# AGRICULTURAL ECONOMICS – CZECH

## INSTRUCTIONS TO AUTHORS

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GENERAL INFORMATION

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Contact information

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Executive Editor: Ing. Gabriela Vladyková, e-mail: cjas@cazv.cz

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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.

Peer-review process steps

1. Manuscript submission – the correspondence author submits the manuscript to the journal, via online editorial system.
2. Editorial office assessment – the manuscript’s composition and arrangement is checked against the Instructions to 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.
6. Review is conducted – the reviewer sets time aside to read the manuscript several times. The first read is used to form an initial impression of the work. If major problems are found at this stage, the reviewer may feel comfortable rejecting the manuscript without further work. Otherwise, they will read the manuscript several more times, taking notes so as to build a detailed point-by-point review. The review is then submitted to the journal, with a recommendation to accept (without change, minor revisions, major revisions and second review) or reject it.
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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 correspondence 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.

**MANUSCRIPT SUBMISSION**

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 (editable .xls or 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.

- Names of authors, e-mail addresses and affiliations must be removed.
- Do not mention any dedications or acknowledgements.
- Do not add any page headers or footers that would identify you.
- Avoid, or try to minimise, any self-citation. If you have cited your own work, make sure you have referred to your own references in the third person, e.g. “Novak and White (2007) have demonstrated”, not “We have previously demonstrated (Novak, White 2007)”.
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MANUSCRIPT FILE LAYOUT

Manuscript extent. The original papers and reviews should not exceed 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 10,800 characters with spaces. There are no subheadings and a description of materials and methods must be integrated into the text.

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

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.

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 are 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 or symbols used in the tables must be explained either in the table title or as a footnote. For an explanation of abbreviations or symbols used in tables, it is not possible to refer to the main text.

Figures should be restricted to material essential for documentation and understanding of the text and accompanied by a concise, descriptive legend. Graphs should be provided in MS Excel and supplied with original data. Centred captions, parallel to axes, are used to indicate the measured attributes and their units of measurement (in brackets). All illustrative material must be of publication quality. High-contrast photographs and autotypes must be submitted in .jpg/.tiff format at high resolution (min. 300 dpi). All photos, graphs, illustrations and diagrams must be referred to as a figure and numbered (Figure 1), continually according to the order in which they are included in the text, using Arabic numerals. The abbreviations, symbols and acronyms used in the figures must be explained either in the figure title or as a footnote.

Duplicated documentation of data in both Tables and Figures is not acceptable.

Equations – Equations should be numbered using Arabic numerals (1). Each equation should be followed by a legend (where: y – refers to; x – indicates …), explaining all variables, symbols and acronyms used, which were not explained previously. The equations should be further editable (use MathType, MS Word equations editor).

Nomenclature, abbreviations and units.

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 Mésures at [http://www.bipm.org/](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).

**Statistics.** Describe statistical methods with enough detail to enable a knowledgeable reader to verify the reported results. In general, statistical techniques should be described in the Materials and Methods. Except for simple procedures (e.g. t-tests, one-way analysis of variance, simple linear regression), cite an appropriate and accessible statistical text and indicate the version of the SW used (Name, Version). The level of significance should be indicated by using the following conventional standard abbreviations for significance \( P < 0.05, P < 0.01, \) and \( P < 0.001 \). In tables, levels of significance should be indicated by *, **, and ***, respectively.

**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.

iii. **Keywords** are words most aptly describing the studied problem. Five or six keywords without overlapping with the manuscript title and abstract are recommended. Write them in lower case letters and separate them using semicolons. The abbreviations can be used only when explained.

iv. **Introduction** should provide information on the present state of research in the field concerned, supported by selected references to literary sources. It briefly justifies the research, specifies the hypotheses to be tested, and gives the objective(s).

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.

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 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.

**In-text citations.** The papers published by one or two authors are to be cited by their names, those published by three or more authors by the name of the first one et al. The name(s) of the author(s) and year of publication are to be cited by including them in the text directly, e.g. ... as published by Roberts (2019); Roberts and Pickles (2017), Candida et al. (2018) or indirectly, citing name(s) and year of publication in parentheses (Berger et al. 2015; Coyot 2018; Ahlin and Lin 2009). Several papers cited together should be arranged according to the year of publication starting with the oldest one, divided by semicolons.

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:**

**Journal Article**

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

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


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). Publisher name, Place of publisher: page–page.


Chapter in Book

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

or

Author(s)/Rightsholder (Year): Title of Data Set (version number). [Description of form]. Name of producer, Place 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. SM will be published as submitted and will not be corrected or checked for scientific content, typographical errors or functionality. SM must be relevant to the parent manuscript, but the manuscript must stand alone without SM 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”. SM 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, 2019
TABLES AND FIGURES EXAMPLES

TABLES:

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

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<thead>
<tr>
<th>Country</th>
<th>Beef and veal meat (%)</th>
<th>Pork meat (%)</th>
<th>Poultry meat (%)</th>
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<tr>
<td>Austria</td>
<td>0</td>
<td>–6</td>
<td>9</td>
</tr>
<tr>
<td>Belgium</td>
<td>6</td>
<td>–</td>
<td>–9</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>–10</td>
<td>4</td>
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</tr>
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<td>Croatia</td>
<td>3</td>
<td>–23</td>
<td>79</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>–1</td>
<td>–21</td>
<td>–17</td>
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</tbody>
</table>

Source: own calculations based on Eurostat Database (2019b)

Table 2. Break-even point analysis and the requirements for 5 and 10% profitability

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<th>Item</th>
<th>Profitability (%)</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
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<tr>
<td>Milk price (EUR/L)</td>
<td>0 (break-even)</td>
<td>0.33</td>
<td>0.32</td>
<td>0.31</td>
<td>0.30</td>
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<td>0.33</td>
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<td></td>
<td>10</td>
<td>0.36</td>
<td>0.35</td>
<td>0.34</td>
<td>0.33</td>
<td>0.35</td>
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<tr>
<td>Milk yield (L/cow/year)</td>
<td>0 (break-even)</td>
<td>5 426</td>
<td>8 239</td>
<td>10 990</td>
<td>5 658</td>
<td>7 257</td>
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<td>9 356</td>
<td>12 777</td>
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<td>10</td>
<td>6 661</td>
<td>10 651</td>
<td>14 958</td>
<td>7 131</td>
<td>9 224</td>
</tr>
<tr>
<td>Total costs (EUR/cow)</td>
<td>0 (break-even)</td>
<td>2 586</td>
<td>2 333</td>
<td>2 113</td>
<td>2 721</td>
<td>2 362</td>
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<td>2 134</td>
<td>1 934</td>
<td>2 487</td>
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<td>Subsidies (EUR/cow)</td>
<td>0 (break-even)</td>
<td>–</td>
<td>286</td>
<td>484</td>
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<td>241</td>
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Source: authors’ survey
Figures:

Figure 1. Development of technical efficiency in time

Four groups of farms according to their location in mountain area (LFA-M), area with specific constraints (LFA-S), other areas (LFA-O), or non-LFA areas (LFA-N)

Source: own processing based on Albertina database (Bisnode 2017) and LPIS database (Ministry of Agriculture of the Czech Republic 2017a)

Figure 2. Income potential ($U_i$) in 2010 and 2016

Source: own calculations based on Eurostat Database (2019c)
SELF ASSESMENT
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 to 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.