**Manual for conference papers**

***Nomadism as a transcendence of the everyday***

6.5. 2025, Nitra

1. **Font, font, font sizes, paragraphs**

The default **font type** is Times New Roman.

**Font sizes:**

* Post title - 16pt TNR bold, center alignment,
* Abstract/Abstract - 10pt TNR bold, border alignment,
* Keywords/Key words - 10pt TNR bold, border alignment,
* Titles of main chapters (Introduction, Methodology, Results, Discussion, Summary, References and sources) - 14pt TNR bold, marginal alignment,
* Subchapter headings (i.e. 1.1, 1.2, ...) - 12pt TNR bold, border alignment,
* Text of the paper - 12pt TNR, border alignment,
* Footnotes - 10pt TNR, marginal alignment
* Labelling of figures, graphs, tables (including text in tables) - 10pt TNR, border alignment,
* Acknowledgement - 12pt TNR italics, border alignment.

**Each new paragraph shall begin with a 1.25 cm indentation of the text from the margin by means of a tab.** Please do not use the "add space before/after paragraph" options.

**Example:**

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1. **Using capitals when writing names in English**

We use capitals at the beginning of words when writing the titles of scholarly journals (e.g., Communication Today, Media Literacy and Academic Research). We do not use capitals when writing other titles of English language publications - e.g. *McQuail's media and mass communication theory*.

1. **Quotation marks and technical terms, terms**

When writing quotations, we always use this type of quotation "..." (English-language post) or "..."

(only when writing in Slovak language). Professional terms and expressions are also written in this type of quotation marks. Terms in Latin, Greek and other languages are written in italics. If we use a colloquial or slang word in the text (which is not a technical term), we introduce it in this way '...'.

1. **Numerals and percentages**

Numbers above 1000 (thousand) are written in English with a comma - i.e. 1,200 respondents; 1,450,000 people.

Percentages are written in English with a full stop and no space between the number and the % sign. This applies to text, but also to tables, graphs and figures (own elaboration).

E.g. 3.6%.

In Slovak, there is a space between the number and the percent sign, e.g. 3.6%. Decimal numbers are written in Slovak with a comma.

1. **Method of citing and referencing sources**

Only those sources that are cited in the text (quoted, paraphrased or listed as See:/See also:, or See: ) may be cited in the Bibliography.

When using online resources, you should always check the functionality and availability of the links provided. Resources should be freely available without registration or request, i.e. we use open-access sources. In this case, beware of resources available only with university registration and resources providing the full text of the study/publication/contribution for a fee (e.g. some resources available via Sage Journal, Tandt, etc.).

1. **Citation rules**

We strictly adhere to the APA Style 7 citation system when creating a conference paper

Authors are reminded that in the case of citation rules, all the above-mentioned formalities - spaces, full stops, commas, staples, italics, etc. - must be observed.

1. **Contribution structure and template**

**The conference paper should contain the following sections:**

1. Name in Slovak language (see template)
2. Author's name, or names of authors without titles.
3. Abstract and Key words (Slovak language); Abstract, Key words (English language)
4. The main chapters of the paper. The paper may also contain additional chapters and subchapters. We recommend structuring the paper as follows: introduction, methodology, results, discussion, summary - but this is not mandatory, the composition is left to your discretion
5. Acknowledgements - if relevant (affiliation to the grant task being addressed)
6. Literature and sources used - processed according to citation rules
7. Contact details of the author(s) - format for contact details see. in the template

**The maximum length of a conference paper is 12 standard pages.**

**APA Style 7 - citation style uses references to cited sources directly in the text.**

**Footnotes should be footnoted, single spaced, font size 10.**

**Thank you in advance for respecting the instructions.**

**Attachment1: Template for the contribution in Slovak language**

Title of paper (16pt TNR, uppercase)

*Name and surname of author - authors (14pt TNR, italics)*

**Abstract: 10 pt TNR bold, min. 150 words**

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**Keywords (5-7 words): 10 pt TNR bold**

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**Abstract: 10 pt TNR bold, min. 150 words**

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1 Chapter title (14pt TNR, bold)

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**Figure 1:** Pattern (10pt TNR)

Source: pixabay (2018)

**Table 1:** Table name (10 pt TNR)



Source: own elaboration, 2021

**1.1 Subchapter title (12pt TNR bold)**

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**2 Methodology** (**14pt TNR bold)**

**3 Results** (**14pt TNR bold)**

**4 Discussion** (**14pt TNR bold)**

**5 Summary** (**14pt TNR bold)**

*Acknowledgements:This paper was supported by...(12pt TNR, italics)*

References and sources (**14pt TNR bold)**

Contact details:

Academic title before the name, First and last name of the author, Academic title after the name

Complete address of the organisation (name, street, number, postcode, country)

Email of the author

Example:

Mgr. XY XYZ, PhD.

University of Constantine the Philosopher in Nitra

Faculty of Arts

Department of Cultural Studies - Institute of Culture and Tourism Management, Cultural Studies and Ethnology

Hodžova 1

949 01 Nitra

SLOVAK REPUBLIC

xy.xyz@gmail.com

ORCID-ID

**Attachment 2:** Examples of **APA 7 (American Psychological Association, 7th edition)** style citations for different types of sources:

### **1. Book/monograph**

### **Format:**

### Last name, A. A. (Year). Title of book. Publisher.

### **Example:**

### Storey, J. (2018). Cultural theory and popular culture: An introduction (8th ed.). Routledge.

### **2.** **Chapter in the proceedings/collective monograph**

### **Format:**

### Surname, A. A. (Year). Title of chapter. In A. Editor (Ed.), Title of the book (pp. xx-xx). Publisher.

### **Example:**

### Jenkins, H. (2013). K-pop fandom as a participatory culture. In P. David (Ed.), Global pop culture (pp. 45-67). Oxford University Press.

### **3.** **Article in an academic journal**

### **Format:**

### Last Name, A. A. (Year). Article Title. Journal Title, Volume Number(Issue Number), Pages. <https://doi.org/xxxxx>

### **Example:**

### Lee, S. (2020). The commodification of K-pop idols: Neoliberalism and global music markets. Journal of Popular Music Studies, 32(2), 123-140. https://doi.org/10.1234/jpms.2020.567

### **4.** **Online journal with a listed author**

### **Format:**

### Last Name, A. A. (Year, Month Day). Article Title. Title of the journal, Volume number\*(Issue number), Pages (if available). URL

### **Example:**

### Kim, J. (2022, April 10). The globalization of K-pop: From local trend to global phenomenon. Journal of Asian Cultural Studies, 15(2), 45-60. https://doi.org/10.xxxx/jacs.2022.0045

### **5.** **Online journal with no listed author**

### **Format:**

### Article title. (Year, Month Day). Journal Title, Volume number\*(Issue number), Pages (if available). URL

### **Example:**

### The impact of digital platforms on K-pop's success. (2021, October 5). International Journal of Music Industry Studies, 20(3), 78-95. https://www.ijmis.org/article2021

### **6. Website**

### **Format:**

### Last Name, A. A. (or Organization Name). (Year, Month Day). Article/Page Title. Title of the website. URL

### **Example:**

### Korea Creative Content Agency. (2022, July 15). The rise of K-pop and its global influence. KOCCA Reports. https://www.kocca.kr/kpop2022

### **7.** **Video (e.g. YouTube)**

### **Format:**

### Author or channel name. (Year, Month Day). Video Title [Video]. YouTube. URL

### **Example:**

### KBS World. (2021, May 22). Behind the scenes: K-pop training system [Video]. YouTube. <https://www.youtube.com/watch?v=abc123xyz>

### **8.** **Social media (e.g. Twitter, Instagram, Facebook)**

### **Format:**

### Author or Organization. (Year, Month Day). First 20 words of post [Post Type]. Platform. URL

### **Example:**

### BTS Official. (2023, March 10). We are excited to announce our new album release in June! Stay tuned for more updates. #BTS [Tweet]. Twitter. <https://twitter.com/BTS_twt/status/1234567890>