines for Abstract Submission

## **Abstract format:**

The following points provide you with a guideline for preparing the abstract of your conference contribution. The finished abstract is to be submitted via the conference website as a plain text. The uploaded text will then be formatted accordingly for the Conference Book of Abstracts.

- **Title** of your contribution should be highly informative and should not exceed 260 letters including spaces.
- Indicate the **authors** by their first name, abbreviation of middle name(s) and surname (e.g. *Peter R. K. Smith*). Name all authors.
- **Author's affiliation:** write the name of the institution, such as faculty, division, institution including the city and the country (e.g. *School of Expertness and Valuation, Institute of Technology and Business in České Budějovice, Ceske Budejovice, Czech Republic*; or *Institute of Economy, Academy of Science of the Czech Republic, Fresno, Czech Republic*) If an author refers to more than one institution that should be specified, separate the institutions by semicolon.
- Use **keywords** with a total of 85 letters maximum including spaces. Separate keywords by comma
- Define all symbols used in the abstract. Do not cite any references in the abstract.
- **Content of the abstract** can contain no more than 2000 letters including spaces. Text exceeding this limit will be cut without revision. Do not use formulas, equations, figures, tables or charts in the text. The text should concisely and understandably describe the content of your conference contribution. Make sure your abstract is ready for submission. Check that all the information is correct and make revision for writing errors.

## **Summary of the abstract format:**

- 1) Title of your contribution should be highly informative and should not exceed 260 letters including spaces.
- 2) Indicate the **authors** by their first name, abbreviation of middle name(s) and surname. Name all authors.
- 3) Author's affiliation - write the name of institution, including city and country. Add more institutions, if needed, separated by semicolon.
- 4) Keywords: use no more than 85 letters incl. spaces, separated by comma.
- 5) Text: use no more than 2000 letters incl. spaces.

*Attention! Any texts exceeding the given limit of letters will be cut without revision.*