

## GUIDELINES FOR AUTHORS

**ACTA VŠFS – Economic Studies and Analyses is a reviewed scientific journal, focused on the presentation of results of scientific socioeconomic research. Original research papers or review papers that correspond to actual status of knowledge in this area, have not been previously published, reflecting the state of research in this area and meeting the methodological and normative principles of scientific contributions will be published. The editor opens the opportunity to present results of research for participation with local and foreign authors.**

The topic and the content of articles are reviewed by the editorial scientific board. The editor decides on the final classification. Papers are published solely based on the results of the independent peer-review process. Reviewers' comments are incorporated into the final version.

The author gives the publisher a permission to publish the article by submitting the manuscript in both printed and electronic form without any compensation. Author also approves that paper indeed contains results of his own creative work that are not copyrighted by third parties and that is the original unpublished text yet.

The paper must have the character of scientific work with the usual structure that is (mostly) the aim set in the Introduction, including current (literary) summary of issues, methods used, analysis of issues, results and discussion of the results.

### **Formal requirements of the manuscripts:**

1. Manuscripts in the range 15–20 pages including appendix (single-spaced) must be sent electronically to the e-mail address of the editor in one file of .doc, .docx or .rtf format (Appendix 1 – Template).
2. Only manuscripts in eloquent English according to the spelling rules of this language can be allowed.
3. Manuscripts must be adapted for black and white or grayscale printing. Black colour of the font is the only one accepted. Coloured background of the tables, pictures and graphs, coloured lines, borders or labels are not accepted.
4. Manuscripts must contain (Appendix 2 – structure of the paper): *The Title* (in English), *Abstract* (i.e. a brief description of the content and the achievement, up to 1,500 characters, in English), *Keywords* (6–8 words characterising the topic in English), *body of the text* including *Introduction* and *Conclusions* in English. *Introduction* and *Conclusions* are not numbered. Manuscript must also contain *References*, followed by *Contact address*: full name of the author (authors) including their academic/scientific-pedagogical degrees, names and addresses of their workplaces and e-mail addresses. This information will be published alongside the paper. If more authors, indicate the corresponding one. Place the *Appendix* to the end of the paper. Possible

*Acknowledgement* for the support for research projects should be placed after the *Conclusions*.

5. *References* may contain only bibliographic citations that are cited in the text. Each citation must be sorted in alphabetical order, unnumbered.
6. *Bibliographic citations* must correspond to the usual rules in the area (Appendix 3). The author is responsible for the accuracy of the bibliographic citations in the paper.
7. *Formulas* must be numbered and created in Microsoft Equation 3.0 or other compatible equation editor.
8. *Variables* in the body of the text should be in italics.
9. *Numbers*: Decimal places in English are separated by dot. Thousands are separated by comma.
10. **Tables** are called as **Table**; graphs, pictures, schemes, etc. are called as **Figure**. These should be placed in a separate file (indicating their location in the text), formats xls, jpg or tif. The serial number of the table (figure) together with the title is usually contained in the header. (e.g.: **Table 1**: The title, **Figure 2**: The title). The source of these data must be noted under the relevant table/figure in all cases of data cited, in precisely traceable form. The table/figure reference must be placed in the text (e.g. see Table 1; etc.).
11. In case of *quotations* (non-original cited text in quotation marks) indicate the source directly in text (Baldwin, 2008), or in numbered footnotes, in this case state the title of the reference in a short form, e.g.: Baldwin, Wyplosz (2008), p. 15; or European Commission (2010), p. 24; etc.
12. Since 1. 1. 2023 (Issue 1/2023) we update the citation standard of ACTA VSFS to **APA7 citation norm**, some examples are included in Annex 3 for authors' convenience. Detailed information about APA (American Psychological Association) standard can be found here <https://apastyle.apa.org/>,  
<https://guides.lib.ua.edu/APA7/starthere>,  
<https://pedagogika.phil.muni.cz/studium/citacni-norma-apa> (in Czech language),  
<https://www.griffith.edu.au/library/study/referencing/apa-7>.

**Contact:**

email: [acta@vsfs.cz](mailto:acta@vsfs.cz)

University of Finance and Administration, Estonská 500,  
101 00 Prague 10, Czech Republic

## Annex 1

### *FORMAL PRESENTATION MANUSCRIPT (template)*

1. **Size** –12.
2. **Paragraphs** – start from margin (no tabs)  
– keep 1 line space between paragraphs.
3. **Spacing** –1.
4. **Notes below the line** – size 10.
5. **Title style** – font size 12, bolded
  - level 1:           **MAIN TITLE (FIRST PART)** capitals
  - level 2:           **1 Chapter main title**
  - level 3:           **1.1 Subchapter**
  - level 4:           **1.1.1 Subchapter**Introduction and Conclusion are not numbered.
6. **Manuscript** in .doc, .docx, .rtf format.
7. **Figures, tables** in .xls, .jpg, .tif format.
8. **Formulas** supported in format Microsoft Equations.
9. **Figures and tables labelling** (the last number with no dot)
  - Figure 1:** Title
  - Table 2:** Title

## Annex 2

### *PAPER STRUCTURE*

#### **TITLE OF THE PAPER IN ENGLISH**

**AUTHOR'S NAME** (without the academic/scientific-pedagogical degrees)

**Abstract** (up to 1,500 signs including spaces) in English

**Keywords** (6–8 words) in English

**The text of the paper in English**

- *Introduction*
- *Main text*
- *Conclusions*

possible **Acknowledgement**

**References**

**Contact address**

- Full name of the author (authors), including their academic/scientific-pedagogical degrees, names and Addresses of their workplaces and e-mail addresses. (*This information will be published alongside the paper*). If more authors, indicate the corresponding one.

possible **Appendix**

## Annex 3

### STRUCTURE OF BIBLIOGRAPHIC RECORDS

#### EXAMPLES OF BIBLIOGRAPHIC RECORDS

##### **Book**

**Bloom, D., Cashin, C., & Sparkes, S.** (2017). *Earmarking for health. Theory and Practice*. Geneva: WHO.

**Esping-Andersen, G.** (1990). *The Three Worlds of Welfare Capitalism*. Cambridge: Polity Press.

**Greer, L., Wismar, M., & Figueras, J.** (2015). *Strengthening health system governance: better policies, stronger performance*. Brussels: European Observatory on Health Systems and Policies.

##### **Journal article**

**Akazili, J., Gyapong, J., & McIntyre, D.** (2011). Who pays for health care in Ghana? *International journal for equity in health, 10*(26).

**Auerbach, A. J.** (2010). Public Finance in Practice and Theory. *CESifo Economic Studies, 56*(1), 1–20. Available 14. 4. 2020, from [http://iipf.org/rmvp08\\_auerbach.pdf](http://iipf.org/rmvp08_auerbach.pdf).

**Becker, G.** (2007). Health as human capital: synthesis and extensions. *Oxford Economic Papers, 59*(3), 379–410.

##### **Web portal**

**MISSOC.** (2022). *Mutual Information System on Social Protection comparative tables*. Available 1. 2. 2022, from <https://www.missoc.org/missoc-database/comparative-tables/>.

##### **Web document**

**WHO.** (2018a). *About social determinants of health*. Available 1. 3. 2020, from WHO: [https://www.who.int/social\\_determinants/sdh\\_definition/en](https://www.who.int/social_determinants/sdh_definition/en).

##### **Further examples**

See <https://apastyle.apa.org/>, <https://guides.lib.ua.edu/APA7/starthere>, <https://pedagogika.phil.muni.cz/studium/citacni-norma-apa> (in Czech language), <https://www.griffith.edu.au/library/study/referencing/apa-7>