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Manuscripts submitted to Czech Journal of Political Science may not be submitted simultaneously for publication or evaluation to any other periodical. If the submitted manuscript fulfills the formal requirements for an academic text, it is subjected to peer review. Final acceptance of the text for publication is decided by the editorial board on the basis of this peer review, which is anonymous, and is held with the participation of two independent reviewers. Manuscripts should be submitted to the editors electronically to the address kaniok@fss.muni.cz or hlousek@fss.muni.cz. In the accompanying letter please give a full contact address including telephone number and e-mail, and brief information about the author. Czech Journal of Political Science reserves the right to alter accepted manuscripts; however, if any significant changes are made, the author will receive the altered manuscript for approval. Length of text should not exceed 35 standard pages for studies, 25 standard pages for articles, 20 pages for material, 15 pages for discussion contribution or review essay, and 7 standard pages for a review or information.

For contributions under the headings of Studies, Articles, Review Essays, Discussions, and Materials, the following instructions apply:

- attached must be: title and short summary (abstract), placed in the introduction to the contribution (under the title and the author's name); the abstract should be 10–15 lines,
- keywords in English must be given beneath the abstract
- on the first page of the contribution, the author's contact must be given in the form of a footnote, containing the full name and address of the author's workplace, and e-mail address.

The authors of the texts printed in the Czech Journal of Political Science agree that these texts may be published on-line as a part of the Journal.

Methods of citation:

Footnotes, which are placed at the end of the contribution, must deal with content only; references to literature must be given within the text of the contribution. References must appear within rounded parentheses containing the author's last name, date of publication of the contribution, and page number where appropriate, after a full colon. Example: (Novák 2004: 344). If the cited source has three or more authors, the reference is given thus: (Novák et al. 2003: 344). In the bibliography, all of the authors' names are given. To distinguish between various publications by the same author from the same year, lower case letters are used: a, b, etc.; for example, (Novák 2003a: 344). Cited passages pertaining to the reference must be presented in the same form as they appear in the original text (i.e., cursive must not be used for emphasis) and must be framed by quotation marks. If a document is cited the author of which is not a physical person, the title is used instead of a name, for example (European Commission 2000). The same rules apply for documents that are available only in electronic form on the internet. If an internet page is cited that has a clearly identifiable author, the reference is made in the above-specified manner. If no author is specified, instead of the author's name the title of the organization is given under which the web

pages appear, for example (Transparency International 2003). At the end of the contribution, a list of literature and other sources used must be given. This bibliography must be organized in alphabetical order, and each entry must contain complete information about the source. The following examples specify the required method of working with sources:

Monograph (one author): Last name, first name. Year. *Title*. Place of publication: publisher.

Ex.: Novák, Josef. 1999. *Political Organizations in Europe*. Prague: Independent Publishers.

Monograph (two authors): Last name, first name, and last name, first name. Year. *Title*. Place of publication: publication.

Ex.: Novák, Josef and Harfa, Pavel. 1999. *Political Organizations in Europe*. Prague: Independent Publishers.

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Contribution in edited volume: Last name, first name. Year. "Title of Contribution". In: *Title of volume*. Ed. First and last name of editor. Place of publication: publisher, pagination. Ex.: Novák, Josef. 1999. "Non-governmental Organizations in Poland". In: *Interest Groups in Europe*. Ed. Klaus Wunsch, Prague: Elefant, pp. 54–70.

Contribution in specialized periodical: Last name, first name. Year. "Title of Contribution". *Title of periodical* volume, number, pagination. Ex.: Novák, Josef. 1999. "Non-governmental Organizations in Poland". *Political Science Journal* 10, no. 4, pp. 34–60.

Document of an organization: Name of organization. Year. *Title of document*. Place of publication: publisher.

Ex.: European Commission, 1998. *Report on the Czech Republic*. Brussels: EU Publishing.

Document of organization on the internet: Title of organization. Year. *Title of document*. Place of publication: publisher (internet address). Ex.: European Commission. 1998. *Report on the Czech Republic*. Brussels: EU Publishing (<http://www.eu.int/reports/cr>).

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