

CASALC Review ***Author Instructions***

CASALC Review journal accepts **theoretical, overview, methodological, and empirical studies** (up to 10000 words including references) or articles dealing with **good practice examples** (up to 4000 words including references).

Each contribution is expected to include **title, abstract (250 words maximum) and keywords** in both the original language and in English. The layout of the reviewed article corresponds to the following structure of a scientific text:

- 1) Subject specification and its context;
- 2) An overview of relevant up-to-date literature (with a balanced proportion of domestic and foreign literature citations according to the nature of the topic);
- 3) Methodology;
- 4) Results and their interpretation;
- 5) Discussion;
- 6) and Conclusions.

Please attach a brief bionote specifying your pedagogical and professional fields of interest and profile (max. 200 words).

Text processing

Main text

Please use Times New Roman, 12, line spacing 1, 6 points between paragraphs employing identical style and justify the text.

If proper, bullet or number listed pieces of information.

Tables and graphs

Tables and charts should be numbered and referred to in the text. The name of a table (Tab. 1) or a graph (Fig. 1) is in bold, size 10, with no underlining. Include the source from which you obtained the data after the caption of the table or graph; this information is not required when the contributor is the author of the tables or charts. The data in the tables use 10-11 font size.

APA citations

Please follow the APA citation instructions; ISO 690-II norm citations are not recommended.

Detailed information on APA style is available at

[https://pedagogika-phil-muni-cz.translate.goog/studium/citacni-norma-apa?](https://pedagogika-phil-muni-cz.translate.goog/studium/citacni-norma-apa?_x_tr_sl=cs&_x_tr_tl=en&_x_tr_hl=cs#_Toc54687056)

[_x_tr_sl=cs&_x_tr_tl=en&_x_tr_hl=cs#_Toc54687056](https://pedagogika-phil-muni-cz.translate.goog/studium/citacni-norma-apa?_x_tr_sl=cs&_x_tr_tl=en&_x_tr_hl=cs#_Toc54687056)

Please find the essential APA rules below:

- The authors are highly encouraged to quote cited text; using Czech quotation marks, that is "these", is highly recommended. In the English text, however, use “insider” quotes.
- Citing a quoted work in the text, italicize its title.
- Citations longer than three lines employ 10 size characters; they are separated from the rest of the text by inserting a line before and after the citation proper, including a 1 cm indentation. Do not enclose quoted text with quotation marks.

Citations included in the text:

Refer to the author's surname, year of publication, or page number; state all the data in parentheses: (Komárek, 1973, p. 56).

- If there are three or more authors, mention the first author only, for example (Novák et al., 2018, p. 14).
- In the case of a secondary citation, state (Williams, 2015, quoted from Ježek, 2017, p. 8) in the text; within the reference list, mention Williams, 2015 cit. In: Ježek. (2017)
- List the references at the end of the article.
- Do not number the list; if multiple publications by the same author are to be included, list them chronologically.
- Refer to the cited literature below the text (and below the notes) in accordance with the APA standard. Do not include ISBN or number of pages; specify page range for chapters or journal articles.
- Provide additional information (translator, edition, reprint, etc.) only when relevant.
- In the reference list, include lower case titles (especially of English-language publications) always in accordance with grammar rules. Use capital letters for English journal titles.
- For languages other than English, follow the bibliographic guidelines that apply to publication standards in the particular language.

Frequently occurring problems:

- Monosyllabic prepositions and conjunctions should not stay alone at the end of the line. Please, use Ctrl+SHIFT+space to connect them within the prepositional phrase.
- Space should not be used before punctuation marks (e.g. period).
- Space must be used after punctuation marks (comma, period).
- Use parentheses (), not slashes // in the text.
- Make clear distinction between percentages and percentual: 1 % = one per cent, 1% = one-percentual.
- Discriminate between a hyphen - (Czech-German) and dash – (1960–1972).
- The combination of CTRL and the minus symbol of the numeric keyboard can be used for a dash –.

Examples of references

Monographs

Kahneman, D. (2011). *Myšlení rychlé a pomalé*. (orig. *Thinking fast and slow*). London: Penguin.
Rohlíková, Lucie & Vejvodová, Jana. (2012). *Vyučovací metody na vysoké škole. Praktický průvodce výukou v prezenční i distanční formě studia*. Praha: Grada.

Papers in journals. Title. *Title of the Journal indented* (Capital letters in English). Year (in parentheses), pages.

Examples:

Wilson, S., & Gore, J. (2013). An attachment model of university connectedness. *Journal of Experimental Education*, 81 (2), 178–198.

Žydžiūnaitė, Vilma, & Crisafulli, Simona. (2013). Interakce mezi vysokoškolskými studenty a vyučujícími jako nástroj rozvoje profesní identity studentů. *Aula 21* (1), 5–19.

Citation of the chapter in the monograph and contribution in the proceedings

Author / authors of the chapter. (Year). Title: Chapter subtitle. In Names of editors (Ed./Eds.), *Title of monograph / proceedings* (p. # - #). Publisher. DOI / URL (if assigned)

Introducing the editors of the publication:

- **One editor:** Surname (Ed.),...
- **Two editors:** Surname & B. Surname (Eds.),...
- **Three or more editors:** Last Name, B. Last Name, C. Last Name, & D. Last Name (Eds.),...

Examples:

- Bartonova, M., & Pipekova, J. (2006). Pedagogical and psychological counseling services. In J. Pipeková (Ed.), *Chapters from Special Pedagogy* (pp. 47–56). Paido.
- Savickas, ML (2005). The theory and practice of career construction. In SD Brown & RW Lent (Eds.), *Career development and counseling: Putting theory and research to work* (pp. 42–70). Wiley.
- Najvar, P., Slavík, J., Vlčková, K., Kubiátko, M., Pavlas, T., & Janko, T. (2011). Curricular reform in grammar schools: a questionnaire survey. In T. Janík, P. Knecht, & S. Šebestová (Eds.), *Mixed Design in Pedagogical Research: Proceedings of the 19th Annual Conference of the Czech Association of Pedagogical Research* (pp. 17–23). Masaryk University. <https://doi.org/10.5817/PdF210-CAPV-2012-0>

Publications and papers in electronic journals

Oald, A. (2018). *Oxford Learners' Dictionaries*. [online]. Available at: https://www.oxfordlearnersdictionaries.com/definition/english/cache_1?q=cache

Bleeker, G.W., Bleeker, M. M., & Bleeker, B. (2010). What millennial first year students want and need from academic advisors. *Academic Advising Today*, 33(1). Available at <http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/What-Millennial-First-Year-Students-Want-and-Need-from-Academic-Advisors.aspx>

Bionote (up to 200 words)

Author 1

Name and titles, e-mail address, affiliation.

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text text

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