



## **OVERALL TECHNICAL REQUIREMENTS**

### **TEXT**

Text formatting (see paper templates – preformatted, so do not change typographic style):

- one-column page A4 format, all margins 25 mm; all pages must be numbered
- HEADING OF CHAPTER – Times New Roman CE 12 pt, 100% black, normal typeface, capital letters, left-aligned, single line spacing
- **Subheading of first grade subchapter** (section) – Times New Roman CE 12 pt, 100% black, bold typeface, sentence case, left-aligned, single line spacing
- *Subheading of second grade subchapter* (subsection) – Times New Roman CE 12 pt, 100% black, italic typeface, sentence case, left-aligned, single line spacing
- main text – Times New Roman CE 12 pt, 100% black, normal typeface, justified, single line spacing
- table and figures titles – Times New Roman CE 12 pt, 100% black, normal typeface, justified, single line spacing
- axis titles and legends on charts, explanations and notes on diagrams and drawings – Arial 9 pt, 100% black, normal typeface, alignment optional, single line spacing
- table notes and footnotes – Times New Roman CE 9 pt, 100% black, normal typeface, justified, single line spacing
- no paragraph indentation needed
- cross-referencing is not allowed
- all links to external sources must be removed

The text material should contain all the pages of the paper (with the assigned continuous numbering) and consist of standard components:

- type of article: original paper (research, scientific essay, case study) or review paper
- full title of the paper
- header (see templates):
  - name/names SURNAME (all authors)
  - under list of authors their affiliation; affiliation should take a form according to journal style (from specific to general), for instance:
    - full name of the faculty, full name of the university/polytechnic, city, country
    - full name of the division/laboratory, full name of the research facility, city, country
    - place of business, city, country
    - independent researcher
  - under affiliation authors' ORCID iDs
  - corresponding author's e-mail
- main text – with clearly defined hierarchy of chapters with appropriate titles (see paper templates)
- supplementary informative elements: tables and figures (charts, drawings, diagrams, plans, illustrations, photographs)
- bibliography created according to the sixth edition of the APA referencing style

Text material ought to be prepared in word processor Microsoft Word. Acceptable file extensions: DOC, DOCX, RTF. We urge you to send additional PDF version of the work. The editorial office do not accept differently prepared materials and reserve the right to send them back for correction according to the guidelines.

## TABLES AND FIGURES

Elements supplementing the main text (tables, figures, questionnaire forms) should be self-explanatory (understandable without the main text), provided with titles and all properly numbered (text references must correspond to this numbering).

The author should clearly indicate if a digital image must be printed to scale or with faithful reproduction of colours according to provided CMYK component data or code from the colour swatch (e.g. HKS®, PANTONE®, DCS®).

In addition to text fragments (quotations), all images and data sets derived from other works or being someone else's work/legal property require the source to be indicated. If the author of both table/figure and the publication is the same person, use the phrase: own elaboration/based on own research, etc.

Print version is referential. Standard printing is in greyscale. Colour printing increases the cost of the issue, so please bear this in mind. If possible, drawings should be legible both in colour and when converted to greyscale. Use colour markings only when necessary. It is recommended to use instead additional markers, hatching, cross-hatching, black and white graphic patterns, etc. Furthermore, cautiously include information about the colourful symbols and meanings in the text and textual explanations for the drawing – it must correspond to the version of the drawing in print.

### TABLES

Table 1. Title

Stub heading	Column spanner heading (symbol/abbreviation) [unit]		Column spanner heading (symbol/abbreviation) [unit]	
	column heading <sup>a</sup>	column heading	column heading	column heading
Table spanner heading				
Factor 1				
Factor 2 <sup>b</sup>				
Factor 3				
Table spanner heading <sup>c</sup>				
Factor 4				
Factor 5				
Factor 6				

<sup>a</sup> First specific note.

<sup>b</sup> Second specific note.

<sup>c</sup> Third specific note.

Source: own elaboration.

- do not use additional formatting and styling (no background colour or shading, no special typeface effects, no underlining or strikethrough)
- all line visible, 0.5 pt width, solid, 100% black
- none text wrapping
- all tables must be numbered with Arabic numerals and provided with a title briefly describing their content (without a period at the end)
- use sentence case in column spanner headings and table spanner headings
- notes (general and specific) place directly under the table, above source of the table with the corresponding references markings in the table (a, b, c)

## FIGURES

- none text wrapping (in line with text), locked aspect ratio, 100% uniform scale
- all figures must be numbered with Arabic numerals and provided with a title briefly describing their content (without a period at the end)
- explanations of abbreviations and symbols presented on the figure has to be explained in the legend or in the figure title. They must be editable and all in English. If possible, use only letters and numbers in drawings (diagrams, cross-sections, plans). If they are not editable, then minimum acceptable font size is 6 pt (Arial 100% black) while maintaining the 300 DPI bitmap resolution in the 1:1 scale and the maximum width of 130 mm (height respectively proportional). Optimal font size 9 pt (Arial 100% black)

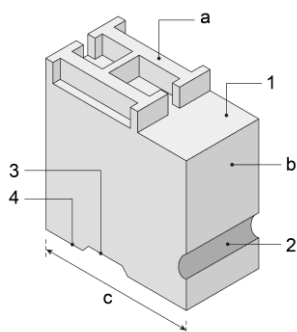


Figure 1. Type structure: a – face, b – body or shank, c – point size; 1 – shoulder, 2 – nick, 3 – groove, 4 – feet  
Source: Jensen (2006), CC0.

- digitalization and digital retouching by the layout/DTP editor are subject to separate pricing
- all digital graphic materials must meet print quality requirements: in 1:1 scale minimum resolution 300 DPI for colour images (CMYK mode) and minimum 120 DPI for greyscale images, without compression or with lossless compression (e.g. for TIFF file LZW for 8 bit, ZIP for 16 bit)
- editable version preferable (at least make sure to include native files in enclosed folder) or make PDF with checked preserve editing capabilities box while saving a file:
  - all photographs should be send as native files (TIFF, PSD, RAW); do not save as PNG, GIF or JPG
  - all vector images should be send as native files (SVG, EPS with TIFF preview, AI, CDR)
  - all charts self-made in Microsoft Excel should be send as native files (XML, XLS)
- all material acquired from Internet must meet print quality requirements (not applicable vector images). The editorial office do not accept print screens. If you use specialised simulation software and it is not possible to export/save content as PDF, SVG, EPS, TIFF, JPG, please contact us for consultation

## **MATHEMATICAL EQUATIONS, PHYSICAL AND CHEMICAL QUANTITIES, GEOMETRICAL, STATISTICAL MEASURES**

To prepare mathematical equations and formulas, use the MathType (equation editor – separate software or add-in for Microsoft Word toolbar) or save individual formulas as a separate EPS files with TIFF preview (named accordingly and labelled with an order number corresponding to the text).

### **Antiqua**

- physicochemical constants
- Arabic and Roman numbers
- symbols and abbreviations of measure units
- two- or multi-letter abbreviations
- constant function symbols
- special numbers:  $\pi$ ,  $e$  (base of natural logarithm)
- logarithm symbols (log,  $\ln$ )
- trigonometric functions symbols (sin, cos, tan, cot, sec, csc)
- dimensionless values like: Re (Reynolds number), Ne (Newton number), Fr (Froude number)

### **Antiqua bold**

- matrix

### **Italic**

- letters denoting numbers
- variables and geometric points, lines, angles
- function designations
- measures of volatility and probability – statistical notations (refers only to APA style!)
- letter signs and two-letter abbreviations appearing in subscripts and superscripts (it is recommended to create shortcuts up to three letters)

### **Bold italic**

- vector, tensor

## **MEASURE UNITS, PHYSICAL QUANTITIES AND CONVENTIONAL VALUES**

The International System of Units (the 2019 edition), the imperial system, the USA customary units apply.

- no additional symbols (indexes)
- compound units must be express by negative exponent (not with a division sign!)
- unit symbols are unaltered in the plural
- spelling in Antiqua lowercase letters, unless general English language rules say otherwise
- equations and symbols appearing in line with text should be entered in word processor, not equation editor! Please also do not ‘paste/insert’ equation into text line as bitmap (e.g. JPG, PNG, GIF). Content transfer from word processor (Microsoft Word) to graphic program DTP (Adobe InDesign) may encounter errors.

## BIBLIOGRAPHICAL DESCRIPTION

Use the copyright date. For more than one publisher, list all publishers in the order that they appear, separated by a semicolon.

Please follow rules of the sixth edition of the APA referencing style (see brief guide).

## CITING LITERATURE, QUOTATIONS

### IN-TEXT REFERENCES, PARAPHRASING

Citation should be listed in chronological order and then alphabetically accordingly with the sixth edition of the APA referencing style, which is an author–date system.

In the case of a collective work of three up to five authors, put all names in first citation.

**parenthetical citation:** ..., as they indicated in their studies... (1 Author, 2 Author, 3 Author, 4 Author & 5 Author, year)

**narrative citation:** ...according to 1 Author, 2 Author, 3 Author, 4 Author and 5 Author (year)...

In second and consecutive citations only the first author is given with the annotation ‘et al.’.

**parenthetical citation:** ..., as they indicated in their studies... (1 Author et al., year)

**narrative citation:** ...according to 1 Author et al. (year)...

In the case of work by corporate author put full name and official acronym in square brackets in first citation.

**parenthetical citation:** ..., as it was indicated in studies... (corporate author, year)

**narrative citation:** ...according to corporate author [acronym] (year)

In second and consecutive citations put only acronym.

**parenthetical citation:** ..., as they indicated in their studies... (acronym, year)

**narrative citation:** ...according to acronym (year)...

In the case of a collective work of six or more authors, the first author is given with the annotation ‘et al.’ both in first and consecutive citations.

**parenthetical citation:** ..., as they indicated in their studies... (1 Author et al., year)

**narrative citation:** ...according to 1 Author et al. (year)...

If the cross-references to two different items, after shortening, appear the same, write the names of as many authors as necessary to distinguish the two items. In the case of several publications by one author from the same year, it is enough to mark them a, b, c, etc.

If you cite works from the same year, but different authors with the same surname, each time the reference should include the initials of the names of these authors.

(A. Author, year)

(B. Author, year)

## QUOTATIONS

You should always try to cite the original work (the primary source). Provide the author, year and page number. When a source lacks page number, try to include information that will help readers find the passage being cited. Use the heading or section name, their abbreviated versions, a paragraph number (para. 1), or a combination of these.

All direct quotations must be acute and provided with information about translator in square brackets, if original quoted text has been translated to English for the purpose of the paper. Use square brackets to enclose inserted words intended to provide a brief explanation within a quotation. If you omit parts of the quotation, use an ellipsis (...). Do not begin or end direct quotation with ellipsis points. If the original has italics, state that the italics are in the original. The APA style recommends North American punctuation style. Use double quotation marks (“ ”) for both parenthetical and narrative citation. If quoted text contains citation or any phrase in quotation marks, use single quotation marks (‘ ’). Subsequently, single guillemets (< >), next double guillemets (« ») are used for this purpose. In American English, periods and commas are placed inside quotation marks while other punctuations are placed outside.

Long direct quotes (more than 40 words) are generally laid out in a separate paragraph of text and indented (from the left margin). No quotation marks are included.

## NON-ENGLISH PUBLICATIONS, TEXTS IN NON-LATIN ALPHABET

The title of the publication should be written in accordance with the title page of the book or journal or the headline of the article, keeping the original spelling. Publications written in non-Latin alphabet (Cyrillic, Greek, Chinese, Arabic, Hebrew, Brahmi scripts, etc.) are a derogation, then make transliteration to Latin alphabet (you can use the Romanization tables available on the Library of Congress webpage <http://lcweb.loc.gov/catdir/cpso/roman.html>). Original bibliographic description markings that should be translated to English while generating references are listed below:

English	Polish	French	German	Russian
in	w	dans	Im	v [в]
Vol. (plural Vols)	t.	vol. / t.	Bd. (Bde.)	t. [т.]
Pt.	cz.	part.	Tl. (Tle.)	chast / ch. [часть / ч.]
Iss.	z.	n°	Ausg.	vyp. [вып.]
No (plural Nos)	nr	n° (n <sup>os</sup> )	Nr. (Nrn.)	N° [№]
p. (plural pp.)	s. / str.	p.	S. (SS.)	s. [с.]
ed.	wyd.	éd.	Aufl. / Ausg.	izd. [изд.]
rev. ed.	wyd. popr. / zmien.	éd. rev. et corr.	korr. Aufl.	ispr. i dop. izd. [испр. изд.]
rev. ed. corr. and suppl.	wyd. popr. uzup.	éd. rev. corr. et augm.	korr. und erg. Aufl.	ispr. i dop. izd. [испр. и доп. изд.]
transl.	tłum.	trad.	Übers.	perev. [перев.]
Ed. (plural Eds)	red.	dir.	Hg. (Hrsg.)	red. [ред.]
[anonymous] n.a. (Latin <i>anon.</i> )	b.a.	s.a.	o.V.	b.a. [б.а.]
[without year of publication] n.d. (Latin <i>sine anno</i> s.a.)	b.r.	s.d.	o.J.	b.g. [б.г.]
[without place of publication] n.p. (Latin <i>sine loco</i> s.l.)	b.m.	s.l.	o.O.	b.m. [б.м.]
[without name of the publisher] n.p. (Latin <i>sine nomine</i> s.n.)	b.w.	s.n.	o.N.	b.i. [б.и.]

## Brief guide of the APA referencing style (the 6<sup>th</sup> edition)

Reference type	Reference list (bibliography)
Book (print)	Author, A. B., Author, B. B. & Author, C. C. (year). <i>Title of the book</i> (edition as abbreviation, if not the first). Place of publication: Publisher. Author, A. B., Author, B. B., Author, D. D., Author, E. E., Author, F. F. (up to 19), ... Author, G. G. (year). <i>Title of the book</i> (edition as abbreviation). Place of publication: Publisher. Corporate author [official acronym] (year). <i>Title of the book</i> (edition as abbreviation). Place of publication: Publisher. Author, A. B. (Ed.). (year). <i>Title of the book</i> (edition as abbreviation). Place of publication: Publisher. <i>Title of the book</i> (edition as abbreviation). Place of publication: Publisher. Anon. (year). <i>Title of the book</i> (edition as abbreviation). Place of publication: Publisher.
e-book	Author, A. B., Author, B. B. & Author, C. C. (year). <i>Title of the work</i> (edition as abbreviation) [e-book]. <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a> // Retrieved from: <a href="https://www.website.com">https://www.website.com</a> [accessed dd.mm.yr].
Book – author and publisher are the same	Author, A. B. (year). <i>Title of the book</i> . Place of publication: Author.
Book – edited (print)	Author, A. B. (Ed.). (year). <i>Title of the book</i> . Place of publication: Publisher.
Chapter in an edited book	Author, A. B., Author, B. B. & Author, C. C. (year). <i>Title of the chapter</i> . In C. Editor & D. Editor (Eds), <i>Title of the book</i> (edition as abbreviation), pp. #-#. Place of publication: Publisher. <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a>
Journal article (print)	Author, A. B. & Author, B. B. (year). Title of the article. <i>Name of the Periodical, Volume</i> (Issue), page range (#-#).
Journal article (print) with DOI	Author, A. B. & Author, B. B. (year). Title of the article. <i>Name of the Periodical, Volume</i> (Issue), page range (#-#). <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a>
Journal article (on-line first)	Author, A. B. & Author, B. B. (year). Title of the article. <i>Name of the Periodical, Volume</i> (Issue), ID number. <a href="https://doi.org/10.xxxx/xxx">https://doi.org/10.xxxx/xxx</a>
Journal article – not yet published	Author, A. B. & Author, B. B. (in press). Title of the article. <i>Name of the Periodical</i> .
Journal article (on-line from database)	Author, A. B. & Author, B. B. (year). Title of the article. <i>Name of the Periodical, Volume</i> (Issue), page range (#-#). Retrieved from: <a href="https://www.database.com/xxxx">https://www.database.com/xxxx</a> [accessed dd.mm.yr].
Conference paper in printed, edited proceedings (monography)	Author, A. B. & Author, C. C. (year). <i>Title of the paper</i> . In C. Editor & D. Editor (Eds), <i>Name of the conference/proceedings</i> (pp. #-#). Place of publication: Publisher.
Conference paper in printed proceedings (periodical)	Author, A. B. & Author, C. C. (year). <i>Title of the paper</i> . Name of periodical conference proceedings. <i>Volume</i> (Issue), page range (pp. #-#).
Conference paper in printed book of abstracts (monography)	Author, A. B. & Author, C. C. (year). Title of the paper. In <i>Title of the book of abstracts</i> (pp. #-#). Place of publication: Publisher [abstract].
Conference paper (online)	Author, A. B. & Author, C. C. (year). Title of the paper. In C. Editor & D. Editor (Eds), <i>Name of the conference/proceedings</i> . Place of conference. Organizer. Retrieved from: <a href="https://www.webpage.com/proceedings.pdf">https://www.webpage.com/proceedings.pdf</a> [accessed dd.mm.yr].
Presentation at conference (online)	Author, A. B. & Author, C. C. (year, Month day). <i>Title of the paper</i> . Paper presented at the conference (name). Place of conference. Organizer [presentation]. Retrieved from: <a href="https://www.webpage.com/proceedings.pdf">https://www.webpage.com/proceedings.pdf</a> [accessed dd.mm.yr].
Website article/text	Author, A. B. (year, Month day). <i>Title of the article</i> . Name of the Website. Retrieved from: <a href="https://www.website.com/xxxx">https://www.website.com/xxxx</a> [accessed dd.mm.yr].
Webpage, no author, no date	Name of website [n.d.]. Retrieved from: <a href="https://www.database.com/xxxx">https://www.database.com/xxxx</a> [accessed dd.mm.yr].
Newspaper article (print)	Author, A. B. (year, Month day). Title of the article. <i>Name of the Periodical</i> , pp. #-#.
Title of the article (year, Month day). Name of the Periodical, pp. #-#.	
Newspaper article (on-line)	Author, A. B. (year, Month day). <i>Title of the article</i> . <i>Name of the Periodical</i> . Retrieved from: <a href="https://www.website.com/xxxx">https://www.website.com/xxxx</a> [accessed dd.mm.yr].
Thesis (print)	Author, A. B. (year). <i>Title of the thesis</i> (Masters thesis). Name of Alma Mater, place.
Thesis (unpublished)	Author, A. B. (year). <i>Title of the thesis</i> (Masters thesis). Name of Alma Mater, place [unpublished].
Thesis (on-line)	Author, A. B. (year). <i>Title of the thesis</i> (Doctoral dissertation). Name of Alma Mater, place. Retrieved from: <a href="https://www.website.com/xxxx">https://www.website.com/xxxx</a> [accessed dd.mm.yr].
Legislation (Acts, Rules, Ordinance, Resolutions, Regulations)	Name of act/year. Official Legislation Journal number. Retrieved from: <a href="https://www.website.gov/xxxx.pdf">https://www.website.gov/xxxx.pdf</a> [accessed dd.mm.yr].
Encyclopaedia/dictionary entries	Corporate author [official acronym] (year). Title of entry. In <i>Name of dictionary/encyclopaedia</i> (edition as abbreviation). Place: Publisher. Author, A. A. (year). Title of entry. In C. Editor & D. Editor (Eds), <i>Name of dictionary/encyclopaedia</i> (edition as abbreviation). Place: Publisher. Author, A. A. (year last updated). Title of entry. In E. E. Editor (Ed.), <i>Name of dictionary/encyclopaedia</i> . Retrieved from: <a href="https://www.encyclopaedia.com/xxxx">https://www.encyclopaedia.com/xxxx</a> [accessed dd.mm.yr].
Wikis (Wikipedia)	Headword (year/date of last update). Wikipedia. Retrieved from: <a href="https://en.wikipedia.org/wiki/headword">https://en.wikipedia.org/wiki/headword</a> [accessed dd.mm.yr].
Technical standard	Standard body [official acronym] (year). <i>Title of the standard</i> (standard number). Place: Publisher.
Technical report	Author, A. B. (year). <i>Title of the report</i> (Publication number). Place: Publisher. Author, A. B. (year). <i>Title of the report</i> (Publication number). Publisher. <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a> // Retrieved from: <a href="https://www.website.com/xxxxxx.pdf">https://www.website.com/xxxxxx.pdf</a> [accessed dd.mm.yr]. Corporate author [official acronym] (year). <i>Title of the report</i> (Publication number). Place: Publisher. Corporate author [official acronym] (year). <i>Title of the report</i> (Publication number). Publisher. <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a> // Retrieved from: <a href="https://www.website.com/xxxxxx.pdf">https://www.website.com/xxxxxx.pdf</a> [accessed dd.mm.yr].
Patent	Inventor, A. B. (year). Patent number. Place: Patent and Trademark Office.
Data sets	Author, A. B. (year). <i>Title of the data set</i> (Version number) [data set]. Place: Publisher // Retrieved from: <a href="https://www.website.com/xxxx">https://www.website.com/xxxx</a> [accessed dd.mm.yr].
Software	Producer/Designer (copyright year). Name of software (Version number) [type of software]. Retrieved from: <a href="https://www.website.com">https://www.website.com</a> [accessed dd.mm.yr].
Research apparatus/equipment	Producer (copyright year). Name of apparatus/equipment (model number/symbol) [apparatus/equipment]. <Producer's URL to description or user's manual>.
Architectural drawings and plans	Designer, A. (year). <i>Building name</i> (plate number or page). Location [construction type]. Repository info of the documentation.
Map	Cartographer, Initial(s). (year). Title (description: scale, title and number of the map sheet, place). Part of collection [map]. Place: Publisher. Corporate author [official acronym] (year). Title (description: scale, title and number of the map sheet, place). Part of collection [map]. Place: Publisher. Website (year last updated). Title (description: scale, title and number of the map sheet, place). Retrieved from: <a href="https://www.website.com/xxxxx.JPG">https://www.website.com/xxxxx.JPG</a> [accessed dd.mm.yr].
Artwork in museum/gallery or museum/gallery website	Creator, Initial(s). (year). <i>Title of the work</i> [medium, dimensions]. Museum/Gallery, Place. Retrieved from: <a href="https://www.website.com/xxxx">https://www.website.com/xxxx</a> [accessed dd.mm.yr].
Image from book	Creator, Initial(s). (year) <i>Title of the work</i> [medium]. Museum/Gallery, Place. <i>Title of the book</i> , ed. by A. Editor. Place: Publisher, page [print].
Image from Web	Creator, Initial(s). (year). <i>Title of the work</i> [medium]. Place. Web. day/Month/year. Retrieved from: <a href="http://www.website.org/xxxxx.JPG">http://www.website.org/xxxxx.JPG</a> [accessed dd.mm.yr].