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**Preparation of an article for
XIV International Scientific On-line Conference
"Virtuality and education - future perspectives"**

Abstract

Abstract is a shortened version of the article and should contain all the information that is necessary for the reader. It must not exceed the limit of 60 words. Abstract is a shortened version of the article and should contain all the information that is necessary for the reader. It must not exceed the limit of 60 words. Abstract is a shortened version of the article and should contain all the information that is necessary for the reader. It must not exceed the limit of 60 words.

Keywords: *keywords, keywords, keywords.*

Introduction

The article should be prepared in electronic form in A4 format (210 x 297 cm) in the native language and in English (2 separate files; if English is the native language - 1 file). At the beginning of the article, there should be an abstract and a list of keywords. Text length of the article should be within 0.5 publishing sheet (20 000 characters with spaces) and should not exceed 22 000 characters with spaces.

Editorial requirements

The article should be saved in .doc, .docx or .rtf. formats.

General guidelines:

1. Margins: normal, i.e. top 2.5 cm; bottom: 2.5 cm, left 2.5 cm, right 2.5 cm.
2. Font: Times New Roman CE, sizes and styles of letters are stipulated in Table 1, justified (left and right alignment).
3. Paragraph: 0.75 cm indentation of the first line in each paragraph. Line spacing: 1.5 for the main body, 1 for footnotes.

4. Headings and table/figure/graph/equation headings must be separated by the space of 12 pts. before and after.

5. Figures, equations and tables should be indicated by consecutive Arabic numbers.

Do not use tabs, manual line breaks (soft enters) and hard spaces (non-breaking spaces) and do not use hyphenation. The Enter key should be used to separate paragraphs rather than sentences in the text. Words in the text must be separated by a single space.

Tables

Tables should be centred and should occupy 90% of the width of the page. Table headings should be placed above the tables, in bold and aligned to the left with no full stop at the end. At the bottom of the table, there should be a note on its origin or a comment: *own* (centred italic). Tables should be indicated in the body of the text (Table 1).

Table 1. Tables and figures should be valuable, relevant, and visually attractive

Font size	Content	Font style
10	abstract	italic
	footnotes highlighted quotation block table - content figures, graphs and equations - content	standard
	table, figure, graph, equation headings	bold
	information about the authors, the main body, symbols in equations, equations, bibliography	standard
14	headings in the main body	bold
	The title of the article	bold

Source: own or other provenance

Figures, graphs and equations

All objects should be centred and numbered with their descriptions in bold placed directly under them and not concluded with a full stop. Graphs and illustrations should be of good quality. They should also be described and a source of their origin or comment: *own* (in italic and centred) should be provided. All objects should be indicated in the text (Fig. 1).

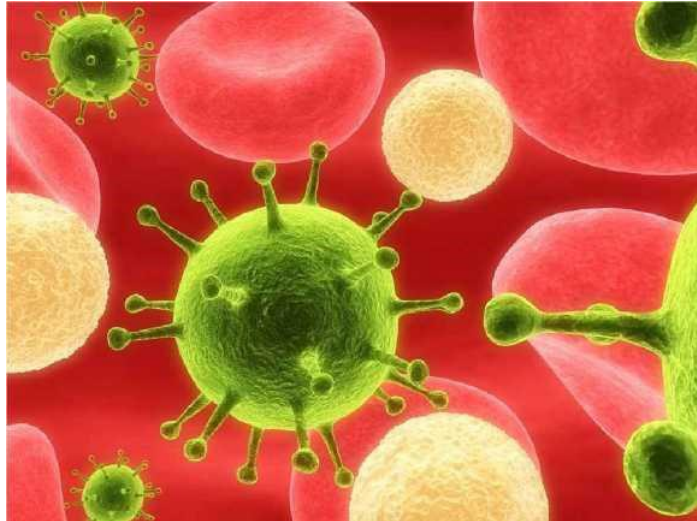


Fig. 1. Figure heading
(Source: own or other provenance)

Quotations

Text that is quoted verbatim must be placed between quotation marks and accompanied by a footnote. If its length exceeds 4 lines, it must be highlighted as a text block, with right and left indentation of 1 cm in relation to the main body of the text and in font size 10. Quotations should not be italicised.

Footnotes and references

There is the following footnote standards in the main body of the text:

- Bibliographical references should be placed directly in the text and contain only: author's name, year of publication and page number, e.g.: (Johnson 2010, p. 43).
- When referring to online sources, author's name, text title or website owner should be provided.
- At the bottom of the page, solely author's numbered footnotes may be placed.

References

An unnumbered, alphabetically ordered bibliographical list should be placed at the end of the text, followed by a list of online references. Bibliographical descriptions of websites must include: author's name and title of the source (or the name of the website / site owner), access protocol (place, path, name), and access date.

Format: spacing: 1, space after paragraph 6 pts., indentation 1 cm.

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