

# Guidelines on preparation for publication

## GENERAL INFORMATION

On the first page of the paper please specify information in the following order:

- the author's first name and surname,
- the title of the paper in English,
- the abstract in English,
- key words in English (following abstract),
- at the bottom of the page the annotation specifying the author's/authors' title(s) (academic degree), first name(s), surname(s), the name of the institute, faculty, university/institution (in English).

The list of Bibliography should be placed at the end of the paper. Please prepare short abstracts (up to 800 characters with spaces). Please save the text file in .doc or .rtf format. Please do not submit papers in .pdf format.

The paper's size: max 15 000 characters with spaces.

## TECHNICAL RECOMMENDATION

In order to set the correct column format (13 x 19.5 cm) for print, please follow the instruction using MS Word:

1. Open the FILE menu  
next PAGE SETTINGS  
in the MARGINS section write in the appropriate boxes:  
UPPER 5.7 cm  
LOWER 5.1 cm  
LEFT 4 cm  
RIGHT 4 cm  
MARGIN FOR BINDING 0  
POSITION OF THE MARGIN FOR BINDING left  
ORIENTATION vertical  
PAGES standard  
PAPER A4

## ILLUSTRATIONS

The paper may be supplemented with one page of black and white illustrations. It may be one or more photos with the maximum size up to 13 x 18 cm in vertical arrangement. Please deliver illustrations in the following form:

**Bit graphics** (e.g. scans, digital photos or reproductions)

- size at least 1 : 1
- picture resolution – at least 300 dpi
- format TIFF, JPEG

**Vectorial drawings** (logos, diagrams etc.) executed in Corel or Adobe Illustrator:

- size at least 1 : 1
- format CD-R, AI

We can process the files saved in the following programs:

- Adobe Page Maker 6.5
- Adobe Photoshop 7.0
- Corel Draw 9.0

**Please, do not submit graphic files downloaded from the Internet because of the pictures poor quality and small resolution (72 dpi), which makes it impossible to print them properly (the required resolution is 300 dpi).**

**Please do not deliver colour tables, charts, etc. made in MS Word, in particular, with colour text.**

## **ELECTRONIC FORMS OF THE PAPER DELIVERY**

Please deliver the paper in electronic format (e-mail) to [mzychowska@pk.edu.pl](mailto:mzychowska@pk.edu.pl) described accordingly to the following scheme:

SURNAME\_NAME\_EN. doc (MS Word) – paper in English (without illustrations, only captions in English given at the end)

Please send an illustration separately (the printed area up to 13 x 18 cm)

SURNAME\_NAME\_GR. JPG (300 dpi in one of the above-mentioned extensions)

**PLEASE NOTE THAT DOCUMENTS AND ILLUSTRATIONS WHICH WILL NOT FOLLOW THESE GUIDELINES WILL NOT BE ACCEPTED. THE QUALITY OF ENGLISH TRANSLATION WILL ALSO INFLUENCE DECISION OF THE PAPER'S ACCEPTANCE (PAPERS WILL BE REVIEWED BY FOREIGN SCHOLARS).**

## **TECHNICAL GUIDLEINES**

MS Word, Times New Roman

NAME AND SURNAME \* (font 10, space before 78, after 36 pt)

ENGLISH TITLE (font 14, GREY, space before 78, after 12 pt)

### **A b s t r a c t**

The paper summarizes the methods of biogas production and management as the one of waste management and energy requirements. Some biogas utilization investments based on sustainable development were characterized.

*Keywords: energy biogas utilization*

\* author/ authors title, name, surname, affiliation (institute, faculty, school) in English (font 9)

Paper in English: Times New Roman 11

Footnotes: font 9, starting with a capital letter and finishing with a full stop (details are given at the end of the page).

Bibliography at the end of the paper; font 10, names in minuscule (non-italic), titles of books in italic without inverted commas, titles of periodicals in minuscule (non-italic). Within the text bibliography should be given in square brackets [ ].

References to the illustrations should be made as follow - (Ill. 1). Captions should be given in English (font 9), line spacing before 4 pt, and after 12 pt.

Examples:

#### B i b l i o g r a p h y

[1] M. Cimochoicz - Rybicka, *Aktywność metanogenna biomasy jako podstawa oceny hamującego wpływu wybranych pestycydów i chromu(III) na proces fermentacji metanowej*, praca doktorska, Politechnika Krakowska, Kraków 1999.

[2] M. Cimochoicz - Rybicka, S.M. Rybicki, *Selected aspekt of risk minimization in energy recovery system*, Materiały Polsko-Szwedzkiego Seminarium „Integration and Optimisation of Urban Sanitation Systems”, Gdańsk 2003, 99-108.

[3] K. Żeglin - Kurbiel, J. Banaś, M. Cimochoicz - Rybicka, *Nowe biotechnologie i kontrola osadów ściekowych do spełnienia wymagań przepisów Unii Europejskiej*, „Czasopismo Techniczne” z. 4-Ś/2003, Wydawnictwo Politechniki Krakowskiej, Kraków 2003.

#### I l l u s t r a t i o n s

Ill. 1. Garden on the roof, Warsaw (photo by author, 2013)

## **BIBLIOGRAPHY**

### **Books**

1. Author (initial, full stop, space, surname) non-italic
2. comma, title in italics, eventual subtitle given after full stop
3. comma, eventual translator's name, editor (please give abbreviation “ed.”, volume (abbreviation “Vol.”)
4. comma, place of edition (original name of city), year of edition
5. comma, pages (p.) or illustrations (ill.)

### **Papers in collective works**

1. Author (initial, full stop, space, surname) non-italic
2. comma, title in italics, subtitle given after full stop
3. comma, letters “in” with colon i.e. [in:], title in italics, editor (please give abbreviation “ed.”), volume (abbreviation “Vol.”)
4. comma, place of edition (original name of city), year of edition
5. comma, pages (p.) or illustrations (ill.)

### **Papers in periodicals**

1. Author (initial, full stop, space, surname)
2. comma, title in italics, subtitle given after full stop
3. comma, title of periodical in inverted commas, non-italic
4. comma, annual (or volume), year
5. comma, number of the issue

## 6. comma, quoted pages or illustrations

If the publication is quoted few times and it is the only work of a given author please follow the scheme: author (initial, full stop, space, surname), abbreviation op. cit., page. If the publication is quoted few times but the name of the author is indexed also in other publications, please mark the shorted version of the title with ellipsis (without the place of edition), and the number of the page. If the publication is quoted in consecutive footnotes please use: *ibidem*, *eadem*, *idem* respectively.