Manuscript Formatting Requirements

All papers must follow a prescribed format.

<u>Authors are required to adhere to the following rules:</u>

1. The paper shall be related to a conference theme or the subject matter of the conference.
2. The text of the paper shall be submitted in MS WORD 6.0 (or later) format.
3. Use Times New Roman font; single-space the lines in the document; set all margins to 2.5 cm.
4. The paper should not exceed 15 pages.
5. The layout of the paper:

   - the author's name and surname, without academic degrees; use font size 12, align the text left; an empty line follows
   - the title of the paper: use font size 14, bold type, centre the text; an empty line follows
   - the title of the paper in English: font size 12, bold type, centre the text, an empty line follows
   - the abstract: 3 – 5 lines, use font size 10; the expression "The Abstract:" in bold type; justify the text of the abstract; an empty line follows
   - keywords: 10 words maximum, use font size 10; the expression "Keywords:" in bold type; an empty line follows
   - the titles of individual parts of the paper: use font size 12, bold type; an empty line precedes the title (except for titles positioned at the top of the page); in the paragraph following the title, choose the "add the spacing before a paragraph" option
   - the text of the paper: use font size 12, justify the text; indent the first line of the paragraph 1.25 cm from the left margin
   - footnotes should be added one after another, numbered consecutively; when citing a source, follow the ISO 690 standard
   - the bibliography: use the title "Bibliography", in bold type; centre the title; an empty line precedes the title; use font size 12; follow the ISO 690:2012 standard for bibliographic referencing; for the first item in the list, choose the "add the spacing before a paragraph" option; use two empty lines after the last item in the list
   - keywords in English: use the expression "Keywords:" in bold type, font size 10; an empty line follows the keywords
   - the summary of the paper in the English language: use the title "Summary", font size 12, bold type; centre the title; in the text of the summary, choose the "add the spacing before a paragraph" option; use font size 12 for the text, justify the text; an empty line follows the text

- information about the author: provide your name, surname, degree(s), office, institution, email address; use font size 12, italics type, align the text left; indent the text 8.75 cm from the left margin

List of References

Books / Monographs

CHRENŠŤ, Jakub, NESVADBA, Antonín, Právo Európskej únie, 1. vydanie, Bratislava: Akadémia Policajného zboru v Bratislave, 2020. 338 s. ISBN 978-80-8054-867-4.

Conference proceedings paper

CÍCHOVÁ, Martina, Aktuálne bezpečnostné hrozby z pohľadu krízového manažmentu. In LACA, Nina, LETKOVÁ, Alexandra. *Bezpečnostné zložky štátu ako garant národnej a medzinárodnej bezpečnosti*. Zborník príspevkov z medzinárodnej vedeckej konferencie. Bratislava: Akadémia Policajného zboru v Bratislave. 2025, s. 7 – 19. ISBN 978-80-8293-045-3.

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Papers shall be sent in an electronic form to konferenciakvpv@akademiapz.sk not later than the day of the conference.