

**Guidelines for preparing the contribution to the
Proceedings of the 7th International Students Conference ‘Modern Analytical Chemistry’,
Prague, September 29–30, 2011**

The Proceedings editor (Dr. Karel Nesměrák, e-mail: nesmerak@natur.cuni.cz) asks the authors to kindly prepare the contribution along the following guidelines.

As the Proceedings will be published in printed form, the length of the contribution is indisputable limited to 8000 characters (spaces included), plus no more than 2 display items (figures and/or tables). The Proceedings will be published in greyscale, thus all illustrations must respect it.

The manuscript should be prepared in single Word DOC or RTF file. Please, send also a PDF printout to avoid confusion in special characters (such as alphabet or mathematical formulae). The paper size A4 with 2-cm margins is recommended. Paragraph text should be written in Times 12 pt, flush left (please do not use hyphenation), double-spaced. Literature cited in text should be placed as a number in a square bracket, *e.g.* [3], the style of citation see below. The paragraphs are spaced by one blank row. Abbreviations and acronyms should be used very sparingly and consistently, following the system of abbreviations and symbols recommended by the IUPAC. Where they first appear in the text, they should – apart from the most common ones such as NMR, IR, or UV – be defined.

The contribution – or better to say the extended abstract – should be organized in the following manner:

- **Title.**
- Full **names** of the authors in the sequence first name(s) and surname, alphabetical designation (^a, ^b, ...) referring to addresses if applicable, and an asterisk to denote the presenting author.
- **Affiliation** of authors: department, institution, street, zip code, city, country, and e-mail.
- **Keywords.** A maximum of five keywords should be given in alphabetical order (separated by semicolon).
- **Text of the contribution** should not be subdivided in sections.
- **Acknowledgment(s).**
- **References:** In the text numbers corresponding to the appropriate reference should be typed in square brackets (*e.g.*, ‘as shown by Cat [1] and Dog [6–10].’). References must be listed in order of their appearance in the text and collected at the end of the manuscript under the heading ‘References’. Please do not format the references section with the Numbering function on your word-processing program. If you use the automatic reference collation system of your word-processing program (Footnotes, EndNote), please convert the references into normal, typed text before submission of the manuscript. Journal titles should be abbreviated according to the Chemical Abstracts Service Source Index. Please

follow the examples below.

Journals:

[1] Štulík K., Pacáková V., Suchánková J., Claessens H. A.: *Anal. Chim. Acta* **352** (1997), 1–19.

Books:

[2] Tanford C.: *The Hydrophobic Effect – Formation of Micelles and Biological Membranes*. 2nd ed. New York, Wiley 1980.

[3] Jespersen N.: Evaluation of basic physical properties. In: *Modern Instrumental Analysis*. Ahuja S., Jespersen N. (eds.). Amsterdam, Elsevier 2006, p. 41–62.

Figures and tables should be placed in the manuscript after References. As the Proceedings will be published in a greyscale, no colours may be used in figures, graphs or tables. The editor recommends for the illustrations (structural formulae, figures, graphs, and schemes): Arial font for script; size of lettering, 3–3.5 mm; total maximum width, 13 cm. For high quality reproduction, high-resolution graphics must be supplied (at least 300 dpi). Each figure and scheme should have a legend below the figure. The legend should be comprehensive, so that there is no need to look for any information in the text. Tables must have a comprehensive legend and should only be subdivided by three horizontal lines (head rule, neck rule, foot rule).

The deadline for submission of the manuscript is 25th June 2011. The correctness of manuscript receiving will be confirmed to 24 hours from its obtaining. Before the Proceedings publication the authors will obtain a proofs of final typeset of the contribution.