**Guidelines for Authors**

**Case Study Guidelines**

A paper in the form of a case study focuses on sharing examples of good practice, to find ways to teach art education in crisis that may recur in the future. Studies should show applicable approaches and strategies, they can also warn about risks, address the question of whether it is desirable to switch to digital platforms and tools, and recommend tried and tested solutions. Case studies should help find new and adequate ways for the future of art education.

**Structure of Case Study:**

1. Title and abstract

2. Context (e.g. a school, gallery, university, etc., outline of the situation to which the project responds, the specifics of the country and region, a description of the situation that prevailed in the place at the time, etc.)

3. Who was the project, or the given pedagogical approach intended for? (e.g. schoolchildren, students, gallery audiences, etc.)

4. Objectives and contents of the project or the presented didactic method or approach (What curriculum did the project cover? Did it focus on the initiation of art production, or did it focus on the reception of visual content? Etc.)

5. Description of the solution, methods used, digital tools used, description of the results (preferably accompanied with visual material)

6. Reflections of the project, reactions of its users, feedback from parents of pupils, community, etc.

7. Conclusion of the case study

(Observations on the possibilities of teaching art education at a distance, critical evaluation of the distance form and specific digital tools used, critical observations, an attempt to summarize and evaluate, own observations on the problem of teaching art education at a distance. How did this situation inspire us? What have we discovered? Or on the contrary, what have we lost? Which of the methods will be still applicable in the future? Is it possible to teach art education entirely this way?)

When writing a case study, follow the guidelines for authors, see the text contribution template.

**Guidelines for Other Types of Academic Paper**

An academic paper of another type must comply with the standards of an expert study and reflect the theme of the conference. For example, it can theoretically reflects on the crisis and the importance of art education and art, on selected issues of distance art education and the virtual role of cultural institutions, or points out selected issues that need attention (risks of distance art education, accessibility of technologies and social inequalities, accessibility of digital tools and contents to pupils with special educational needs, etc.). It is necessary to comply with the contribution template, see below.

**Important Components and Parameters of All Papers**

The recommended length of a conference paper is a maximum of 36,000 characters (including spaces). The text must include the title of the paper, abstracts and keywords, the author will also provide their photo (own portrait), which will be placed next to the paper. For each conference contribution, contact details must be provided: name and surname incl. all academic titles, name of workplace (workplace – department, faculty, university, city, country), electronic address. The paper in its entirety must adhere to the following text format: line spacing 1.5, Calibri font, size 11.

The abstract (max. 900 characters including spaces) is a brief and clear summary of the content of the paper. It presents the discussed issue and the main conclusions. In the case of empirical studies, the abstract also contains a brief description of the examined group, the methodology used and the main research findings.

Any acknowledgements to the grant agency, etc. are placed in a footnote, which is referred to in the title of the paper. The manuscript concludes with the following statement: ‘The paper and its more coherent passages have not been published and have not been submitted for publication in another journal, proceeding or monograph.’ The paper must be submitted in .rtf, .doc, .docx (MS WORD) format. Images must be attached separately in the recommended formats and quality and accompanied by captions. The author is fully responsible for settling copyrights to images and photographs.

**Text Structure**

The template for the text structure can be found below. We encourage authors to write their text directly into this file, which is already formatted accordingly. Authors are asked to structure their text into chapters and subchapters and not to modify it in any way, especially not to create automatic headings, not to indent paragraphs with space strikes, not to manually divide words at the end of lines, not to insert spaces between the letters in words (e x p a n d e d l e t t e r s p a c i n g), and not to insert their own comments or colour highlights into the text (except for marking the place where an image is to be inserted – see below). Adherence to these rules will make it easier for the organizers to prepare the proceedings.

**Images**

It is possible to attach images to the paper, related to the topic and expanding the amount of information provided. Images must be attached separately (not inserted directly into the text), in the appropriate quality and recommended formats. The images will be attached to the article in the form of a photo gallery. If the paper is accompanied by pictures, it is necessary to number them in their title and attach a special file containing numbered captions to the submission. Captions should include resources, comments and explanations. Images may be referred to in the text as follows: e.g. the graph in Fig. 1, see Fig. 1, cf. Fig. 1.

**References (citations) in Text**

References in the text mist have the following form: (author, year of publication). The reference to multiple sources is separated in parentheses by a semicolon, for example (Goodman, 2003; Dempsey 1997, 1998, 1999; O’Brien, 2007, p. 223). If the author's name is a natural part of the sentence, only the year of publication or page number is given in the parantheses. Example of a reference in the text: Newman found that there are various forms of reference in the text (2003, pp. 73–82; cf. Table 1). References to the same author (s) in one year are indicated by the letters ‘a’, ‘b’, ‘c’, etc. located after the year of publication (cf. Weber, 1975a, 1975b; Drozd, 1995a).

**Bibliography**

Each paper is concluded with a bibliography. Only the titles referred to in the paper are listed in the bibliography. In the footnotes, which have a complementary role in relation to the main text, any references (citations) are given in the same form as in the text. Footnotes are therefore not for reference listing, they contain additional text expanding the main topic of the passage. The bibliography is not numbered and is arranged alphabetically according to the authors' surnames. Works by the same author (s) are listed chronologically by publication date. Works by the same author (s) published in the same year are sorted alphabetically by title. Where the author or organization owning the copyright is not mentioned in the cited work, the title of the work comes first.

Bibliography (using the Harvard form of citation) is to follow the APA standard. See: <https://apastyle.apa.org/>

**This is the text template: Insert the title of the paper here**

**Peter Smith**

**Abstract:** Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodi consequat.

**Keywords:** lorem, ipsum, dolor sit amet, commodi, tempor

**Introduction**

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**1 Title of chapter**

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**2 Title of chapter**

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**Conclusion**

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