

GUIDELINES FOR AUTHORS (2016)

The journal publishes the original research papers. The papers (min. 8 pages) should not exceed 12 pages including tables and figures. Acceptance of papers for publication is based on two independent reviews commissioned by the Editor.

Authors are asked to transfer to the Publisher the copyright of their articles as well as written permissions for reproduction of figures and tables from unpublished or copyrighted materials.

Articles should be submitted electronically to the Editor and fulfill the following formal requirements:

- Clear and grammatically correct script in English,
- Format of popular Windows text editors (A4 size, 12 points Times New Roman font, single interline, left and right margin of 2,5 cm),
- Every page of the paper including the title page, text, references, tables and figures should be numbered,
- SI units should be used.

Please organize the script in the following order (without subtitles):

Title, Author(s) name (s), Affiliations, Full postal addresses, Corresponding author's e-mail

Abstract (up to 200 words), Keywords (up to 5 words), Introduction, Materials and Methods, Results, Discussion (a combined Results and Discussion section can also be appropriate), Conclusions (numbered), References, Tables, Figures and their captions

Note that the following should be observed:

An informative and concise title; Abstract without any undefined abbreviations or unspecified references; No nomenclature (all explanations placed in the text); References cited by the numbered system (max 5 items in one place); Tables and figures (without frames) placed out of the text (after References) and figures additionally prepared in the graphical file format jpg or cdr.

Make sure that the tables do not exceed the printed area of the page. Number them according to their sequence in the text. References to all the tables must be in the text. Do not use vertical lines to separate columns. Capitalize the word 'table' when used with a number, e.g. (Table1).

Number the figures according to their sequence in the text. Identify them at the bottom of line drawings by their number and the name of the author. Special attention should be paid to the lettering of figures – the size of lettering must be big enough to allow reduction (even 10 times). Begin the description of figures with a capital letter and observe the following order, e.g. Time(s), Moisture (% vol), (% m³m⁻³) or (% gg⁻¹), Thermal conductivity (W m⁻¹K⁻¹).

Type the captions to all figures on a separate sheet at the end of the manuscript.

Give all the explanations in the figure caption. Drawn text in the figures should be kept to a minimum. Capitalize and abbreviate 'figure' when it is used with a number, e.g. (Fig. 1).

Colour figures will not be printed.

Make sure that the reference list contains about 30 items. It should be numbered serially and arranged alphabetically by the name of the first author and then others, e.g.

7. Kasaja O., Azarevich G. and Bannel A.N. 2009. Econometric Analysis of Banking Financial Results in Poland. Journal of Academy of Business and Economics (JABE), Vol. IV. Nr 1, 202–210.

References cited in the text should be given in parentheses and include a number e.g. [7].

Any item in the References list that is not in English, French or German should be marked, e.g. (in Italian), (in Polish).

Leave ample space around equations. Subscripts and superscripts have to be clear. Equations should be numbered serially on the right-hand side in parentheses. Capitalize and abbreviate 'equation' when it is used with a number, e.g. Eq. (1). Spell out when it begins a sentence. Symbols for physical quantities in formulae and in the text must be in italics. Algebraic symbols are printed in upright type.

Acknowledgements will be printed after a written permission is sent (by the regular post, on paper) from persons or heads of institutions mentioned by name.