

1. Monographs (all)

Subjects are continually accepted by the Chairman of the Publishing Council of the University of Technology in Katowice Press.

The authors receive information regarding the approval of the monograph subject by the Publishing Council and including them in the publishing plans of the Press.

Starting with the approval of the monograph subject the Authors are obliged to submit the completed work within a period of 2 months.

The work is then sent to 2 reviewers from outside the school.

Submission

The work is to be submitted in two separate copies along with a CD to the Chairman of the Publishing Council. In addition, an electronic version must be sent to the following e-mail address:

kontakt@wydawnictwo.wst.pl

Volume:

Work volume – a minimum of 6 publisher's sheets (1 publisher's sheet equals 40 000 characters)

Work content:

-**Title page** – the title of the work agreed upon with the publishing plan

-**Editorial page** – prepared by the editorial team

-**Table of contents**

-**Important designations**

-**Main text**

-**Literature**

-**Summaries**

Text editor:

Word, **.doc** file extension

Font:

12 Times New Roman

Line spacing:

1.5 lines

Margins:

2.5 cm (left, right, top, bottom)

Page numbering:

Pages numbers in the whole text, at bottom of the page, on the right

Sections:

Please divide the text into sections

Sections should be left-justified and in bold (numbered)

Start of a paragraph

Indentation 1cm

Footnotes – traditional or modernized. Must be provided in identical form and a consistent method of footnotes must be used

Footnotes are to be put at the bottom of the appropriate page, under a thin line or at the end of the chapter, following the title: "Footnotes". They are to be numbered in series. It is recommended to use a font that is smaller than the basic font used by 2 points, without line spacing. In listing literature first provide the initial of the author's name, then the author's surname, the title of the work, place, and year of publishing, and at the end the page number. If you are quoting a given text again in order not to copy the whole note once again, the following may be used:

-op. cit. – opus citatum (Latin) – the work cited

-Ibid. (Latin) – in the same place

If in the text you are citing only one work of an author, put "op. cit.", immediately following the comma:

e.g., K. Cebula op. Cit., p. 533

If in the text you are citing one from among many positions by the same author, then following the comma we put an abbreviation of the title and then "op. cit.":

e.g. K. Cebula, *Introduction to Science..* op. cit., p. 88

Monographs:

Articles in texts with multiple authors:

Articles in magazines:

ATTENTION: In the case of the author only citing works found in the bibliography and not adding other information directed to the reader it is possible to use another form of notation which is a substitute for a footnote, the so-called numerical footnote. In the place where the work is cited the number of the position in the bibliography must be put in parentheses [1] or [1, p. 35]. If you are citing a specific page.

The footnotes are to be identical in the whole text.

Scientific bibliography:

Should be put at the end of the publication

The bibliography should include only positions which are quoted in the work, in alphabetical order.

Examples:

In the case of numerical footnotes in the text, individual positions of the bibliography are to be numbered and put in brackets (**Arabic numbering in brackets identical in the text and literature**) in accordance with the following:

If you are quoting a position written e.g. in English (meaning one of the world languages), then all the information should be provided in that language, e.g. [in:], p., no., ed., etc.

If the bibliography concerns a book that was not written in one of the world languages then all additional information is to be provided in English.

Tables, photographs, charts:

Tables – as part of the function of creating tables in Word, numbered with Arabic numerals in the order that they appear in the text, title above the table, explanations below the table

Charts – in Word or Excel, very thin lines and shading to be avoided

Photographs – as TIFF or JPG files with a resolution of at least 300dpi, color photographs in CMYK

Charts, drawings, and photographs are all treated as illustrations and numbered with Arabic numerals in the order they are listed in the text. Captions to be placed under the chart, drawing, or photograph.

When it is necessary it is up to the Author to obtain the appropriate permissions to use elements taken from works of other authors that are protected by copyright laws. Illustrations taken from the Internet are not to be included as they are most commonly protected by copyright laws.

Title, abstract, and keywords in both Polish and English:

In addition, the work must include:

- author's name and surname,
- title (academic degree), name of institute, faculty, school/institution/e-mail,
- title of the article in both Polish and English,
- summary in Polish
- keywords in Polish (at least 3)
- summary in English
- keywords in English (at least 3)

Table of Contents:

Please check that the table of contents matches the titles of chapters within the text.