

Instruction for authors of scientific articles published in the Rzeszów University of Technology Publishing House

Basic information

1. Box printing: 12.5 x 19 cm + 1 cm for the page numbers
2. Margins: top - 5.20 cm, lower - 5.20 cm, left - 4.25 cm, right - 4.25 cm
3. Font: Times New Roman 11 pt
4. Editor: Microsoft Word
5. Text: mutually adjusted, single line space, indentation of first line 0.75 cm, do not leave blank lines between paragraphs
6. All columns of the article should be completely filled; first unusual page - a heading, the name of author (s), article's title, summary and the beginning of the article, the following pages contain the rest of the article, including tables (boards), drawings (illustrations, photographs, charts, diagrams, maps) literature and summary
7. Enter automatic hyphenation

Specific information (article layout)

1. On the first page (odd) should heading should be placed (can be downloaded):
 1. 10 points, writing thick
2. On the following pages at the top of the article should be placed **running head**: even page - page number to the left margin, sub writing -10 points, initial of the author (s) the right margin, sub writing 10 points; odd pages - title of the article, or (in the case of a long title) its logical beginning ending with an ellipsis, sub writing -10 points
3. Continued on the first page, place a thick letter (interval before 42 points): first name (sub letter 10 points), author (s) surname (caps/uppercase character 10 points)
4. Article Title - caps/uppercase character 15 points, thick letter, to the left margin (do not share the words in the title), single line spacing, spacing before 24 pt, spacing after 18 pt
5. Summary (in the article) - 200-250 words, sub writing 9 points, indent 2cm the whole left side, without paragraph, single line spacing 12 points
6. Keywords – sub writing 9 points, without paragraph, single line spacing, spacing after 24 points
7. Name the Author for correspondence and other authors, affiliation, addresses, phone numbers, e-mails - at the bottom of the first page, below the line, the sub writing 9 points with relevant links, spacing before 2 pts
8. Subtitle 1st stage – sub writing-13 points, thick, to the left margin, single line spacing, spacing before 14 pt, spacing after 9 pt.
9. The text of the article, tables, artwork, designs, and subheading lower level
10. Subtitle 2nd grade - sub writing 11.5 points, thick, to the left margin, single line spacing, spacing before 10 pt, spacing after 8 pt
11. Subheading 3rd grade- sub writing-11 points, to the left margin, single line spacing, space before 8 pt, space after 6 pt
12. The heading of literature – sub writing 11.5 points, thick, to the left margin, space before 12 pt, spacing after 8 pt
13. The list of literature cited – sub writing -10 points, single line spacing, do not leave blank lines between the positions of literature, space after the 2 point
14. Title of the article in English (or Polish) - caps/uppercase character 11 points, thick letter, to the left margin, single line spacing, spacing before 20 pt, space after 12 points
15. Headline Summary (or Abstract) – sub writing 9 points, thick, space between characters spread every two points, the distance after 6 point
16. Summary in English (or Polish) - 200-250 words, sub writing 9 points, indentation of first line 0.75 cm, single line spacing, space after 12 points
17. Keywords – sub writing 9 points, without paragraph, single line spacing
18. DOI identification number – sub writing 9 point, without paragraph
19. Dates send the article to the editor and print acceptance – sub writing 9 point, italics, without a paragraph, single line spacing

Drawings arrangement (illustrations, photographs, maps, charts, diagrams)

1. Illustrative material should be placed as close as possible of its establishment
2. Do not exceed the print area (12.5 x 19 cm), where illustrative material and signature must fit
3. Larger drawings (and other illustrative material) together with the signature should include entire print area, smaller need to be moved respectively - to the left margin (even pages), to the right margin (for odd pages)

4. Signature in two languages: the language of the article and in English, should be placed below the drawing (and other illustrative material), within its frame, without a point at the end (if the material is borrowed, please state source), sub writing 9 points
5. The distance between the illustrative material and signature - 9 points, single line spacing, the distance between the signatures of 4 points, space after 14 pt
6. Verbal description in the drawings should be kept to a minimum, can be replaced with Arabic numerals, and the explanations can be moved to the signature – smaller font can be used (8 points)
7. Illustrative material should be a good quality, standardize form and descriptions throughout the article (sub writing simple, lowercase, max. 9 min. 6 points, depending on the size of the drawing)
8. Illustrations should be numbered consecutively within the article
9. If in the article there are different kinds of illustrative material, each of them should be given a separate, consecutively numeration
10. Illustrative material should be prepared in shades of black and gray (up to 20% black).
11. The drawings for color printing (with the consent of the chief editor of the magazine), should be prepared as.tif,.jpg files.

Tables location (boards)

Table - summary of text and numbers or the same numbers ranked in columns and rows

Board - summary of text and numbers enriched in additionally graphics or color schemes (sometimes they are only illustrations).

1. Tables (board) should be placed as close as possible of their establishment
2. Do not exceed the print area (12.5 x 19 cm)
3. Larger tables (boards) including the title should occupy the entire print area, smaller should be moved respectively - to the left margin (even-numbered pages), to the right margin (odd-numbered pages)
4. Above tables (boards) should be placed the title in two languages: the language of article and also in English. Title starts with the word table (board) and place above it, with its frame, without a point at the end; sub writing 9 points, single line spacing; if the table (board) is borrowed, please indicate the source
5. The space before the title of the table (board) 12 points, the gap between titles 4 points, the distance between the title and the table (board) 8 pts
6. Legend of the table (board) - the distance from the table (board) 6 pts, single line spacing, space after 14 pt
7. Text in the heading of the table (a separate part at the top of the table), explaining the content of the columns, should be bold and start with capital letters. Text in the row headers (a separate part on the side of the table), explaining the content of rows, should start with capital letters. Text in the table body should use lowercase letters.
8. Tables (boards) should be numbered successively within the article. In case when tables and boards occur, they should be given separate, continuous numbering
9. If the table **does not fit within printing area borders**, you can divide and move to the next page or pages - all parts of divided tables (boards) should repeat its number and title, with the abbreviation (cont.)
10. Tables (boards) should be prepared in shades of black and gray (up to 20% black).
11. Tables (boards) for color printing (with the consent of the chief editor of the magazine), should be prepared as.tif,.jpg files.

Design distribution

1. Designs should be placed on the left side, indented 0.75 cm, simple letter 11 points, indices and powers 7 points
2. The numbers of designs should be placed in parentheses, aligning the right margin, simple letter 11 points
3. Patterns/ designs should be accompanied by an explanation of containing elements.
4. Patterns, which are referenced in the text should be numbered consecutively in the article
5. Longer patterns can be divided into characters relationship or activity - a sign on which is carried a pattern, should be left at the end of the first line
6. Before and after the design, should be a gap of 10 points

List of references distribution

1. The list of references is placed behind the contents of the article, in alphabetical order (names of authors)
2. References to the literature should be stored in the text in square brackets
3. In the list of references should be placed only those publications that are appointed in text

EXAMPLES:

Books

Lewandowski W. M.: Greening renewable energy sources, Science and Technology Publishing House, Warsaw 2002.

Magazines

Pietrucha K.: Analysis of time of renewal and repair subsystem distribution of water for the city of Rzeszow, Instal, No. 10, 2008, p. 113-115.

Electronic documents

Zanotti G., Guerra C.: Is tensegrity a unifying concept of protein folds? FEBS Letters, vol. 534, no. 1-3, 2003, pp. 7-10, <http://www.sciencedirect.com> (accessed 8 June 2011.).

Distribution summary

1. After the literature, place the article title, heading and summary in English
2. If the article is in English, at the beginning should be placed abstract in English, and finally in Polish at the end.
3. When the article is in another congress language, at the beginning of the article, place the summary in article language, and at the end in English
4. After the summary should be placed keywords in the same language as summary

Distribution identification number and additional information

1. After the keywords should be the identification number - DOI
2. Under the identification number shall be terms to send the article to the editor and print acceptance

Other comments

1. In the article can be used calculation - elements of calculations should be measured throughout the article in a unitary manner, eg. by Arabic numerals with a dot or small letters with brackets
2. In the article should be used generally acceptable abbreviations, but the sentence can not start from the abbreviation - it should be developed or reworded the sentence
3. In the articles, each citation must be accompanied by bibliographical information (as a footnote on the bottom of the page or appeal to the list of references)
4. Footnotes (sub writing 9 points) should be wrote in a unitary manner in the whole article, providing them links -*(if they are few) or numeric accepting continuous numbering throughout the article and put each footnote in a new paragraph

EXAMPLES:

1. M. Hereźniak, *Creating national brand - the role of the leading idea for Ex-going project "Brand for Polish,"* [in] H. Szulce, M. Florek, *marketing - Possibilities of applications, development trends*, Publishing House of the Academy of Economics in Poznan, Poznan 2005, pp. 344-345.

2. L. Witek, *The influence of ecological functions of packaging on the market of consumer attitudes*, Packaging, No. 5, 2006, pp. 12-17.

3. J. Strojny, *Economic and social changes in the integrating Europe*, Rzeszów University of Technology Scientific Papers, No. 225, Management and Marketing, of. 5, 2006, pp. 45-50.

5. Do not leave at the end of a line titles that are in the front of , initial of the name, conjunctions, Arabic and Roman numerals
6. Use only the legal units of measurement

We encourage authors to read the archive of scientific articles included in Scientific Papers in Rzeszów University of Technology and to use them in a bibliography in your article.