**Formatting a paper (Word version)**

TITLE

Author's first and last name

Title in English

*Abstract*: Several lines of brief article content in English (text should not be the same as   
a summary).

*Key words*: Basic keywords in English.

*Contact*: Author's institutional affiliation and e-mail address.

TEXT

SUMMARY

In foreign languages, usually in English; there may be 2 summaries – English and another language.

REFERENCES WITHIN THE TEXT

References in parentheses, including author's name, year of publication and page(s), e.g. (Goffman 1987: 20), other notes will be given at the end of the paper.

BIBLIOGRAPHY

Bibliography mentioned at the end of the paper will have the following essentials:

Sládek M., 1995, *Malý svět jest člověk aneb Výbor z české barokní prózy,* Jinočany, s. 27.

Grzędzielska M., 1981, Poezja postyczniowa wobec tradycji romantycznej. *Problemy polskiego romantyzmu,* red. M. Żmigrodzka, Wrocław, s. 41 – 58.

Stich A., 1991, O počátcích moderní spisovné češtiny, *„Naše řeč“,* 74, s. 57 – 62.

The editorial board abandons the author's proofreading, which results in a particularly careful processing of texts from the content and formal point of view. We therefore ask that the contributions be delivered in a form that can be considered final.