1. FORMAL RULES AND REQUIREMENTS

1.1 Basic rules and formatting:

Script Font: **Times New Roman**

Font Size: 12 (Abstract, Keywords and Footnotes: 10)

Line Spacing: 1

Paragraph spacing: 0,5 cm from the left and 0pt before and after each of the paragraphs

1.2 Quoting, paraphrasing, indexing

Quoting: set your keyboard to English and use “………..” (shift + ! On English keyboard)

Bibliographic reference: “………………” (Surname, year, page(s) ) e.g. “………………” (Mill, 1999, p. 63).

“………………” (Mill, 1999, p. 63). ------------------------> **RIGHT**

„……………….“ (Mill,1999,p.63) ------------------------> **WRONG**

In case of an unidentified author/institutional texts: (Use first word of the title, year, paragraph number) e.g. “………….” (A letter, 2003, ¶4). In case of more texts with similar titles, use first two words from the title to differentiate them).

In case of two or more authors, use the following scheme:

<table>
<thead>
<tr>
<th>2 authors</th>
<th>(Beauchamp &amp; Childress, 2009, p. 60)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 authors</td>
<td>(Beauchamp, Childress &amp; Callahan, 2010, p. 55)</td>
</tr>
<tr>
<td>4 authors</td>
<td>(Beauchamp et al., 2011, p. 66)</td>
</tr>
</tbody>
</table>

When using indexes at the end of a sentence, put them after the full stop. e.g. *I’ve been dealing with this issues in my previous articles.*

1.3 References

If the article/journal/book of proceedings has been published in language other than English, German and French it is necessary to put its translation in square brackets right after its original title.

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1 For more information see etc... (Leave a blank space after the number)
Only the original source has to be written in italics e.g. BILASOVÁ, V. (2014): Ethos and Slovak History. In: Ethics & Bioethics, 4(1), pp. 5–14.

All references must be written using the Latin alphabet.

These are examples of references to use at the end of your article

1 author


2 or more authors


& sign comes before the last of the group of authors

If the article you are quoting/paraphrasing in the text is retrieved from the internet, we use the following scheme to put it in the References:


1.4 Other

Be aware of differentiating between – and -

We use - for joining two words together e.g. ethical-economic, socio-economics, etc.)

We use – for dividing and separating e.g. separating the article within a journal or a book of proceedings e.g. BILASOVÁ, V. (2014): Ethos and Slovak History. In: Ethics & Bioethics, 4(1), pp. 5–14. or when paraphrasing more pages from a particular article/book e.g. (Gluchman, 2008, pp. 105–110).