

## GUIDELINES FOR AUTHORS

Only **original scientific articles are admitted for** publication in the periodical.

All articles are reviewed by specialists from scientific centers other than the relevant author's place of employment.

Articles accepted for publication in the **Teka** of individual commissions of the Lublin Branch of the Polish Academy of Sciences should be sent to the address of the relevant commission.

### **General and technological requirements for the preparation of articles.**

1. The length of **the article** including tables, figures and photographs should not exceed 12 A-4 pages.

2. **Document style.** –The text of the article should be written in 'Times New Roman' (TNR) print, 12 point, with 1.5 spacing between the lines.

Type-face variations in the texts, such as italics or bold type, are permitted; however the underlining of the letters, words or sentences should be avoided.

3. The **size of tables and figures** must not exceed the B-5 (12.5 cm x 19.5 cm) format; legend for tables in TNR 10 points, content of the table with 10 point, single interval, name of files with tables – doc. or rtf.

#### **The following order for the article is obligatory:**

1. **The title of the article must be** in Polish or English (if the whole article is in English, the same must apply to the summaries and the key-words).

2. **First name and surname of the author(s)**

3. **Summary of the article** (from 300 to 500 characters).

4. **Key-words** – up to 6 words - *helpful for indexing or searching* - should be given.

5. **The main body of the article** should include: an introduction, materials and methods, results, discussion, conclusions (or summary) and literature.

6. **Title, abstract** (300-500 characters) as a translation of the summary and **key words** in English.

7. **Address** of the author and the place of employment in Polish and English

Jan Kowalski, Faculty (Chair) ....., Name of the University, address, e-mail

8. **The titles of tables** and their contents, as well as captions for figures and legends must be given in Polish and English, and the numbers in the tables and figures – in Arabic numerals.

**Units and spelling** – the international SI system is obligatory, e.g.  $\text{g}\cdot\text{dm}^{-3}$  (and not  $\text{g}/\text{dm}^3$ ).

**Literature** – when quoting publications by other authors within the body of the article, the number of the position given in the list of references should be given, e.g. [1].

**List of references /literature/** should be given in alphabetical order in the following manner: surname of the author or authors, first name(s) initials; year of publication. If there is more than one publication for a given author in a particular year, the individual positions should be marked after the year of publication with a, b, c, etc.; title of the

study; bibliographical abbreviation of the publisher and place of publication; number of volume, book and numbers of pages, e.g.:

1. Chełkowski Z., 1966. Introdukcja troci do rzeki Gowienicy. *Gospod. Ryb.* 1(2), 18-19.
2. Greń J., Kowalski Z., 1972. *Statystyka matematyczna*. PWN Warszawa.
3. Horabik J., 1994: Load distribution in a model bin as influenced by the mechanical properties of wheat grain (in Polish). *Acta Agrophysica*, 1.5. Jury W.A., Roth K., 1990: Transfer Function and Solute Movement through Soil. In: *Theory and Applications*. Birkhaser Verlag, Basel, Switzerland.
4. Turski W., 1972. Projektowanie oprogramowania systemów liczących. *Mat. Konf. Projektowanie maszyn i systemów cyfrowych*. Warszawa 2-5 czerwca 1971. PWN Warszawa, 132-139.

Articles in English: The titles of publications should be left in English, French or German, with the language of the original publication indicated, e.g. (in Polish), (in Russian), etc.

The author should send the text of his study in two copies to the editor.

After obtaining a review, the author should then send the editorial copy to the editor together with the reviewer's remarks and a corrected version of the article by electronic carrier (a diskette, CD) and include his opinion on the reviewer's and editor's remarks. The main part of the publication (summary, corrected text of the article and list of references /literature/ should be saved in one file. Tables, figures and other enclosures should be saved in separate files. The editor reserves the right to shorten the text, introduce corrections and propose changes or supplements subject to the authors' acceptance. Graphical material (figures, layouts, graphs) should be prepared and sent as a separate electronic file (source files) in software programs compatible with Windows (e.g. programs such as Excel, Corel Draw, Photoshop etc.).

**The author of the published article** will transfer his copyright to the editor and submit a statement that the article has not been published in any other periodical.

The authors will receive one copy of the volume.