[Click here and write the title in English (max. 10 words).]

*[Click here and write your surname and the first letter of your first name with a full stop (no titles), e.g. Novák, J. More authors are separated by a semicolon.]*

*[Click here and write the name of the institution in the following form: faculty, university, no full stop. The town/city is mentioned if it is not part of the name of the institution. If there is more than one author, write the name of the institution for each of them. Different institutions are marked with an upper index behind each author’s name and in front of the name of the institution.]*

**Abstract**

*Introduction:* [The whole text of the abstract consists of max. 250 words. The text is divided into the following parts: Introduction, Aim, Method, Results, and Conclusion, as stated below. Do not cite sources and avoid abbreviations if possible. If it is not feasible to avoid abbreviations, use the term in full the first time you use it with the abbreviation included in brackets.]

*Aim:* [Your text]

*Method:* [Your text]

*Results:* [Your text]

*Conclusion:* [Your text]

**Keywords:** [Click here and write 3-5 words, listed alphabetically, separated by a comma. Each keyword consists of a maximum of three words, no abbreviations.]

Introduction

Divide the text of your paper into the following parts – Introduction, Aim, Method, Results, Conclusion, Ethical Aspects and Conflict of Interest, Reference List, as stated below.

Aim

Your text

Method

Based on the nature of the paper, describe any relevant methodology, analysis methods, research questions, assumptions or hypotheses, search strategies or research design (sources of data, selection of studies, keywords), analysis, evaluation of studies.

Results

Describe the results and findings.

Number any tables and figures. They must be referred to in the text. The title of a table (Tab. 1) or a graph (Fig. 1) is in bold type, Times New Roman, size 10, aligned left and not underlined, as shown below. Figures/graphs must be legible in black and white.

Tab. 1 Basic statistic indicators in both groups of studied hospitals (Pavlová, 2013)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Variable | Number of hospitals | Average | Median | Mode | Minimum | Maximum | Standard deviation |
| Accredited hospitals | 18 | 10 | 10 | 10 | 8 | 11 | 1 |
| Unaccredited hospitals | 13 | 7 | 7 | 7 | 1 | 10 | 2 |

The title of the table/picture must be followed by the source that was used. The source is not specified if the author uses own data. The data in tables are presented in font size 10-11.

**

Fig. 1 **A** **box graph of the monitored variables – evaluation of students’ expression of ageism based on year of study**

Discussion

Your text

Conclusion

Your text

Ethical Aspects and Conflict of Interest

In this section, you can describe any ethical aspects and conflicts of interest if they are relevant.

*Here you can specify any projects and sources of funding that were used to complete the paper. This text is written in italics.*

Reference List

References to sources in the text and the Reference List are arranged according to the APA referencing style (American Psychological Association, 6th edition). All the used sources must be recorded in the Reference List and arranged alphabetically by authors’ surnames. More works by one author published in the same year are arranged alphabetically by the title. The Reference List is not numbered.

1. **References (printed):**

**Book (a book of proceedings):**

Wolfe, J. M., Kluender, K. R., Dennis, L. M., Bartoshuk, L. M., Herz, R. S., Lederman, S. J., & Merfeld, D. M. (2015). *Sensation & perception* (4th ed.). Sunderland, MA: SinauerAssociates.

Nová, J., & Janáčková, T. (Eds.). (2005). Historie ošetřovatelství. Pardubice: Univerzita Pardubice.

**Chapter or article in a book (conference paper in a book of proceedings):**

Kolář, J., Nehyba, J., & Lazarová, B. (2011). Osobnostně sociální rozvoj – o významu pojmu optikou pedagogického diskursu. In T. Janík, P. Knecht, & S. Šebestová, *Konference České asociace pedagogického výzkumu* (p. 349–355). Brno: Masarykova univerzita.

**Journal article:**

Kertscher, B., Speyer, R., Palmieri, M., & Plant, C. (2014). Bedside screening to detect oropharyngeal dysphagia in patients with neurological disorders: An updated systematic review. *Dysphagia,* 29 (2), 204–212.

**Student Thesis:**

Pitthardová, M. (2016). *Kvalita života a psychická zátěž laických pečujících* (thesis). Pardubice: FZS UPa.

1. **References (electronic):**

**Book (a book of proceedings):**

Larsson, E. (Ed.). (2010). *Playing reality*. Available at http://interactingarts.org/pdf/Playing%20Reality%20(2010).pdf

**Chapter or article in a book (conference paper in a book of proceedings):**

Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), *The modern treatment of nervous and mental diseases* (pp. 287–330). Available at PsycBOOKS.

**Journal article:**

Aktas, A., Walsh, D., & Kirkova, J. (2015). The psychometric properties of cancer multisymptom assessment instruments: a clinical review. *Supportive Care in Cancer,* 23(7), 2189–2202. Available at http://link.springer.com/article/10.1007%2Fs00520-015-2732-7

**Student Thesis:**

Pitthardová, M. (2016). *Kvalita života a psychická zátěž laických pečujících* (thesis). Available at https://dk.upce.cz/handle/10195/64861

**In-text citations:**

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If referring to more sources, list them alphabetically in one round bracket and separate them by a semicolon (Hlaváčová, 2004; Zíma, 1984). The exact cited page is specified after the year in round brackets and is separated by a comma (Rybák, 2016, p. 103).

If the text refers to more sources by the same author and the same year of publication, they are marked with a lower-case letter placed behind the year of publication (Nováková, 2010a, p. 30). The letters appear in the Reference List entries as well.

If the name of the author is embedded in the text, it is supplemented by the year of publication, which is in round brackets directly after the author’s name: Nováková (2010a) or, if needed, is supplemented by the page number: … as observed by Novotný and Chuděra (2009, p. 120).

Do not use footnotes for citations. Do not use abbreviations.

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[e-mail]

[Another author: title. First name, Surname, title]

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