

**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**.

Please email the **manuscript file for peer review to** the editor-in-chief, MUDr Kateřina Kikalová,Ph.D., at **katerina.kikalova@upol.cz**, in two versions, along with a cover letter. The manuscript must be submitted by the its 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 author.

**This journal requires authors to submit two versions of the article file, an anonymous one and a non-anonymous one.** The non-anonymous version will be the version published. The anonymous version must be absolutely identical with the non-anonymous one, with the following exceptions:

* 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 wording that could be used to identify the author needs 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 name of the file with the anonymous version must include the term “anonymous” (e.g. file\_anonymous.doc).

**Original Contribution and Copyright**

It is assumed that:

* The submitted manuscript has not previously been 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.

**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.
* The manuscript layout in individual languages must adhere to the following color scheme.

**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** |
| Bold – **first name, surname (no titles), authors from more departments identified with superscript reference to the relevant department, in the following order: Department, Faculty, University, City, Country.**  Example:  **Ferda Gürsel**1**, Ziya Koruç**2  1*School of Physical Education and Sports, Ankara University, Ankara, Turkey*  2*School of Sport Sciences and Technology, Hacettepe University, Ankara, Turkey* |
|  |
|  |
| Division of text – subheads in **bold**, size 9 pt, no colon or indentation, left-aligned, single-spaced. |
|  |
| **Abstract** |
| The abstract in English must include objectives, methodology and the main conclusion. |
|  |
| ***Key words:*** |
| Key words in italics, usually 3–6 keywords that do not match the terms in the title.  E.g.: ***Keywords****: proximal femur area, ActiGraph GT1M, walking, lean body mass, body fat mass* ***Keywords****: proximal femur area, ActiGraph GT1M, walking, lean body mass, body fat mass* |
|  |
| **Introduction** |

|  |
| --- |
| **Aim** |
|  |
| **Methodology** |
|  |
| **Results** |
|  |
| **Discussion** |
|  |
| **Conclusion** |
|  |
| **Acknowlegement** |
|  |
|  |
| **Abstract in Czech or Slovak** |
|  |
|  |
| ***Key words in Czech or 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 the most recent). |

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

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

1 author:

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

Ortner, D. J. (2003). *Indentification of Pathological Conditions in Human Skeletal Remains* (2nd ed.). San Diego, CA: Academia Press.

2 authors

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

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

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

Article in a journal:

3–7 authors:

Dojčáková, D., Bernasovská, J., Mačeková, S., & Stiburková, B. (2016). Sekundárny efekt zakladateľa v rómskej osade na východnom Slovensku. *Česká antropologie, 66*(1), 12–14.

More than 7 authors (the first six authors are listed, then‚…‘, followed by the name of the last author):

Howe, L. D., Chaturvedi, N., Lawlor, D. A., Ferreira, D. L., Fraser, A., Smith, G. D., … Hughes, A. D. (2014). Rapid increases in infant adiposity and overweight/obesity in childhood are associated with higher central and brachial blood pressure in early adulthood. *Journal of hypertension, 32*(9), 1789–1796.

Dissertation, degree, and thesis:

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

Website:

WHO. (2008). *Obesity – data and statistics.* Retrieved from http://www.euro.who.int/en/health-topics/noncommunicable-diseases/obesity/data-and-statistics

Software:

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

**Examples of in-text citations (abrreviated citations of sources with a varying number of authors, i text, in parentheses)**

|  |  |  |
| --- | --- | --- |
|  | The first occurrence of a citation in the document | Further occurrences of the citation in the document |
| **1 author** | Kopecký (2016) | Kopecký (2016) |
| (Kopecký, 2016) | (Kopecký, 2016) |
| **2 authors** | Kutáč a Kopecký (2015) | Kutáč a Kopecký (2015) |
| (Kutáč & Kopecký, 2015) | (Kutáč & Kopecký, 2015) |
| **3–5 authors** | Kopecký, Kikalová, Tomanová, Charamza a Zemánek (2014) | Kopecký et al. (2014) |
| (Kopecký, Kikalová, Tomanová, Charamza, & Zemánek, 2014) | (Kopecký et al., 2014) |
| **6 and more authors** | Sigmund et al. (2016) | Sigmund et al. (2016) |
| (Sigmund et al., 2016) | (Sigmund et al., 2016) |

|  |
| --- |
| **Table** |
| **(Table 1)** |
| *Note:* |

**Tables**

* The tables must be created in MS Word by inserting a table (the table must not be created using a space bar or tab, and it must not be inserted as an image or as a MS Excel object).
* Font face Times New Roman 9 pt, single spacing. If the number of columns allows for it, adjust the width of the table to one half of the page width, i.e. to one column (8 cm wide).
* All tables must be referenced in the text. Put references to tables in parentheses (Table 3). If the refence is part of the sentence, write it out in full. Example: ... as documented in Table 1.
* Each table must have a concise and clear title above the table, introduced with an Arabic numeral in the order in which it is referenced in the text.
* Example of a title: Table 1. *Basic anthropometric parameters*
* Tables may be included in the text or after the paper, following the Bibliography. The same applies to images.
* Notes below the table should be referred to as notes (rather than ’legend’ or ‘explanation’).

|  |
| --- |
| **Figure** |
| **(Figure 1)** |

**Figures**

* Images mean refer to charts, photographs, or drawings.
* Charts created in MS Excel should be labelled as figures. To achieve a unified graphical layout, please sent the source data along with the created charts.
* Use the Times New Roman font face in the charts. Axes labels should be of max. 10 pt size with optimal chart size.
* Figures be included in the text or after the paper, following the Bibliography. Photos and drawings need to be submitted as separate files, ideally image files in graphical format such as ai, cdr, eps, tiff, etc. (e.g. the choice of format when exporting the figures from statistical software).
* If the number of columns allows for it, adjust the width of the figure (chart) to one half of the page width, i.e. to one column (8 cm wide).
* All figures must be referenced in the text. Put references to figures in parentheses (Figure 3). If the refence is part of the sentence, write it out in full. Example: ... as documented in Figure 1.
* Each figure must have a concise and clear title above the figure, introduced with an Arabic numeral in the order in which it is referenced in the text.
* Example of a title: *Figure 2*. Dependence of Body Mass Index on body fat value
* The journal is published in black and white. Therefore data colours need to be distinguishable (e.g. individual chart bars).

**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.

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