Title of the Paper (Capital Letters at the Beginning of each Word, Times New Roman, 14 pts, bold, Left)

**Author/authors (Times New Roman, 12 pts, centered, bold)**

institution/company (Times New Roman, 12 pts, left)

address, (Times New Roman, 12 pts, left)

e-mail:(Times New Roman, 12 pts, left)

**Abstract**

Each chapter should contain an abstract at a maximum length of 10 lines, as well as up to 7 key words reflecting the issues presented in the paper. Do not use word “**paper**”, use “**chapter**” as it will be a chapter of the book!!! E.g.: This chapter is dealing with…. (Times New Roman, 12 pts)

1. **Introduction**

The main text(Times New Roman, 12 pts) structured into chapters, sub-chapters and sub-chapter parts. One blank line between sub-chapters. Chapters should be numbered. The required length of the text is at least 5 pages. Otherwise there is no limitation concerning the length.

The author(s) has to clearly state in the conclusion part their own contribution as well as what makes their work unique in comparison with other works dealing with similar topic.

No gap after paragraph. Just start with 3 spaces, like in this sample.

1. **Example of the title**

**Risks Associated with Reality (Times New Roman 14)**

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If more than one author, the corresponding author has to be marked with \*.

1. **How to write references**

All the items in the references list have to be cited at least once within the text. The references list should contain mostly works available in Scopus and/or Web of Science databases. Samples, how to cite in the text follows:

1. Book: (ACCEM 2008, p. 6).

2. Paper: (Rosicka 2004).

3. Paper with more authors: (Rosicka et al. 2008).

4. Web:

* 1. ***Pictures and tables***

Both figures and tables will be marked as “Fig.”. Figures and tables will be centred but the name of the figure or table will be left.

**Fig.1** Name of the figure (Times new Roman, left)

**Fig. 2** Name of the table (Times new Roman, left)

1. **Conclusion**

It is necessary to meet this requirement in order your work can be included in the Springer book.

In the references you can find how to write:

1. Book
2. Chapter in a book
3. Journal paper
4. Journal paper
5. Internet source

**Acknowledgement**

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**References (Times New Roman, 12 pts, bold)**

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