**Font format** Times New Roma**n**

**Basic size** 10

**Size** 235x155 mm

**Margins** 15 (h) + 20 (v) + 25 (d) + 20 (v) mm

**Header/footer** 15/15 mm, size 9

first page without

odd page: chapter title/page number + book title

even page: page number/chapter number + year/authors

**Indentation** first line of the first paragraph without, for subsequent

paragraphs 5 mm

**Spacing before/after** see individual styles

Equations see style and settings,

all symbols and variables (always in italics) must be

described when first introduced (in line and sentence)

numbering using {styleref SAI\_chapter \\* mergeformat}-

{seq.\_\\* ARABIC}

links using linked/unformatted text

Tables headings above (9: bold/ordinary)

inner text 9

the header can be bold, with the first letter capitalized

usually at the top of the page

numbering and references see equation

Figure caption below (9: bold/ordinary)

usually at the top of the page

numbering and references see equation

**Each table and figure must be referenced in the text**

**There must be a text between each sub-section/sub-chapter**

*Defined styles*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Application** | **Size** | **Before/after** | **Indentation** |  |
| SAI\_chapter | chapter designation | 22, bold | 0/24 | 0 |  |
| SAI\_chapter\_text | chapter title | 22, bold | 0/84 | 0 |  |
| SAI\_subsection | subsection title | 11, bold | 12/6 | 0/8 mm |  |
| SAI\_subsection | Subsection title II | 10, bold | 6/6 | 0/10 mm |  |
| SAI\_par 1 | first paragraph;;  first parag. according to the formula | 10 | 0/6 | 0 |  |
| SAI\_par 2 | next paragraphs | 10 | 0/6 | 5 mm |  |
| SAI\_items | bullet points | 10/10 | 0/3 | 5/10 mm | Alternatively, numbers/letters can be used |
| SAI\_litem | last bullet point | 10/10 | 0/6 | 5/10 mm |  |
| SAI\_eq | equation | 10 (10-5-4-16-11) | 0/6 | 0/center/left |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Appendices** – more extensive tables and figures, or the derivation of equations, should be placed in the appendices after the literature.

**Paragraph formatting** – the first paragraph without indentation, the second, and others with an indentation from the left of 0.5 cm. Spacing after regular paragraphs 3b. Font size 10b.

**Mathematical expressions** - for mathematical expressions it is recommended to use the Equation Editor for MS Word. Use a mathematical dot to indicate multiplication. Please do not use the keyboard to insert parentheses, but a specific function of the editor. Equations should be centered and numbered continuously to the right (Please be careful of paragraphs with equations: the equation does not form a separate paragraph and is therefore not indented or surrounded by spaces.)

**Tables and Figures** - both objects are usually centered, with the caption for the table at the top and the caption for the figure at the bottom, always aligned to the left. Please design the text so that there are not multiple figures or tables on one page; two objects on one page will be accepted only in exceptional cases, and only for smaller objects.

**References**

*The following literature sources are the most commonly encountered:*

• - monographs: AUTHOR, A. (Year). Title. Publisher.

COPELAND, T.E, WESTON, J.F. (1988). Financial Theory and Corporate Finance. Reading: Addison-Wesley.

• journal article: AUTHOR, A. (Year). Article title. *Journal name* year: pages.

PATTON, A. (2006a). Modelling asymmetric exchange rate dependence. International Economic Review 47: 527-556. http://dx.doi.org/10.1111/j.1468-2354.2006.00387.x  
PATTON, A. (2006b). Estimation of multivariate models for time series of possibly different lengths. Journal of Applied Econometrics 21: 147-173. http://dx.doi.org/10.1002/jae.865

or

PATTON, A. (2006b). Estimation of multivariate models for time series of possibly different lengths. Journal of Applied Econometrics 21(2): 147-173. http://dx.doi.org/10.1002/jae.865

• - Book chapter: AUTHOR, A. (Year). Chapter title. In: Editor., E. (eds.): Title of the book. Place: Publisher, Pages.

EMBRECHTS, P., MCNEIL, A., STRAUMANN, D. (2002). Correlation and dependence in risk management: Properties and pitfalls. In: Dempster, M.A.H. (eds.): Risk Management: Value at Risk and Beyond. Cambridge: Cambridge University Press, pp. 176–223.

• article in conference proceedings: AUTHOR, A. (Year). The chapter title, In: [possible Editors of the proceedings], *Title of proceedings/conference*. Place: Publisher, Pages.

DLUHOŠOVÁ, D. (2003). Performance analysis of the transitive economy companies and industries. In: Business Economics, Management and Marketing. Athens: Athens institute for education and research, pp. 205–213.

• working paper, technical report, etc.: AUTHOR, A. (Year). Title of paper, working paper (if it is a part of a larger series, e.g., *VSB-TU Working Paper Series*, No. 252). Place: Publisher.

BOYER, B.H., GIBSON, M.S., LORETAN, M. (1999). Pitfalls in tests for changes in correlations. IFS Discussion Paper, No 597R, Federal Reserves Board.

References are listed in alphabetical order of authors, than from most recent to oldest. If one author has more than one source in a given year, we distinguish with lowercase letters, i.e. (2003a), (2003b), ... In the text, we refer to the style: '... (2001) and (2003a) ...'.