Author’s name

Author’s affiliation: university name

e-mail

ORCID number

Chapter title[[1]](#footnote-1)\*

**Abstract:** It should be a substitute for the entire chapter, i.e. present its content in a concise form (up to 900 characters with spaces) including the aims, methods, results and conclusions.

**Keywords:** maximum of 8 keywords separated by commas.

# First degree subtitle

Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm.

## Second degree subtitle

Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm. Main text: Times New Roman 12 points, line spacing: 1.5 points, indentation: 1 cm.

We use the following types of enumeration:

1. Arabic numbers followed by a dot and then the text beginning with a capital letter and ending with a dot.
2. Arabic numbers followed by a dot and then the text beginning with a capital letter and ending with a dot.
* a dash, then the text beginning with a lowercase letter and ending with a comma,
* a dash, then the text beginning with a lowercase letter and ending with a dot after the last category.

### Third degree subtitle

References should be placed in the text in accordance with the [APA Style 7th Edition (2020) rules](https://files.taylorandfrancis.com/tf_APA.pdf) (e.g. Kelmanson et al., 2019, pp. 31–40). Explanatory, polemical and supplementary footnotes should be placed at the bottom of the page in accordance with the following template[[2]](#footnote-2).

# First degree subtitle

## Second degree subtitle

Illustrations should be editable and attached separately in source files (e.g. Excel, Corel Draw, photos with a resolution of at least 300 dpi). Illustrations should be numbered. The Author(s) should use the word Figure for all types of illustrations (charts, diagrams, photos, etc.). Illustrations should include explanations of the abbreviations used, a caption and a source. Each illustration should have a reference in the main text (e.g. Figure 1).

Explanations: series 1 – xxxxxxxxxxxxxxxxx; series 2 – xxxxxxxxxxxxxxxxx; series 3 – xxxxxxxxxxxxxxxxx.

Figure 1. Caption under the figure

Source: based on (“Physician oversight,” 2019, p. 592).

### Third degree subtitle

Tables should be editable, numbered and titled. An explanation of the abbreviations (if there are any) and the source of the table should be provided below the table. Each table should be referenced in the main text (e.g. Table 1). Each table column should be filled with content. Lack of data should be indicated with appropriate signs:

– phenomenon does not occur,

· complete lack of information,

× filling in the field is impossible or pointless.

Table 1. Table title

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Data 1 | Data 2 | Data 3 | Data 4 | Data 5 | Data 6 | Data 7 |
| AB | 0 | 0 | 0 | 4 | 34 | 0 | 27 |
| BC | 0 | 14 | 797 | 126 | 21 | 168 | 12 |
| CD | 396 | 32 | 252 | 18 | 13 | 36 | 22 |
| DE | 37 | 19 | 629 | 105 | 46 | 108 | 34 |
| EF | 0 | 0 | 21 | 3 | 7 | 0 | 28 |
| Total | 433 | 65 | 1699 | 256 | 121 | 312 | 123 |

Explanations: AB – xxxxxxx; BC – xxxxxxx; CD – xxxxxxx; DE – xxxxxxx; EF – xxxxxxx.

Source: based on (OECD, 2020).

Mathematical formulas should be centred and have correctly written powers and indices. Formula numbers should be placed in round brackets, near the right margin of the text. Variables should be written in italics, whereas numbers and digits should be written in the standard style. The multiplication sign should be written as: · or × (and not as an asterisk \* or the letter x). All symbols used in a formula should be explained below the formula, e.g.

  (1)

where:

*zij* – standardised value of the *j*-th variable in the *i*-th object,

*m* – number of objects,

*n* – number of variables.

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1. \* Footnote informing about the grant/financing (10 points, single line spacing), if applicable. [↑](#footnote-ref-1)
2. Explanatory, polemical, supplementary footnote (10 points, single line spacing) added to the main text. [↑](#footnote-ref-2)