

WE CANNOT SEE WHAT WE DO NOT KNOW

International Conference of Students in Doctoral Programmes
organized by Catholic Theological Faculty

INSTRUCTIONS FOR CONTRIBUTORS

We allow ourselves to publish these instructions for contributors of the conference “We cannot see what we do not know” organized by the Catholic Theological Faculty of Charles University in Prague 26th April 2018.

We kindly ask you to read these instructions carefully and follow them. The preparation as well as the conference will thereby run smoother. Please, take into consideration the number of conference participants, making it necessary to conform fully to these regulations, which we have derived from the considerable experience of previous years’ conferences.

Thank you

TIMELINE

Submission of the papers: **12th April 2018**

It is necessary to submit two versions of a contribution (if these are significantly different):

- **Text of the spoken contribution**, which will be delivered at the conference (for the interpreters)
- **Final text of the written contribution**, which will be published in the proceedings. Within one week after the conference, it will be possible to modify the text in response to the discussions raised by the contribution. After that, no modifications will be accepted. Then the contribution will be review in case its publication.

We also require:

- abstract
- picture attachments (if necessary for the contribution)
- index of the pictures with the descriptions

Submission of the written paper is a necessary condition for the active participation in the conference

Conference: **26th April 2018**

SPOKEN CONTRIBUTION

The contribution should last **20 minutes**, after block of the contribution including the following discussion (10 minutes discussion for every contribution). This corresponds to cca 6–8 standard pages of the text (depending on the pace of the speech and length of the power point presentation).

With regard to the interpreters, please speak **slowly**; deliver your speech naturally, with respect to its internal structure and development. Although the interpreters know your text, it is impossible to interpret, if it is delivered too fast. PC and projection device will be available.

TEXT OF THE CONTRIBUTION

The maximum length of the contribution for the proceeding is **10 standard pages**. Contributions longer than this will be returned to be rewritten. 1 standard page is defined as containing **1 800 characters including space and footnotes**.

The text should not be editorially modified (e. g. the fixed end of line, page, section). We kindly ask you to mark out the titles of works (artistic, literary, musical,...) by italic type.

The text must include the footnotes apparatus. To insert footnotes, please, use the References tab, Footnotes function. Citations in the text should follow the referencing style of AV ČR. (<http://www.umeni-art.cz/cz/norm.aspx>). Label the submitted file your surname and first name, as follows: Novak_J_text

SUPPLEMENTARY PICTURES

The text can be supplemented by maximally **3 black-and-white pictures**. We prefer to have the original colour version of the picture, if possible. The author of the text takes care of copyright.

The pictures should be submitted separately in (jpg, tif, ...) format, in the print quality of min. 300 dpi. Please, attach a separate file with the description of the pictures – label it with your surname and first name as follows: Novak_J_images. The descriptions should be adapted to a variant contained in the quotation rules, which best suits your needs.

ABSTRACT

Submit the abstract of your text in a separate file, which will also include the title of the contribution and 3 key words. A concise abstract is required, **1800 characters (including space and footnotes)**, in the native language; it will be translated at the expense of conference organisers. Label the abstract file your surname and first name as follows: Novak_J_abstrakt.