

## INSTRUCTIONS FOR AUTHORS

**Česká antropologie** is an independent, peer-reviewed scientific journal, which focuses on original research findings and theoretical studies related to anthropology.

The journal is published biannually.

Editors accept original research papers, theoretical studies, brief reports on professional events, reviews of new books, and profiles of important personalities **in Czech, Slovak and English**.

### Peer Review

The manuscript is anonymously reviewed by two independent reviewers. The corresponding author is sent the evaluation with comments for revision. The editors reserve the right for the final editing of the manuscript. The journal does not offer any remuneration to authors. Authors and assessors remain anonymous to each other.

The editor-in-chief reserves the right to reject the submission of the paper for review in case she believes that the paper does not meet the basic requirements for scientific text or substantially deviates from anthropology. The editor-in-chief must explain the decision to the journal's editorial board. Members of the editorial board have the right to request the manuscripts submitted to the editor, including those rejected prior to peer review, at any given time.

Papers are reviewed by experts in the field who are not in a close professional, institutional or personal connection with the authors. Assessors complete a standardized form, prepare recommendation for the authors, and submit an overall evaluation (the text is recommended for acceptance, revision or rejection). Reasons for their decisions and recommendations are given in the evaluation.

Based on the opinion of reviewers, the editor-in-chief notifies the authors whether the paper has been accepted, needs revision or has been rejected. In case of disagreement with the opinion of the editor-in-chief and reviewers, the authors may submit reasons for disagreeing in a letter, which the editor-in-chief submits to the editorial board.

Decision process concerning the acceptance, revision or rejection of the paper is governed by the following rules:

- If both the reviews are positive, the final decision of acceptance lies with the editor-in-chief, who notifies the editorial board of her decision.
- If both the reviews are negative, the final decision of rejection lies with the editor-in-chief, who notifies the editorial board of her decision.
- If one review is positive and the other negative, the authors are requested to revise the text, which is then submitted for another review.
- If one review is negative and the other demands revision, the editor-in-chief refuses to publish the article (following the editorial board's approval) or asks the authors for revision. The revised text is then sent to a third reviewer for evaluation.

Please email the **manuscript file for peer review** to the editor-in-chief, Miroslava Přidalová, Ph.D., at [miroslava.pridalova@upol.cz](mailto:miroslava.pridalova@upol.cz), in two versions, along with a cover letter. The manuscript must be submitted by the corresponding author (or one of the co-authors) in their own name from their own email address. The cover letter (enclosed in the email) must include the full name, full postal address and telephone number of the corresponding author.

**This journal requires authors to submit two versions of the article file, an anonymous and a non-anonymous.**

The non-anonymous version will be the version published. The anonymous version must be absolutely identical with the non-anonymous, excepting:

- The author's name, name of department, and contact details must be removed;
- Any references to grants and other forms of support, which could help identify the authors, must be removed;
- Any other formulations that would identify the author need to be amended (e.g. "full name" should be replaced with "authors"; the names of those who have read the text in the Acknowledgement, as well as

links to the websites of the authors and their team must be removed). The title of the anonymous version in its electronic form must include the term “anonymous” (e.g. file\_anonymous.doc).

### Original Contribution and Copyright

It is assumed that:

- The submitted manuscript has not been previously published and is offered for the first publication;
- The author submitting the manuscript is the sole copyright holder of the relevant manuscript;
- If the manuscript contains material that is copyrighted by a third party, the author has been authorized to its full use prior to the submission of the article;
- Once the manuscript is accepted for publication, the author licences all relevant copyrights in full.

### Submission Structure

ENGLISH TITLE
Article title in bold capitals.

Title in Czech or Slovak by author (Czech title, Slovak title)
Article title in bold.

Authors
<p>Bold – first name, surname (no titles), authors from more departments identified with superscript that refers to the relevant department, in the following order: Department, Faculty, University, City, Country, but only the name of department is published.</p> <p>Example:  <b>Ferda Gürsel<sup>1</sup>, Ziya Koruç<sup>2</sup></b>  <sup>1</sup><i>School of Physical Education and Sports, Ankara University, Ankara, Turkey</i>  <sup>2</sup><i>School of Sport Sciences and Technology, Hacettepe University, Ankara, Turkey</i></p> <p>Division of text – subheads in bold, size 9, no colon and indentation, left-aligned, single-spaced.</p>

Abstract
The abstract must include objectives, methodology and the main conclusion.

Key words:
<p>Key words in italics, usually 3-6 keywords that do not match the terms in the title.</p> <p>E.g.:</p>

Introduction
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Aim
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Methodology
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Results
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Discussion
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Conclusion
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Acknowledgement
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Souhrn /Súhrn
by author (in Czech, in Slovak)

Klíčová slova:/ Kľúčové slová:
by author (in Czech, in Slovak)

References
The reference list is unnumbered; referenced works, which must be mentioned in the text, are arranged alphabetically. References for the same author are listed by publication years in chronological order (oldest to newest).

## Digital Requirements

- A4 size with 2.5 cm margins; all pages should be numbered.
- Font: 9 pt Times Roman, no hyphenation.
- Paragraph: single-spaced, left-aligned.
- References in the text must be complete and must conform to Bibliography.

**Česká antropologie journal bibliographic and formatting standards are based on Publication Manual of the American Psychological Association (APA), 5th edition, 2011.**

### 1. Non-periodical literature (books, monographs, textbooks, etc.):

– 1 author:

Vágnerová, M. (2004). *Psychopatologie pro pomáhající osoby*. Praha: Portál.

– 2 and more authors:

Heyward, V. D., & Wagner, D. R. (2004). *Applied body composition assessment*. Champaign, IL: Human Kinetics.

### 2. Part of a non-periodical (chapters, anthologies):

Greenwald, A. G., & Pratkanis, A. R. (2003). The self. In Blatný, M., & Plháková, A. (Eds.). *Emoční aspekt Já. Temperament, inteligence, sebepojetí* (pp. 61–82). Brno: Psychologický ústav AV ČR.

### 3. Article in a journal:

Sofková, T., Přidalová, M., Pelclová, J., & Dostálová, I. (2011). Změna tukové frakce u obézních žen ve vztahu k doporučené pohybové aktivitě, *Česká antropologie*, 61(1), 39–44.

### 4. Dissertation, degree, and diploma work:

Přidalová, M. (2005). *Somatodiagnostika studentů a studentek studijního programu tělesná výchova a sport na FTK UP*. Habilitační práce. Olomouc: Fakulta tělesné kultury, Univerzita Palackého.

### 5. Website:

Biospace. (2008). *InBody 720 – The precision body composition analyzer*. Retrieved from [www.e-inbody.com/product/pdf/720\\_catalog\\_10P\\_eng.pdf](http://www.e-inbody.com/product/pdf/720_catalog_10P_eng.pdf).

### 6. Software:

Křen, F., Chmelík, F., Frömel, K., Fical, P., Fical, J., Kudláček, M., & Mitáš, J. (2007). *Indares.com – on-line system* [Computer software]. Olomouc: Univerzita Palackého.

## Examples of in-text citations:

### Direct quotation

... according to Fialová (2006, p. 83) ...

... according to Heyward and Wagner (2004, p. 152) ...

... (Bunc et al., 2006, p. 23) ...

... (Heyward & Wagner, 2004, p. 152) ...

... (Nakonečný, Novák, & Wagner, 2002, p. 151) ...

### Indirect quotation – no pagination

... according to Fialová (2006) ...

... according to Heyward and Wagner (2004) ...

... (Bunc et al., 2006) ...

... (Heyward & Wagner, 2004) ...

... (Nakonečný, Novák, & Wagner, 2002) ...

Bullets and numbering: bullets are uniform in the final version of the publication. Numbering: 1, 2 or "•" (numbers followed by a period; text begins with a capital letter and ends with a period), (a), (b) or "–" (text starts with a capital letter, ends with a comma, and the last item in the list ends with a period). Bullets and numbering are automatically formatted for the entire list.

Captions and legends: Full title, no abbreviation "No.", bold italics, numbers followed by a period (***Table 1***, ***Figure 1***); the text itself non-bold italics, no period at the end.

*Example:* Figure 1 Graphic presentation of frequencies in separated groups of boys – normal birth

<b>Table</b>
<b>(Table 1)</b>

  

<b>Figure</b>
<b>(Figure 1)</b>

  

<i>Note:</i>
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Referencing tables and figures in the text in parenthesis (Table 3), (Figure 3). If the reference forms a part of the sentence, write in full. Example: "... as Table 1 shows."

Tables and figures may be incorporated into the text or at the end of the paper after References. The publication is printed in grayscale. As the titles of the graphics are unified, do not use the titles in charts, tables and diagrams. All graphics should be submitted in separate files, even if they are inserted in the text.

Tables: 9 pt Times New Roman font, single spacing. If the number of columns allows, adjust its width to half a page, i.e. to one column (8 cm). This also applies to figures.

Label MS Excel charts as figures. Legend size max 10 pt with the chart optimum size. Due to the uniform graphical form, submit source data along with the charts to the editor-in-chief.

Figures: JPEG, GIF, TIFF. Diagrams may be in the CDR or WMF format.

**The editors reserve the right for the final editing of the manuscript.**