

Technical Transactions – Guidedlines for authors

FIRST PAGE:

On the first page of the article the following should be specified in the order:

- the title of the article in English,
- the abstract in English,
- key words in English,
- the annotation specifying the author's/authors' first name(s), surname(s), the name of the institute, faculty, university/institution (in English),author's/authors' ORCID number(s), corresponding e-mail address(es).

Please prepare the abstract in a way that it could be located on the first page (each abstract should have 600-1000 characters).

INTRODUCTION:

The introduction should provide a clear statement of the study, the relevant literature on the study subject and the proposed approach or solution.

FIGURES, TABLES, EQUATIONS:

It is recommended to put tables and figures within the text. Each table or figure should be titled and captioned. The title of the table should be written above the table.

Figures are other illustrations such as graphs, charts, maps, drawings, photographs etc. Export charts or graphs as image file (.JPG, .PNG, .TIFF). Every figure should have at least 300 dpi. Please give the information of source of the figure. If the source is own, it is possible to use a label "[own study]". The figures and graphs should be placed within the text, not collected at the end of the document. In addition, please send all illustrations in separate files.

Please use abbreviation "Fig." in describing the figures (e.g. Fig. 1) (not Il. or any other).

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Attention!

Please, do not send us graphic files downloaded from the Internet because the picture resolution of such files is very small (72 dpi), which makes it impossible to print them properly (the required resolution is 300 dpi).

Tables are numerical values or text displayed in rows and columns. Units of quantities are in round brackets. Please submit tables as editable text and not as images.

Please use full term "Table" in describing the tables (e.g. Table 1)

In numbers please use a decimal dot as decimal separator. English uses the comma to separate thousands and millions, e.g.:

- 1,000 = one thousand
- 1,000,563 = one million and five hundred and sixty three
- 1,000.563 = one thousand point five six three
- 1.25E+06 = 1,250,000
- 1.25E-06 = 0.00000125

Italics should be used for:

- letters symbolizing numbers, variable and constant quantities as well as geometrical points;
- symbols for functions, e.g. $f(x)$;
- letter symbols and letter abbreviations appearing in subscripts and superscripts (with the exception of two- or three-letter abbreviations, e.g. ikr, Xwe, Xwy, formed from the first letters of one word);
- symbol of the partial differential ∂ , which can also be written in upright type.

Upright type (Roman type) should be used for:

- Arabic and Roman letters, also in subscripts and superscripts, e.g. x_1 ;
- Greek letters, also in mathematical writing, e.g. α ;
- symbols and abbreviations of measuring units, e.g. m, g;
- abbreviations consisting of two or more letters, e.g. Re (Reynold's number);
- constant symbols of functions, such as: ar, arc, arccos, arcosh, arcsin, arctg, arctgh, arg, arsinh, artgh, clg, const, cos, cosec, cosech, cosh, cov, ctg, ctgh, det, diag, div, exp, grad, Im, inf, lg, lim inf, lim sup, ln, log, max, min, mod, non, Re, rot, sec, sech, sgn, sin, sinh, sup, tg, tgh;
- symbol of the differential d, it can also be written in italics;
- special numbers: π and e (base of a natural logarithm);
- probability $P(A)$, expected value $E(x)$, random variable variance $D_2(X)$, symbol of change (growth) Δ (delta).

Bold upright type is used to distinguish matrices (e.g. A, I, E), and bold italics are used for vectors.

CONCLUSION:

The paper must contain conclusion. The conclusion should summarize the findings and explain the implications of the paper. Conclusion contains no new data or findings.

ACKNOWLEDGEMENTS:

If needed, this section includes acknowledgment of people, grant details, funds, etc.

REFERENCES AND ENDNOTES:

Within the text, references should be cited in APA format. Author's name, year and possibly the page number in brackets (Nowak, 2012: 34–55). Additional information, supplementary for text, can be provided in footnotes at the bottom of the page. Law files should be cited in text as (Dz.U. 2004 nr 229 poz. 2313).

In references data should be written in the language of the cited document. Please, do not translate Polish (or any other) publication titles in the bibliography into English – unless they are English or bilingual editions. We use the original entry in the bibliography. A reference that is not written in Latin script should be transliterated (e.g. Cyrillic) or transcript (e.g. Chinese characters).

Range of auto citations in references should be max. 25% including co-authors.

Each reference must end with a dot (except for web addresses or DOI numbers - there is no dot at the end). References should be given in alphabetic order.

Examples of citing common types documents:

- Books (1-4 authors):

Matthews, J.R., Matthews, R. (2008). *Successful Scientific Writing: A Step-by-Step Guide for the Biological and Medical Sciences*. Cambridge: Cambridge University Press.

- Books (more than 4 authors):

Bobowski, K. et al. (2001). *Potoczne teorie dotyczące emocji*. Warszawa: Wydawnictwo XYZ.

- A book chapter:

McKenzie, H., Boughton, M. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley, M. Crouch (Eds.), *Knowledge as value: Illumination through critical prisms* (pp. 209-224). Amsterdam, Netherlands: Rodopi.

- A book with no author:

Leitch, M.G., & Rushton, C.J. (Eds.). (2019). *A new companion to Malory*. D.S. Brewer.

- A journal article:

Li, S., Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. *Qualitative Health Research*, 17(10), 1442-1452. <https://doi.org/10.1177/1049732307306924>

- Webpage with author:

Cain, K. (2012). The Negative effects of Facebook on communication. *Social Media Today RSS*. Retrieved from <http://socialmediatoday.com> (date of access: 2020/01/15).

- Webpage with no author:

\$250m funding boost for malaria vaccine. (2003). Retrieved from <https://www.abc.net.au/news/2003-09-22/250m-funding-boost-for-malaria-vaccine/1482220> (date of access: 2020/01/15).

- Conference paper:

Muntin, A. (2014). FEM modeling and experimental research of through-thickness strain distribution during hot plate rolling. In *METAL 2014: 23rd International Conference on Metallurgy and Materials* (pp. 377–382). Ostrava: TANGER. Patents: Nowak, A. (2019b).

- Patent:

Lamel modułu fotowoltaicznego. P.012345.

- Law files:

Rozporządzenie Ministra Środowiska z dnia 21 lipca 2004 r. w sprawie obszarów specjalnej ochrony ptaków Natura 2000 (Dz.U. 2004 nr 229 poz. 2313).

END OF THE PAPER:

If you want, you can add: title, abstract and keyword in your national language at the end of the paper.

LIST OF ERRORS THAT AUTHORS MAKE OFTEN:

- scientific goal and contribution of the paper is not clearly defined in the introduction of the paper,
- absence of citations of the tables and figures in the text with relevant commentary,
- absence of the conclusion,
- lack of sufficient number of citations to the current foreign literature, especially journals,
- missing bibliographic references in the text,
- wrong format of cited references and in endnotes.