

Instructions for writing papers

Layout of the paper:

- length of the paper 20 – 35 pages,
- A4,
- recommended type of font: Times New Roman, size 12 (main text),
- minimum number of lines per page: 30, line spacing 1,5, Microsoft Word,
- margins: top 25 mm, left 35 mm, right 15 mm, bottom 20 mm,
- no full stop after headings and names of parts of the paper,
- every part of the paper is numbered according to the structure of the paper,
- align left the headings and names of parts of the paper.

Structure of the paper:

- Title page
- Abstract
- Content
- Introduction
- 1 Current situation of a given issue
- 2 Goal(s)
- 3 Methodic
- 4 Results and discussion
- Conclusion
- References
- Appendices

Title page (Appendix 1)

Abstract

Abstract is a brief and clear characteristic of the paper. It includes the most essential facts presented in the paper. Abstract is written on a separate page and its length ranges from 250-500 words. The list of key words (3 – 5 words) comes after the abstract.

Content

It consists of numbered and un-numbered parts of the paper. The content is not numbered and it comes at the beginning of the paper.

Introduction

It is the first part of the main text (main text = introduction + body + conclusion). The introduction includes basic information which should be presented clearly and briefly and it should introduce the reader into a given issue. Its length ranges from 1-2 pages.

Current situation of a given issue

In this part of the paper the author presents all the information he has about a given issue. Recently published works of home and foreign authors should be used as resources. It is necessary that the author of the paper follows the literature from the last years (foreign authors should be included as well). This part should form 1/3 of the paper. The International Standard STN ISO 690 has to be followed when introducing quotes and bibliography. It is a separate part of the paper numbered by the number 1.

Goal(s)

Goal(s) has/have to characterize clearly, briefly and precisely the subject of interest and the paper is dependent on it/them. Marginal goals are included as well and they condition the achievement of the main goal. It has to be written on a separate page (1/2 page) and is numbered by the number 2.

Methodic

Methodic must contain the description of methods so that an equally educated person could follow them. It must include:

- characteristics of a given issue,
- methods,
- ways of obtaining data and its resources,
- methods used for the assessment and interpretation of results.

It is separate part of the paper numbered by the number 3.

Results and discussion

It is one of the main parts of the paper and is numbered by the number 4. Results must be ordered logically and the author has to evaluate and describe the knowledge and facts appropriately and sufficiently. This part should form 30 - 40 % of the paper (it is the largest part of the paper). Results are followed by discussion about known facts and new findings. It is a comparison of obtained results with a current situation of a given issue.

Conclusion

It is a very important part of the paper. It should summarize obtained results in relation to the set goal(s). Its length ranges from 1-2 pages. The conclusion should include the suggestions for using the results if the paper has an application character. These suggestions should be based on the information and ideas mentioned in the paper and should take into consideration both the theory and practice.

References

The International Standard STN ISO 690 has to be followed when introducing quotes and bibliography. The length of this part depends on the number of used literature resources and they must correspond with the quotes used in the text. Authors must be listed in alphabetical order.

Appendices

Appendices contain materials which are not included in the text. They are not numbered and are not included in the length of the paper.

UNIVERSITY NAME

FACULTY NAME

TITLE OF THE PAPER

Paper for the SSC

Study program:

Supervisor:

Nitra, 2015

Name and surname