

INSTRUCTIONS FOR AUTHORS

1. Our periodical contains articles concerning mechanical engineering, production engineering, processing, logistics, storage and warehousing, production and services management, design and operation of machinery and production lines, bio-energy industry, IT for production engineering and services, electronics and IT engineering, mechatronics and issues related with environmental engineering (in the field of engineering and technical sciences)

2. Types of publications:

- Whitepapers – up to 15 pages (A4), presenting the status and direction of development of science in a chosen field.
- Scientific papers – up to 10 pages (A4), including original results of completed theoretical or experimental research that may contribute to the improvement of scientific knowledge in a chosen field.
- Scientific news – up to 3 pages (A4), presenting separate fragments of research as well as original opinions, methods of measurements or methods of interpretation of measurement results.
- Outstanding students' theses – up to 15 pages (A4), including original results of completed theoretical or experimental research in a chosen field.
- Innovative works – up to 10 pages (A4).
- In justified cases, the Editor-in-Chief may consent to the increased volume of the article.

3. Requirements for article preparation

3.1 Materials submitted for publication must be complete (with abstracts, keywords, charts, indexes and bibliography), with a clear and uniform hierarchy of titles (main title, subtitle, heading), with numbered pages, clear references to figures and tables, precise mathematical formulas, special characters, etc. as well as summary and conclusions. Any author's modifications shall be possible only in reasonable circumstances, upon the request of the Reviewers or Thematic Editors.

3.2 Formal requirements, information sequence:

- Full names of authors, names of employing organisations (for universities – additionally the name of institute, faculty or other unit) (Times New Roman, font size 12 pt).
- Author's contact details (full name, e-mail, complete contact details) or – for co-authors – contact person's details (Times New Roman, font size 12 pt).
- Title in Polish (Times New Roman, font size 14 pt).
- Abstract in Polish should contain the purpose and scope of study, methods of research and major conclusions (min. 10 lines) (Times New Roman, font size 10 pt).
- Keywords in Polish (min. 4, max. 8 words) (Times New Roman, font size 10 pt).
- Title in English (Times New Roman, font size 14 pt).
- Abstract in English (Times New Roman, font size 10 pt).
- Keywords in English (Times New Roman, font size 10 pt).

- Introduction (introductory presentation of issues described in the article, justification of selected topic).
- Purpose and scope of study and description of research methods.
- Main body (approx. 2/3 of the whole article) – description and analysis of research results.
- Conclusion (brief summary of issues described in the article) or direct conclusions from presented research results.
- Bibliography – at least 10 bibliographic titles (list all sources used in the study, including websites, according to the scheme of quotation specified below).

3.3 Text submitted for publication should be prepared in MS WORD in the following format:

- font, colour: standard text – black; 12 pt, Times New Roman CE,
- margins 2.5 cm;
- spacing – standard, 0 pt;
- line spacing – 1.5;
- the text cannot contain any special formatting (e.g. Shift + Enter), non-breaking spaces, forced formatting and division of words, pages, footers, headings.

3.4 Specifications and listing:

- specifications and lists inserted in the text should be uniform in the whole article; consecutive listings should have additional 10 mm indentation,
- we recommend using lists with no more than three levels.

3.5 Tables

- tables should be numbered in the whole text using Arabic numerals;
- the title must be placed over the table, below the line containing the word "Table" and its number, the text must be aligned to the right;
- no dots shall be placed after the title or the number of the table;
- only the outer horizontal lines of the table should be visible, any other external and internal lines should be hidden;
- table description: font size 10 pt, Times New Roman CE, black, normal spacing;
- data source must be given under the table (font size 10 pt, Times New Roman CE, aligned to the left), in case of own studies – no information needs to be added.

Example:

Table 23

Variance analysis results

3.6 Drawings

- title and designation must be placed directly under the drawing, text should be aligned to the left;
- the number should be followed by a dot;
- description of axes and values – font size 10 pt, Times New Roman CE, black, normal spacing, starting with big letter;

source must be specified under the drawing, without brackets, in case of own studies – no information added, or source: individual study (font size 10 pt, Times New Roman CE, aligned to the left);

- drawings must be additionally submitted in a separate file;
- if figures contain pictures or measurement sheet readings, they must be submitted as additional graphic files (JPG, TIFF – min. 300 DPI) beside the version copied to the article.
- Example:

Figure 35. Experience scheme.

(source: Kowalski, 2009)

3.7 Formulas

- Mathematical formulas should be denoted using equations editor, e.g. Microsoft Equation 3.0;
- symbols and denotations should be sufficiently explained in a proper place, including units;
- all variables should be denoted in italics, digits and constants should be denoted using straight font;
- units should be placed beside the formula, in the same line;
- international SI system is the standard;
- formulas should be numbered in brackets near the right text margin.

3.8 Other text elements

- dates – written with numbers must have uniform denotation with Arabic numerals (e.g. 11.12.1989);
- abbreviations – if used, they must have the same form in the whole text, according to the generally accepted rules;
- units must be specified in round brackets, according to the SI standard, e.g. MPa, UR, kW;
- abbreviations and terms specific for a given scientific discipline, foreign names, titles of cited documents, works that require particular reader's attention, may be highlighted in italics or bold font.

3.9 Quotations

Rules of referring to other works:

- One author: irrespective of the number of references to the same source, author's name and date of publication must be given at all times, if more than one work of a given author is cited, published in the same year, consecutive letters of the alphabet must be added beside the date (e.g. 2001a), this rule shall also apply if a given work has more than one author. Example:
 - According to Kowalski (2001)...
 - The research indicates that ... (Kowalski, 2001).
- Two authors: irrespective of the number of references, names of both authors and publication date must be specified, if more than one work of the same authors is cited, published in the same year, consecutive letters of the alphabet must be added. Names of authors should be listed without "and", even in foreign publications.

Example:

According to Kowalski and Nowak (1999)...
The research indicates that ... (Kowalski, Nowak, 1999).

- 3 or more authors: only the first author must be mentioned, both in the first and the following references; other authors should be mentioned as "and others" (if inserted in the sentence) or "et al." (if authors' names are not part of the sentence).

The list of cited literature must contain the names of all authors of a given work.

Example:

Nowakowski and others claim that ... (1997).

The first study in this field (Nowakowski et al., 1997) indicates that ...

- Reference to several works at a time: alphabetically, by the first author's surname. References to other works must be separated with a semicolon and placed in brackets. Years of publication of the same author / authors must be separated with a comma.

Example:

(Kowalski, 2001; Nowak, Kowalski, 1999)

(Kowalski, 1997, 1999, 2004a, 2004b; Nowak, Kowalski, 1999)

- Referring to sources cited in other author's work: inserted in the text, in bibliography only the read source should be listed.

Example:

As demonstrated by Nowakowski (1990; in: Zieniecka, 2007) ...

The research indicates that ... (Nowakowski, 1990; in: Zieniecka, 2007).

- Quoting a fragment of a work: always indicate the author/authors, year of publication and page (e.g. Kowalski, p. 224). If the quoted fragment is longer than 40 words, it must be placed in a separate indented paragraph, without quotation marks. If the quoted fragment is shorter than 40 words, it must be inserted in the text, with quotation marks.

3.10 Bibliography

- bibliography should contain only publications cited in the text;
- sources must be listed in alphabetical order, by the first author's surname;
- articles of the same author must be listed chronologically, those published in the same year must be marked with letters (a, b, c, etc.) following the year of publication;
- do not enumerate consecutive works, every single work must be listed without an indentation, but the following lines of a given bibliographic entry must be written with 5 to 7 spaces indentation.

- Bibliography example:

- Book

Author/Authors. (Year). Title. Place of publication, publishing company, ISBN,

e.g.

Bobowski, K., Kowalski, P., Nowak, A. (2001). *Potoczne teorie dotyczące emocji*. Warszawa: Wydawnictwo XYZ. ISBN 83-905219-8-9.

- Monograph chapter

Author/Authors. (Year). Chapter title. Editor, book identifier, numbers of pages, chapter, e.g.

Kulek, R., Peszek, A. (2013). Charakterystyka wybranych cech peletu, Puchalski J., Biopaliwa, 2(136) vol. 1, (pp. 231-240). City: Publishing company.

- Article in a periodical

Author/Authors. (Year). Article title. Periodical title. Issue of periodical, numbers of pages, e.g.

Nowak, K. (1998). *Zazdrość w relacjach partnerskich*. *Czasopismo Psychologiczne*, 41(2), 143-159.

- Standard

Number of the standard. (Year). Title of the standard, e.g.

PN-ISO 690-2: 1999. Bibliographic notes – Electronic documents or their parts.

- Patents

Author/Authors, Patent title. Patent number. Country, year, e.g.

Nowak J., *Sposób zasilania plazmotronu łukowego do cięcia pod wodą*. Poland. P. 266569, 1991.

- Internet sources

Give the same description as in paper version. Place of publication and publishing company should be replaced with the phrase "From:" followed by a URL.

e.g. electronic version of an article:

Name, I. (year). Article title. *Periodical title, volume (issue), pages*. From: enter website URL.