**INSTRUCTION FOR AUTHORS OF ABSTRACTS TIMES NEW ROMAN 9 PT, FLUSH LEFT, BOLD**

**FIRSTNAME SURNAME Times 9 pt flush left, bold presentING AUTHORa, UNDERLINEDb\*, give first name in full; corresponding author may have asterisk\*, asterisk is not in superscript**

*Institution, Address, ZIP Town, Times italics, 9 pt, flush left, Address shall not exceed normally 3 lines, if there are more addresses usea,b*

*xxxxx@mmm.cz e-mail address Times, ital. 9 pt flush left, no hyperlink or underline; on a new line*

Text starts with the 7 mm indent, Times, 9 pt in block. Compounds are numbered in bold italics Roman numerals ***VI***, ***VII***. Arabic numbers in bold italics are possible too ***6***. Literature citations are prior full stop or comma, in superscript1. Outline of the page is available e.g. at <http://www.ccsss.cz/index.php/ccsss/article/download/3/5> or <http://www.chemicke-listy.cz/docs/full/2014_s2_s89-s150.pdf>.

Table 1, Number of Columns

|  |
| --- |
| Communication 1 column |
| 30 min Plenary lecture 2 columns |

**Text to be accepted should be typically written in one column (30 min Plenary lecture in two columns) only; which corresponds to ca 1 and 2 typewritten pages on A4 (“30×60”, i.e. ca 1800 characters).** The given space is including figures and references. Figures shall be within one column (82 mm) inserted as „in line with text“. **Never use frames**! Do not format with spaces. Do not change the style or template format. For structural formulae use format ACS (bond lengths 5.08 mm, thickness 0.21 mm, Helvetica/Arial 10 pt), usually reduced to 75 %, use ACD/ChemSketch (available for free) or ChemDraw (do not use IsisDraw). Latin expressions are in italics *in vivo*, *Biological names* in italics capitalised. Between number and unit is a hard space.

In graphs and structural formulae, use Helvetica or Arial. Table titles in Times 9 pt, numbered in Roman numerals, headings and first column capitalised, units in square brackets [ ] (lines 0.2 pt). No frames, only a line below heading and after the end of table (line 0.2 pt).

In the case you are unable to use MS Word, submit a text file in requested form.



Scheme 1. **Legend times 8 pt bold**



Fig. 1. **Figures** **insert „in line with text“**

Name the file with abstract with surname of presenting author followed, if necessary, by a numeral, in DOC or DOCX format. (File name starts with surname!). You may submit a PDF version of the abstract too, with the same name.

For references see examples below. **Do not use the automatic numbering or bibliographic software fields!** References format with indent of 7 mm in block. Times 9 pt. Give all authors, do not use „et al.“, cite references in superscript, before punctuation2.

*Dedications and acknowledgments in italics times 9 pt. in a block, no indent, as short as possible.*

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8. References formatted in a block with 7 mm indent !!