AGRICULTURAL ECONOMICS – CZECH

INSTRUCTIONS FOR AUTHORS

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The journal uses double-blind peer review, which means that both authors and reviewers are anonymous to each other throughout the review process.

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2. Editorial office assessment – the manuscript’s composition and arrangement is checked against the Instructions for Authors. The manuscript is checked for plagiarism (CrossRef Similarity Check).
3. Evaluation by the Editor-in-Chief (EIC) – EIC checks that the manuscript is appropriate for the journal and is sufficiently original and interesting. If not, the manuscript may be rejected without being reviewed.
4. Invitation to Reviewers – at least two reviewers are assigned by the EIC to a manuscript. As responses are received, further invitations are issued, if necessary, until at least 2 acceptances are obtained.
5. Response to invitations – potential reviewers consider the invitation against their own expertise, conflicts of interest and availability. They then accept or decline. If possible, when declining, they might also suggest alternative reviewers.
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a decision. The editor decides on the publication of papers, taking into account peer reviews, scientific importance, and recommendations of the Editorial Board members.

8. **Decision is communicated.** The Executive Editor sends a decision email to the corresponding author including any relevant comments.

9. **Next steps.** If accepted, the manuscript is sent to production. If the article is rejected or sent back for either major or minor revision, the EIC should include constructive comments from the reviewers to help the author improve the paper. If the paper was sent back to authors for revision, the reviewers should expect to receive a new version, unless they have opted out of further participation. However, where only minor changes were requested, this follow-up review might be done by the EIC.

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Submit the manuscript electronically to the editorial system on the journal website. The manuscript should be submitted in the following separate files:

(i) **Title Page** including a type of the document (original paper, review, scientific information, case study), manuscript title, names of all authors in the order they will be published in the article (first name, middle name, surname), authors’ affiliations, corresponding author e-mail address, abstract, number of characters, dedication, and acknowledgement) (templates).

(ii) **Manuscript file** including title, abstract, keywords, content/text of the article, tables and figures (see Manuscript file layout), blinded (follow the instructions below) (templates).

(iii) **Figures** – graphs preferably in MS Excel (.xlsx); and images (photographs, schemas, diagrams, maps).

(iv) **Cover letter** – explaining the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal.

(v) **Supplementary material**, if needed (for online publication only).

(vi) **Authors’ Declaration** form (Authors/Author’ Declaration, signed, scanned,.pdf).

The manuscript files should be blinded:

The authors are fully responsible for the manuscript (also its revised versions and accompanying letter to reviewers) anonymisation.

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Manuscript extent. The extent of the original articles and reviews should be 20 000 – 30 000 characters (with spaces) – including tables, references, and figure captions. The scientific Information format is intended for the presentation of important observations that can be clearly described in an abbreviated format. Scientific information must have an abstract and must not exceed 20 000 characters with spaces. There are no sub-headings and a description of material and methods must be integrated into the text.

Formatting. MS Word editor should be used for creating the text (Times New Roman, 12, lines 1.5; 2.5 cm margins on each edge of the page. The document must not be formatted in columns, heading styles etc. Pages and lines of the manuscript must be numbered in the left-hand margin. The manuscript should not obtain footnotes.

Language. The manuscript must be grammatically and linguistically correct (British English). The authors who are not native English speakers are strongly advised to get their manuscript checked by a native English-speaking professional prior to the submission to avoid acceptance problems.

Source of data. The sources of the data used in the article should be clearly stated in the text of the article (properly cited) and mentioned below the tables and figures. The sources should be available in the reference list (properly cited, see the References manual below).

Tables. Tables must be formatted in MS Word (will not be accepted as an image file). Each item must be placed into a separate cell. Tables are to be numbered with Arabic numerals in the order in which they will be included in the text, and have a brief, but a self-explanatory title. Explanatory footnotes to tables should be indicated by superscript letters (or asterisks for significance values). Abbreviations, symbols and acronyms used in the tables must be explained either in the table title or as a footnote. For an explanation of abbreviations, symbols and acronyms used in tables, it is not possible to refer to the main text. The values should have the same number of decimal places (digits). The captions of the columns/lines should be concise and descriptive and contain a measurement units.

Figures. All variables (abbreviations), symbols and acronyms should be explained (as a note below each figure and table); the measurement units should be clearly stated (in the legends of axes) and accompanied by a concise, descriptive legend. The abbreviations, symbols and acronyms used in the figures must be explained either in the figure title or as a footnote. The sources of data should be specified.

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Figures and Tables. Duplicated documentation of data in both Tables and Figures is not acceptable. All figures and tables should be inserted at the end of the manuscript and the main text should refer to the correct placement of the figures and tables. The tables and figures must be numbered following their order of appearance (Arabic numerals: Figure 1, Figure 2, ...). All figures and tables must be mentioned in the text of the manuscript.
Equations — Equations should be numbered using Arabic numerals (1). Each equation should be followed by a legend (where: \( y = \ldots \); \( x = \ldots \)), explaining all variables, symbols and acronyms used, which were not explained previously. The equations should be further editable (use preferably MathType).

Nomenclature, abbreviations and units.

Abbreviations, if any abbreviations or acronyms are used in the main text, they must be explained appropriately when used for the first time.

The decimal marker is a point (e.g. 0.1 m), while the thousand’s separator is a space on either side of the decimal period (e.g. 25 562.987 05). The decimal point in all numbers between 1 and –1, except 0, must be preceded by 0 (e.g. 0.26). In general, use words for numbers one through nine, and use digits for 10 and over. For a series of numbers, any of which are over 10, use all digits. Do not use the MathType or MS Word Equations editor for symbols or variables written in the running article text (use the Symbol letters).

SI units should be used, e.g. mg, g, km, m, cm, mm, L (litre), ml, s (seconds), min (minute), h (hour), mol. The definitive SI website is that of the Bureau International des Poids et Mètres at http://www.bipm.org/. Units must be indicated on each occurrence of numerical information and at the axes of all graphs. To express a unit of measurement, use a space between the number and the unit (5 g; 20 ha, 3 °C) except for percentages (37%). In a series of measurements, indicate the unit at the end (3, 6, and 8 mm) except for degrees (2 °C to 10 °C). Abbreviate units only after a numeric value (24 h; several hours later, 2 days).

Currency. Use euro or U.S. dollar as a currency in the computations and results. Currency codes based on the ISO 4217 Currency Code norm should be used (EUR, USD). When a monetary unit is referred to generally but an amount is not included, it is spelt out in letters, except in tables (e.g. an amount in euros). In the text, use: EUR 30; EUR 30 per year per ha; EUR 10 million. In tables in case of the main unit for a column (table), use: (EUR); (million EUR).

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MANUSCRIPT PARTS (Original paper)

i. Title should be short and informative (not exceeding 100 characters, no subtitles and commonly unknown abbreviations or acronyms). No subtitles or numbering of serial articles should be used.

ii. Abstract is a short summary of the scientific paper including an outline of the objective, method, results and conclusions of the paper (not exceeding 200 words). It should describe all the essential facts of the paper and basic numerical data including any statistical evaluation should be incorporated. Being published in world databases, the abstract is a significant part of the paper, and it is therefore recommended that it is precise. The abbreviations can be used only when explained.
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v. **Material and Methods.** The whole methodology is only to be described if it is an original one, in other cases, it is sufficient to cite the author of the method and to mention any particular differences. Data used in the article should be clearly stated and referred to in the reference list. Methods of statistical processing including the software used should also be listed in this section. The methods and models of statistical analysis must be indicated and sufficient statistical details should be given. Specify the mentioned products used for the experiments by giving their exact name/type, name of the producer, and country of the producer’s headquarters in parentheses.

vi. **Results and Discussion.** The results obtained, including their statistical evaluation and commentary, should be presented graphically or in table-form, and the author should comment on the results and confront them with data published elsewhere (discussion).

vii. **Conclusion** summarises the paper’s main points and outlines its contribution to the present state of research in the field concerned.

viii. **References.** The authors are recommended to include references to papers from peer-reviewed periodicals only (Web of Science) and avoid citations from non-available sources (reports, national journals, proceedings, thesis, etc.). It is not advisable to cite the publications, which were not originally published in English and are not necessary for the article. Only papers cited in the text should be included in the reference list (and the sources of the data). The authors are responsible for the accuracy of their references. The list should not exceed 25 references (max. 2 auto-citations). The authors are arranged alphabetically by the first authors’ surnames. If more than one paper by the same author(s) published in the same year is cited, the papers should be differentiated by YEAR a, b, c both in the text and the reference list.

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Diacritical signs of national Latin-based alphabets should be preserved. Names in non-Latin alphabets should be transcribed according to international standards. The manuscript must be carefully checked to ensure that the spellings of authors’ names and publication years
are exactly the same in the text as in the reference list. The citations should be limited to items really needed for placing the paper into a proper context.

**Examples of the References’ format:**

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Author(s) (surname and abbreviation of the first name without comma) (Year): Article title. Full Journal Title, Volume number: page–page.


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**Electronic Journal Article**

Author(s) (Year): Title of article. Name of Electronic Journal, Volume number: page–page. Available at ... (accessed ...).


**Book:** Author(s) (Year): Title of Book. Edition volume (if relevant). Place of publisher, Publisher name: page–page.


**Chapter in Book**

Author(s) of chapter (Year): Title of chapter. In: editor(s): Title of Book. Edition or volume, if relevant. Place of publisher, Publisher name: page–page.


**Conference Proceedings**

Author(s) (Year): Title of publication. In: editor(s): Proceedings Name of Conference, Place, Date (month from–to), Year: pages–pages.


**Dataset**
Author(s)/Rightsholder (Year): Title of Data Set (version number). [Description of form]. Place of producer, Name of producer.

or

Author(s)/Rightsholder (Year): Title of Data Set (version number). [Description of form]. Place of producer, Name of producer. Available at ... (accessed ... ).


Unpublished Raw Data

Author(s) (Year): Description of Study Topic. [Unpublished raw data].


ix. **Supplementary Material.** Authors can include original, so far unpublished supplementary material (SM) which may comprise additional tables, data sets, figures, and other non-essential files. SM will appear only in the AE electronic version (ESM – electronic supplementary material). ESM will be published as submitted and will not be corrected or checked for scientific content, typographical errors or functionality. ESM must be relevant to the parent manuscript, but the manuscript must stand alone without ESM for those readers who will be reading the hard copy only. It should be submitted along with the main manuscript in a separate file and identified as “Supplementary file – for online publication only”. ESM should be identified and mentioned in the main text as Supplementary Table S1, Supplementary Table S2, etc. for tables or Supplementary Figure S1, Supplementary Figure S2, etc. for figures or Supplementary Material S1, Supplementary Material S2, etc. for other material. SM should be submitted with the captions and source. Individual file sizes should be restricted to 10 Mb maximum (zipped or unzipped).

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Proof-sheets will be sent to the corresponding author by e-mail. Your response, with or without corrections, should be sent back within 48 hours.

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**Compliance with these instructions is obligatory for all authors. If a manuscript does not comply with the above requirements, the editorial office will not accept it for consideration and will return it to the authors without review.**

Revised: December 31, 2020
TABLES AND FIGURES EXAMPLES

TABLES:

Table 1. Individual rates of changes in volume of slaughter livestock (2010–2016)

<table>
<thead>
<tr>
<th>Country</th>
<th>BFM (%)</th>
<th>PM (%)</th>
<th>PoM (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>0.5</td>
<td>−62.5</td>
<td>19.0</td>
</tr>
<tr>
<td>Belgium</td>
<td>60.0</td>
<td>−</td>
<td>−9.3</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>−10.2</td>
<td>4.5</td>
<td>2.4</td>
</tr>
<tr>
<td>Croatia</td>
<td>3.0</td>
<td>−23.0</td>
<td>79.4</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>−1.1</td>
<td>−21.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

BFM – beef and veal meat; PM – pork meat; PoM – poultry meat
Source: Own calculations based on Eurostat Database (2019b)

Table 2. Farm categories based on their economic size

<table>
<thead>
<tr>
<th>Size category</th>
<th>Criteria limits*</th>
<th>Organic farms (number)</th>
<th>Conventional farms (number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>balance sheet total (EUR)</td>
<td>net turnover (EUR)</td>
<td>average number of employees</td>
</tr>
<tr>
<td>Micro I</td>
<td>70 000</td>
<td>140 000</td>
<td>7</td>
</tr>
<tr>
<td>Micro II</td>
<td>300 000</td>
<td>600 000</td>
<td>8</td>
</tr>
<tr>
<td>Large</td>
<td>60 000</td>
<td>120 000</td>
<td>45</td>
</tr>
</tbody>
</table>

*To be included in a size category, the entities on their balance sheet dates must not exceed the limits of at least two of the three criteria
Source: FAO (2019)
Figures:

Figure 1. Development of technical efficiency in time
LFA-M – farms located in mountain area; LFA-S – farms located in areas with specific constraints; LFA-O – farms located in other areas; LFA-N – farms located in non-LFA areas
Source: Own processing based on Albertina database (Bisnode 2017) and LPIS database (Ministry of Agriculture of the Czech Republic 2017a)

Figure 2. Income potential in 2010 and 2016
\( U_i \) – income potential
Source: Own calculations based on Eurostat Database (2019c)
SELF ASSESSMENT
Self-assessment questions to be answered by the authors before submission of the manuscript:

1. Is the information to be published new, and thus worthy of publication?
2. Is novelty expressed in the title and discussed adequately in the discussion?
3. Is the hypothesis sound and original?
4. Were the appropriate methods used?
5. Is the paper written with essential clarity?
6. Has a native-speaker knowledgeable about the field validated the English language?
7. Is the list of references comprehensive, and are all the references relevant?
8. Where appropriate, are the results statistically significant?
9. Are the titles and legends for tables and figures complete and self-explanatory?
10. Were the Instructions for Authors thoroughly followed?

Please do not submit the manuscript if any of the above questions have been answered in the negative. While something can be learned from most of the review processes, the reviewers cannot be expected to provide extensive help with corrections, or to educate the authors.