

INSTRUCTIONS FOR AUTHORS

1. The contents of a paper

The journal of Forensic Engineering focuses on forensic expertise and risk engineering especially in technical and economical fields. It publishes articles contributing to the development of theory, practice or the pedagogical process in the technical and economical fields of forensic and risk engineering.

Formally, the paper should contain the following:

- a title in Czech and English;
- an abstract in Czech and English; it should summarize the essence of the problem in question, the results achieved and their application. It is not an introductory paragraph to the text which would then be immediately repeated;
- key words in Czech and English;
- the text itself, where the captions below figures are in Czech and English as well as those above tables (graphs are presented and numbered as figures and the text says „in the graph in figure XX“);
- a list of references at the end;
- if the article has previously been published, the fact must be mentioned; see the Ethical Code for more information.

2. A brief description of how a paper is handled

Papers are sent to the Institute of Forensic Engineering of Brno University of Technology, Purkyňova 464/118, 612 00 Brno, in electronic form to prispevky@soudniinzenyrstvi.cz.

The scientific and technical papers are reviewed to assess their suitability for publication. If the reviewer considers a paper to be factually or technically improper, another examination is carried out before it is decided whether the paper will be published. The editorial office is not obliged to publish all the papers received.

3. Copyright and the approval for publishing the paper

For formal reasons and also for better communication between the editorial staff and the author, a written approval from the author(s) for publishing the article must be attached to the manuscript on a separate sheet:

I/ we agree with the publishing of my/ our paper called ...title of the paper... in the journal of Forensic Engineering.

In dated

The author:

- a) first name, surname including degree titles before and after the name,
- b) date of birth (or the birth certificate number),
- c) the author's delivery address,
- d) the exact name of the author's workplace including the address,
- e) the author's telephone number (landline, mobile),

- f) e-mail address,
- g) the author's signature / signatures of all the authors.

Important information:

- a) If there are more co-authors, each of them must fill in and sign this form of approval!
- b) If the paper contains photographs or other pictures, the names of their authors must be mentioned.
- c) If materials from other authors are used, the act No. 121/2000 Coll., on the copyright act and acts related to the copyright act and on changes to some acts must be observed (the copyright act – see the part below). All quotations, adopted tables, pictures or graphs must be accompanied by clearly stated sources, otherwise there is a risk of civil litigation or compensation for damages and also prosecution.

If you are in doubt or something is not clear, please contact the editorial staff.

It is necessary to quote strictly all text extracts or references to other sources to make it entirely clear which ideas are adopted and which ones are the author's own creative contributions. The same applies to adopted pictures, graphs, tables etc.

4. The text part of the manuscript

The text part may be created in the Microsoft Word programme (version 97-2003 or later), in the *.doc, *.docx formats. If the basic text has been created in another text editor, it must be converted to the formats mentioned (the Kamenický encoding, Latin II, UNICODE).

Pictures, tables and graphs are placed directly in the text. In the final typesetting of the paper, it is usually necessary to adjust their position to suit the typesetting requirements. Therefore, they may not appear in the same place as in the manuscript. All the tables, pictures, and graphs must have their own numbers and captions (in Czech and English), which are placed above tables and below pictures and graphs.

A reference in the text must not be in the following form: "see the following figure" or "the figure on the following page". It must be a reference to a number, for example „see Figure 22“. Another option is a reference in brackets (Tab. 1 and Fig. 3). Basically, we only use rows for figures and tables. If the figure is a graph, the reference looks like this: „... see the graph in Fig. 3...“.

The figure and table captions are in Czech and English. They start with Obr. 1/Figure 1 or Tab. 1/Table 1.

When processing the materials in electronic form, do not format the text (text-align: justify, text centring etc.), only align the text to the left. Do not use Enter to end a line, different fonts (only for special symbols – these must be pointed out; for the Greek alphabet use the Symbol font familie sand never use the "Insert a symbol" function in Word), use the ENTER key only to separate paragraphs. *If we want to insert other special symbols, it is suitable to use the combination of ALTplus a numerical code typed on the numeric keypad.*

Equations, variables

Equations and formulas can be typed within the text or on separate lines. If it is in the text, it should only be a single-line version. A multiline version should be on a separate line.

Tables

In electronic form, tables can be created in MS Word (versions 97-2003 or later), MS Excel (versions 97-2003 or later). When creating tables, it is suitable to use the simplest typesetting possible (basic fonts, single and thin framing lines and splitting cells). Cell merging can be used as well as the **boldface** font and *italics*. To place contents in Word cells, strictly use paragraph alignment (left, right, centre), not spaces on the right or left. In Excel, formatting is available in the cell format

settings and the options depend on the version of Excel. Indent to the next line in one cell in Excel is done using the left Alt + Enter keys.

In all cell columns the distance between the text and the vertical lines should be at least 1 mm both on the left and right (see ČSN 01 6910, chapter 18.4)

Cell fills can only be shades of grey selected suitably, not colours.

Captions always start with a capital letter (e.g. Table 2.2 Text describing the contents) and they are on a separate line. Table captions are above the table.

The maximum table width should be 175 mm, the total maximum dimensions should be 175 mm x 240 mm including the caption above the table.

Figures

Figures or graphs (marked and numbered as figures) are provided directly in the text in electronic form or, exceptionally, in the original form as black and white or colour photographs (the print quality cannot be guaranteed), pictures, diagrams, maps in a good quality and highly contrasting original form. It is suitable to attach the MS Excel file if the graphs have been generated in it.

Descriptions in figures should be made using a template or print or a suitable program (e.g. MSOffice Painting). Make sure the descriptions are legible (the size should not be lower than 2mm). Photographs can only be included if they comply with the criteria described above.

Occasionally, colour photographs or pictures can also be included (graphics, records, etc.). They can appear on the magazine cover or, very rarely, as separate colour appendices after agreement with the editors. Colour templates in 1:1 scale should be created using a high-resolution device (min. 700 dpi.).

If the figures have been processed in electronic form, these are the formats which can be accepted: PostScript (*.EPS, *.PS), Adobe Illustrator (*.AI, *.EPS), Windows Metafile (*.WMF), Adobe Acrobat (*.PDF), JPEG (*.JPG) grids, TIFF (*.TIF) grids, Adobe Photoshop (*.PSD, *.PDD).

List of references

All the quoted papers and links must be included in the list of references and vice versa. If the author has not intentionally provided a list of references and does not refer to any previous findings, the whole work and all the results are supposed to be an original which cannot be compared to any other findings. However, this fact must be pointed out in the introduction.

The list of references is usually numbered. If there are references to names of authors in the text, the list is in alphabetical order by the authors' names. The works quoted in the text may be referenced either by a number listed in square brackets or directly by the author's name and a year (usually in brackets). If there are more than two authors of one book, the reference only contains the first author (without the first name and its abbreviation) plus et al. (Prokop et al. 1995). However, the list of references contains the names of all the authors. If there are two authors, the reference contains both the names (and a year). References to unpublished texts should be restricted as much as possible.

A quotation in the text marked as "in print" may be included in the list of references only if such an article has already been proofread. A quotation such as "a personal message" is only included in the text (with a year).

Note: [1] (1 tab) ... – means inserting a tabulator between the number and the author.

A book:

[1] (1 tab) AUTHOR, Stanislav. *Publikuji*. ABCD publisher, 2017, 105. ISBN xxx

A magazine article:

[2] (1 tab) AUTOR, S. et al. Citation and Publication. *Journal of Authors*, 2017, 54(1), 56-58. ISSN/ doi

An article in a scientific compilation:

[3] (1 tab) AUTHOR, A., AUTHOR, B. Odhad ceny bytu v Brně. In: *Konference o bytech*, Brno, VUT Brno, 1997, s. 55–61.

A textbook:

[4] (1 tab) AUTHOR, S., AUTHOR I, AUTHOR, J. et al. Road Accident. *Skriptum*, 2.vyd., VUT Brno, 1998, 306 p. ISBN xxx

An unpublished report:

[5] (1 tab) AUTHOR, A., AUTHOR, B. Report of Journal. *Directive IFE BUT no. 235/2002*, Brno, 2002, 5 p.

A web pages:

[6] (1tab) AUTOR, Stanislav. *Publication and citation* [online].ABCDE, 2017 [cit. 2017-04-25].Available from: www.abcde.cz/publikujiacituji

Titles of magazine periodicals can be given in full or as bibliographic abbreviations of the titles if they officially exist. However, the list of references must be compiled in a strictly uniform manner and must fulfill all the requirements for each quotation.