

## 2. Serial publications – Journals

1. Subjects are continually accepted by the Editor-in-Chief of the journal, and additionally can be sent to the following address: [kontakt@wydawnictwo.wst.pl](mailto:kontakt@wydawnictwo.wst.pl). The authors receive information regarding the approval of the subject by the Scientific Council and including them in the publishing plans of the Press. When the subject is approved, the Authors are obliged to submit the completed article within a period of 4 weeks. The work is then sent to 2 reviewers from outside the school.

### 2. Submission of the article:

The work is to be submitted in two separate copies along with a CD to the Editor-in-Chief. In addition, an electronic version must be sent to the following e-mail address: [kontakt@wydawnictwo.wst.pl](mailto:kontakt@wydawnictwo.wst.pl)

### 3. Volume:

The volume of the article is a minimum of 0.5 publisher's sheets and should not exceed 1 publisher's sheet (1 publisher's sheet equals 40 000 characters, meaning approx. 20-22 pages of typescript or 3000 cm<sup>2</sup> of illustration material), therefore 12 to 15 pages of B5 format typescript 165x240 mm (along with tables, drawings, literature, and summary).

### 4. Language of the article:

Polish or one of the world languages (English is preferred)

### 5. Structure of the article should include:

- **name and surname of the article name of school (affiliation), e-mail address,**
- **publication title**
- **summary**, in which the Authors present the principal motifs behind undertaking a given subject, research issues, and main theses/aims in case of an experiment also results,
- **keywords in Polish** (at least 3),
- **the main part in which the article content is to be divided into fragments referred to as sections,**
- **conclusions, which will also include possible additional research trends,**
- **scientific bibliography – literature** (please do not use the following section titles: summary, ending, etc.)
- **title, summary, keywords from the article in English.**

If the article is written in one of the world languages (English is preferred), then the role of additional language is fulfilled by Polish (pertains to the summary, table of contents, and the caption under the drawings, tables, etc.)

Foreign terminology is to be written in cursive.

### 6. Technical requirements:

Text editor:

**Word, .doc** extension

Font:

**Times New Roman**

Main text: 10 points

Chapter titles: 11.5 points in bold  
Section titles: 10 points in bold  
Summary – font size 9 points, left-justified, left margin 2.91cm, right margin 1.91 cm  
Literature – 10 points  
Footnote (in case of author's own comments) – 9 points  
Formulas – 10 points  
Titles, sources, possible drawing or table description – 9 points

#### Line spacing

Main text – 1.15 lines  
Footnotes (in case of author's own comments) – 1

#### Margins:

Bottom, top 2.5 cm, left 1.91 cm right 1.91 cm;

#### Justification

The whole text is to be justified

#### Page numbering

Do not number pages

#### Sections

Please divide the text into sections/items of the main part/summary, and literature

Left-justify the section titles and write them in bold

Titles are to be numbered with Arabic numerals, sections with Arabic numerals following a period:

**1.**

**1.1.**

**1.1.1.**

#### Start of a new paragraph

Indentation 1cm

#### 7. Endnotes and scientific bibliography (literature)

**Endnotes:** Please use numerical notation. Whenever a citation is used please put the number of the work cited in the bibliography in brackets – meaning: [1]. A list of cited works is to be put in the bibliography. Use footnotes only in the case of the author's own comments.

#### **EXAMPLE 1 Example of endnote in text:**

(...) many examples point to this fact [7].

**Scientific bibliography** should be put after the main text of the publication. The bibliography should contain **only texts cited in the work, in the order they were cited** (Arabic numerals in brackets, identical) along with the page numbers used by the Author.

**VERY IMPORTANT: Please use an identical system of punctuation in all bibliographical descriptions.**

Each position should include the ISBN no. or ISSN (if it is obtainable).

Elements and their order in the text should be placed in the bibliography according to the norm PN-ISO 690:2012

#### **EXAMPLE 2 Method of bibliographical description:**

Non-serial printed publications

Non-serial electronic publications

Chapter in a book

Serial publication (e.g. magazine) described in whole

Article in a magazine

Online news (websites), discussion forums, informational bulletins, etc.

Examples of endnotes for websites and their fragments:

Norms, guidelines, instructions

The list is to be placed following the bibliography **in the order positions were cited in the text** (Arabic numerals in brackets, identical).

Patents

#### 8. Tables, photographs, graphs, formulas

**Tables** – with the use of the Word function for creating tables

Numbered using Arabic numerals in the order that they appear in the text, number and name are placed **above the table** (in Polish and English), left-justified;

Source and possible explanations are to be placed **below the table** (in Polish and English) e.g. source: author's own work

#### **EXAMPLE 3: Table description**

Table 1.

Table 1. Name of the table in English

Source: author's own work

#### **Graphs, photographs, drawings**

Either in Word or Excel, please avoid using very thin lines and shading

All objects such as graphs, photographs, drawings should be centered.

**Photographs, drawings** – either as TIFF or JPG files, with a resolution of at least 300dpi, color photographs in CMYK. Raster graphics (scanned images) are to be saved in one of the following formats: TIFF, BMP, JPG, EPS. Optimal resolution for color and black and white photographs – 300dpi, for line drawings – max. 600dpi.

It is recommended that the final version of the text on a CD, include, in a separate folder all the images found in it, as JPG files, indicating the place where they are found in the text:

Numbered with Arabic numerals in the order that they appear in the text, number and name placed **below the image** (in Polish and English) and left-justified

Source and possible explanations are to be placed **below the name of the image**.

Distance between the image, the text, and the footnote cannot be smaller than 1cm. At the end of the footnote under the image, we do not put a period.

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 and do not have the appropriate resolution

**EXAMPLE 4: Description of a graph**

Fig. 1. Description in English

Source: author's own work

**Formulas** – Formulas are to be written on the y-axis maintaining paragraph indentation (maintaining spacing which allows for copyediting). Coefficients and exponents must be of equal size and be identically placed in relation to the main line. Formulas are to be numbered on the right edge of the column in parentheses, e.g (1.1). **When referring to formula numbering in the text it should be written in the same way as it is written by the formulas.**