Title of the article times new roman, font size 14, bold, small letters, align to centre, maximum of two lines

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**Keywords:** significant for identification of the article 5 keywords maximum.

**Abstract:** The keywords should be arranged in a hierarchical order, e.g., measurement, complex technological systems, etc. Please note that the abstract is one of the most important parts of scientific papers. The abstract represents a shortened form of the whole article. The abstract should begin with the article's goal and definition of the solved problem up to the main results and findings, the abstract consists of 250 words maximum. The abstract font is Times New Roman. Font size is 10 pt., align is justified. The journal Acta Tecnología mainly accepts the articles' IMRAD (Introduction, Methods, Results, and Discussion) scientific structure.

# Introduction

The text of the article is font type Times New Roman. Font size is 10 pt., align is justified with the first line indent of 0.5 cm. The main text of the article is positioned in two columns. The line spacing is 1.0 (simple) throughout the template.

The article should be compiled in the following order: title page; keywords; abstract; main text; conclusions; acknowledgements; references.

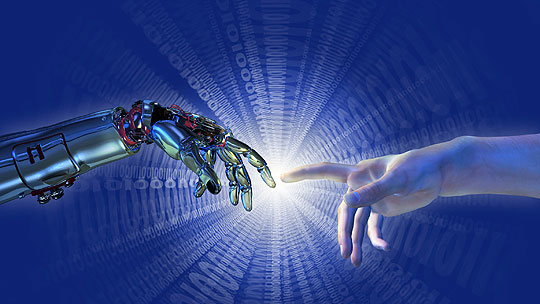
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The length of the article must be from 4 (minimum) to 12 (maximum) pages [1,2]. The article must be saved in Microsoft Word as .doc or .docx form and sent by e-mail with pdf file too.

In the article, it is necessary to use English spelling and punctuation. In addition, authors must adhere to regular S.I. units [3-7].

The figure format can be colour or greyscale in the best quality possible. The figure must be readable and font type Times New Roman, font size 10 (9). Figures are located directly into the text and centred [2,8-10]. All figures must be numbered in the order they appear on the paper (Figure 1).

Numbering and a description of figures are performed below the figures, e.g., *Times New Roman, 9 pt., Italic, centred.*



*Figure 1 Technology and life*

## *The second level heading 11 pt., left, italic*

The table format can be in colour or greyscale in the best quality. Text in the table must be readable with font type Times New Roman, font size 10 (9). Tables are located directly into the text and centred [1,3,11,12]. All tables must be numbered in the order in which they appear on the paper (e.g., Table 1, Table 2, …). Numbering and description of the tables are performed above the tables, *Times New Roman, 9 pt., Italic, centred.*

*Table 1 Matrix of length*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| A | **0** | **2** | **5** | **8** | **6** | **5** |
| B | **9** | **0** | **3** | **6** | **4** | **1** |
| C | **6** | **2** | **0** | **5** | **2** | **1** |
| D | **32** | **4** | **6** | **0** | **1** | **0** |
| E | **4** | **7** | **1** | **2** | **0** | **3** |
| F | **5** | **3** | **4** | **1** | **1** | **0** |
| **G** | 56 | 18 | 19 | 22 | 14 | 10 |

Text in equation form must be readable, *Cambria Math, font size 10, italic, centred*. All equations must be numbered in the order in which they appear in the paper (e.g. (1), (2)). The numbering of equations is performed beside the equation [2-4,13-19].

(1)

## *Creating chapters and subsections*

When creating chapters and subsections, it is necessary to follow the principle that if chapter 1.1 is created, chapter 1.2 must also be created (if necessary, also other 1.3, 1.4, etc.). It is inadmissible to end the numbering only with chapter 1.1.

### Ethical rules

The editorial office may reject manuscripts if it is felt that the work was not carried out within an ethical framework. Plagiarism in any form constitutes a serious violation of the most basic principles of education, research and scholarship and cannot be tolerated. This policy details the responsibilities of all authors, editors and reviewers working with and for Acta Tecnología journal as well as our ethical responsibilities. This includes, but is not limited to, plagiarism, data falsification, misuse of third-party material, fabrication of results and fraudulent authorship [20].

### Creating chapters and subsections

When creating chapters and subsections, it is necessary to follow the principle that if chapter 1.1.1 is created, chapter 1.1.2 must also be created (if necessary, also other 1.1.3, 1.1.4, etc.). It is inadmissible to end the numbering only with chapter 1.1.1.

# Literature review

The literature review presents the results achieved in the subject area. The authors are experts from other scientific and educational institutions from around the world. The literature analysis in the subject area proves the importance of the entire issue described in the article.

# Methodology

## *Peer review process*

After submitting a manuscript, authors will receive information about receipt of the manuscript. All submitted manuscripts for the Acta Tecnología journal are sent out to the peer-review process. The peer-review process takes place in several rounds. In the first round, the manuscripts are reviewed by the journal's editor concerning the quality and focus of the manuscripts. In addition, manuscripts are checked for plagiarism. Manuscripts that are out of the aim and scope do not comply with the plagiarism check of the journal or are of an unacceptably low standard, and quality will be rejected directly without the second-round peer-review process. Each manuscript will be single-blind reviewed by at least two reviewers. The review process will take time no more than 2 months. The reviewers will fill out a review form and evaluate the submitted manuscripts. Reviewers will evaluate the following points:

* The manuscript is relevant for the Acta Tecnología journal.
* The manuscript is new, interesting, original and high quality.
* The manuscript is prepared clearly, logically and correctly.
* The language of the manuscript is clear and understandable.
* The manuscript's figures, diagrams, charts, and tables are readable, clear, and high-quality.
* References of the manuscript are used correctly.

The review process continues to notify authors if the manuscript can be accepted without modification, accepted after modification or rejected. The review process ends with checking the final pdf article version and confirming the article for publication in the journal by the authors (if the editor and reviewers accepted the manuscript for publishing). The journal's editor has the right to manage and, in certain circumstances, change the peer review process at his discretion [20].

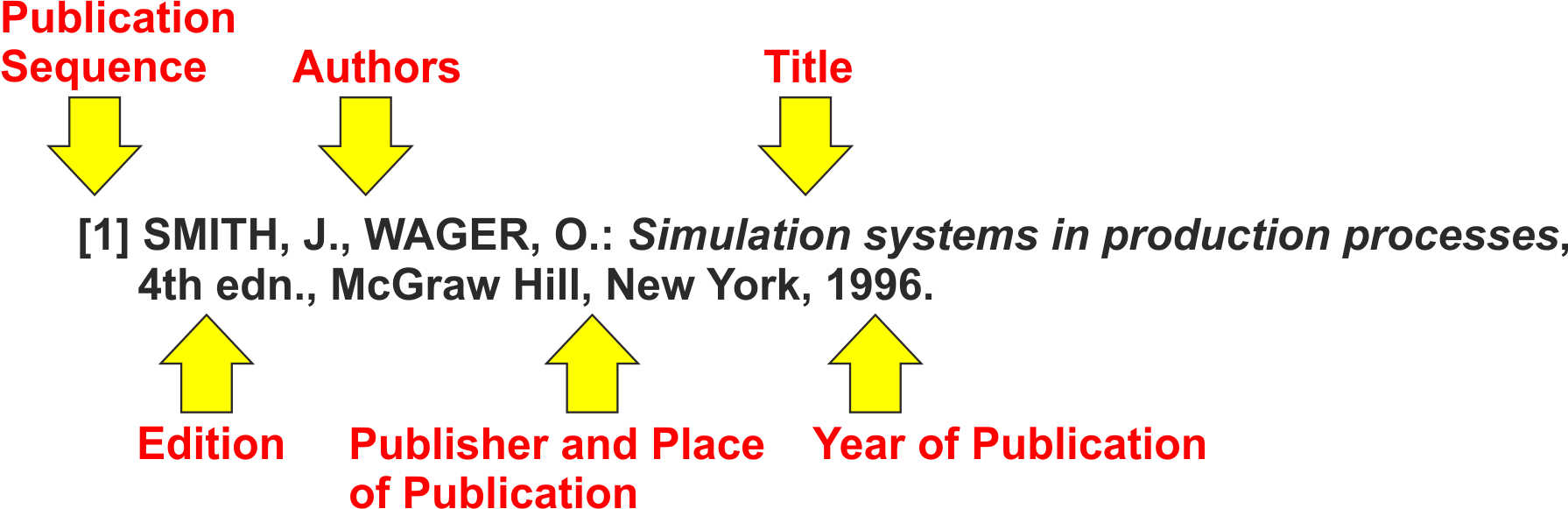
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When creating the chapter “References”, (all names of authors and co-authors must be displayed “et al. form is not accepted”). The journal only accepts full names of cited journals; do not use abbreviated forms. A maximum of 35 references/12 pages are accepted for citing. Only 15% of cited papers (5 out of 35) may be outside the Web of Science or SCOPUS databases. A maximum of 1 contribution from the *Acta Tecnología* source and a maximum of 1 contribution from the same author/s are accepted for citing!

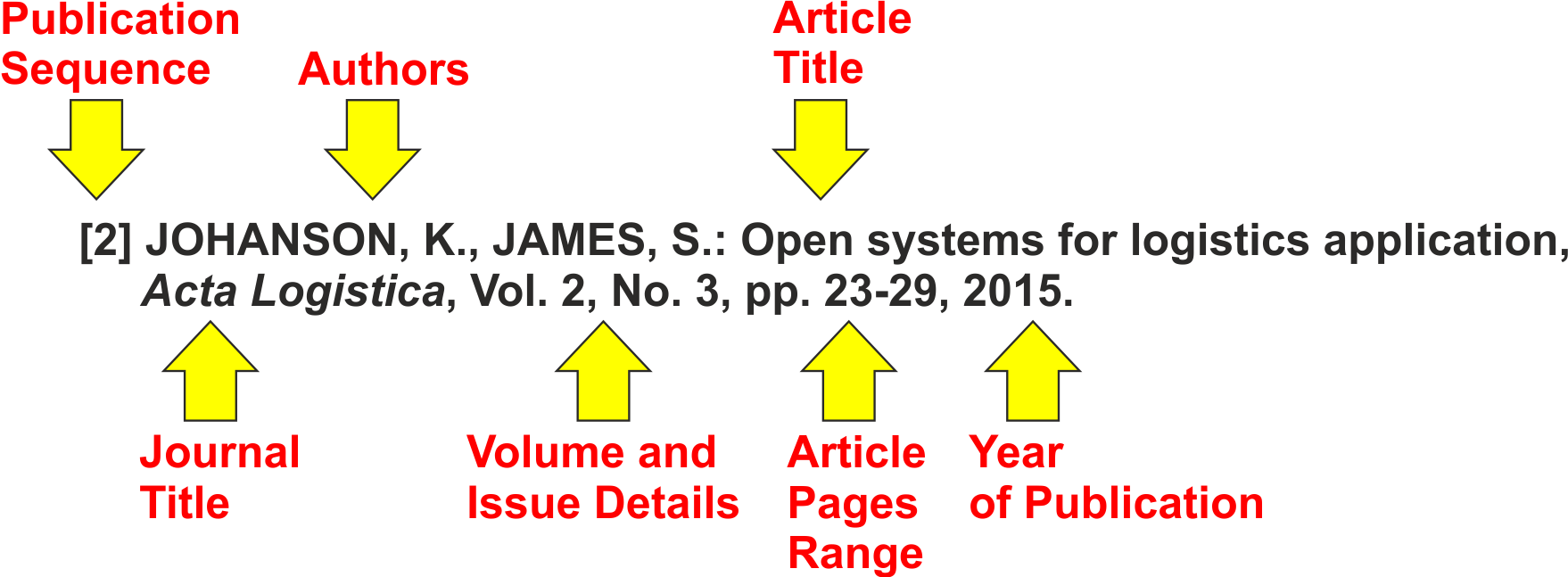
# Results and discussion

All in-text citations should be listed in the reference list at the end of your document (Figure 2, Figure 3).

Large images and tables can be placed as (Figure 2, Figure 3, Table 2).



*Figure 2 Reference list entry for a book*



*Figure 3 Reference list entry for a journal*

*Table 2 Matrix of length*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| A | **0** | **2** | **5** | **8** | **6** | **5** |
| B | **9** | **0** | **3** | **6** | **4** | **1** |
| C | **6** | **2** | **0** | **5** | **2** | **1** |
| D | **32** | **4** | **6** | **0** | **1** | **0** |
| E | **4** | **7** | **1** | **2** | **0** | **3** |
| F | **5** | **3** | **4** | **1** | **1** | **0** |
| **G** | 56 | 18 | 19 | 22 | 14 | 10 |

References style (Note: If authors have a problem with the preparation of the references list, you can use the online service [www.citethisforme.com](http://www.citethisforme.com) with citation style IEEE.)

**Book with one author**

[1] ADAIR, J.: *Effective time management, How to save time and spend it wisely*, London, Pan Books, 1998. https://doi.org/10555/atec/article….

**Book with two authors**

[2] MCCARTHY, P., HATCHER, C.: *Speaking persuasively, Making the most of your presentations*, Sydney, Allen and Unwin, 1996.

**Book with three or more authors**

[3] FISHER, R., URY, W., PATTON, B.: *Getting to yes, Negotiating an agreement without giving in*, 2nd edition, London, Century Business, 1991. https://doi.org/10555/atec/article….

**Book – second or later edition**

[4] BARNES, R.: *Successful study for degrees*, 2nd edition, London, Routledge, 1995.

**Book with an editor**

[5] DANAHER, P.: (ed.) *Beyond the Ferris wheel*, Rockhampton, CQU Press, 1999.

**If you have used a chapter in a book written by someone other than the editor**

[6] BYRNE, J.: *Disabilities in tertiary education*, in ROWAN, L. AND MCNAMEE, J. (ed.) *Voices of a Margin*, Rockhampton, CQU Press, 1994.

**Books with an anonymous or unknown author**

[7] The University Encyclopedia, London: Roydon, Sentences, 1992.

Written course material, distance learning unit material

[8] DHANN, S.: CAE0001LWR Unit 5, Note-taking skills from lectures and readings, Exeter, Department of Lifelong Learning, 2001.

If the author is unknown

[9] Department of Lifelong Learning, CAE0001LWR Unit 5, Note-taking skills from lectures and readings, Exeter, Lecturer, 1999.

Government publications

[10] Department for Education and Employment (DfEE), Skills for life, The national strategy for improving adult literacy and numeracy skills, Nottingham, AfRR Publications, 2001.

Conference papers, Proceedings

[11] HART, G., ALBRECHT, M., BULL, R., MARSHALL, L.: *Peer consultation: A professional development opportunity for nurses employed in rural settings*, Infront Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba, pp. 203-215, 2010. https://doi.org/10555/atec/article….

Newspaper articles

[12] CUMMING, F.: *'Tax-free savings push'*, Sunday Mail, 4 April, p. 1, 2005.

If the author is unknown

[13] *'Tax-free savings push'*, Sunday Mail, 4 April, p. 3, 2001.

Journal article

[14] TREBUNA, P., PETRIKOVÁ, A., PEKARČÍKOVÁ, M.: Influence of physical factors of working environment on worker's performance from the ergonomic point of view, *Acta Simulatio*, Vol. 3, No. 3, pp. 1-9, 2017. https://doi.org/10555/asim/article

Journal article from CD-ROM, electronic database, or journal

[15] SKARGREN, E.I., OBERG, B.: Predictive factors for the 1-year outcome of low-back and neck pain in patients treated in primary care, Comparison between the treatment strategies chiropractic and physiotherapy, *Pain* [Electronic], Vol. 77, No. 2, pp. 201-208, Available: Elsevier/ScienceDirect/O304-3959(98)00101-8, [10 March 1999].

Electronic mail (e-mail)

[16] JOHNSTON, R.: Access courses for women, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001], 2001.

[17] ROBINSON, T.: Re: Information on course structure, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001], 2001.

Discussion list

[18] BERKOWITZ, P.: *Sussy's gravestone*, 1993, Mark Twain Forum [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

World Wide Web page

[19] YOUNG, C.: English Heritage position statement on the Valletta Convention, [Online], Available: http://www.archaeol.freeuk.com/EHPostionStatement.htm [24 Aug 2001], 2001.

[20] Acta Tecnología, www.actatecnologia.eu: Instructions for authors, [Online], Available: http://www.actatecnologia.eu/index.php?stranka=forauthors [06 Jan 2019], 2015.

# Conclusions

As part of the submission process, authors must check off their submission's compliance with all of the following items, and submission of a manuscript may be returned to authors who do not adhere to these guidelines.

* The manuscript has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* Where available, URLs and available DOIs for the references have been provided.
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* The text adheres to the stylistic and bibliographic requirements outlined in the author guidelines, found in the "For Authors" folder and the journal template.
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References (the journal accepts full names of journals, do not use abbreviated forms, max. 35 references / 12 pages)

[1] ADAIR, J.: *Effective time management, How to save time and spend it wisely*, London, Pan Books, 1998. https://doi.org/10555/atec/article….

[2] MCCARTHY, P., HATCHER, C.: *Speaking persuasively, Making the most of your presentations*, Sydney, Allen and Unwin, 1996.

[3] FISHER, R., URY, W., PATTON, B.: *Getting to yes, Negotiating an agreement without giving in*, 2nd edition, London, Century Business, 1991. https://doi.org/10555/al/article….

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[5] DANAHER, P.: (ed.) *Beyond the Ferris wheel*, Rockhampton, CQU Press, 1999.

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[7] The University Encyclopedia, London: Roydon, Sentences, 1992.

[8] DHANN, S.: CAE0001LWR Unit 5, Note-taking skills from lectures and readings, Exeter, Department of Lifelong Learning, 2001.

[9] Department of Lifelong Learning, CAE0001LWR Unit 5, Note-taking skills from lectures and readings, Exeter, Lecturer, 1999.

[10] Department for Education and Employment (DfEE), Skills for life, The national strategy for improving adult literacy and numeracy skills, Nottingham, AfRR Publications, 2001.

[11] HART, G., ALBRECHT, M., BULL, R., MARSHALL, L.: *'Peer consultation: A professional development opportunity for nurses employed in rural settings'*, Infront Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba, pp. 203–215, 2010. https://doi.org/10555/al/article….

[12] CUMMING, F.: *Tax-free savings push*, Sunday Mail, 4 April, p. 1, 2005.

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[14] TREBUNA, P., PETRIKOVÁ, A., PEKARČÍKOVÁ, M.: Influence of physical factors of working environment on worker's performance from the ergonomic point of view, *Acta Simulatio*, Vol. 3, No. 3, pp. 1-9, 2017. https://doi.org/10555/asim/article

[15] SKARGREN, E.I., OBERG, B.: Predictive factors for the 1-year outcome of low-back and neck pain in patients treated in primary care, Comparison between the treatment strategies chiropractic and physiotherapy, *Pain* [Electronic], Vol. 77, No. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [10 March 1999].

[16] JOHNSTON, R.: Access courses for women, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001], 2001.

[17] ROBINSON, T.: Re: Information on course structure, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001], 2001.

[18] BERKOWITZ, P.: *Sussy's gravestone*, 1993, Mark Twain Forum [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

[19] YOUNG, C.: English Heritage position statement on the Valletta Convention, [Online], Available: http://www.archaeol.freeuk.com/EHPostionStatement.htm [24 Aug 2001], 2001.

[20] Acta Tecnologia, www.actatecnologia.eu: Instructions for authors, [Online], Available: http://www.actatecnologia.eu/index.php?stranka=forauthors [06 Jan 2019], 2015.