

## GUIDELINES FOR THE AUTHORS

Version of June 2, 2017.

Manuscripts can be submitted in English and Polish. We ask for submitting the manuscripts with required attachments by mail: ceb@ajd.czest.pl. There is no charge for publishing. Papers should be send in MS WORD 97–2007 format in accordance with these instructions.

Authors of papers written in English are asked to use proofing language tools before submitting the manuscript. Papers linguistically poor will not be accepted to undergo further editorial procedures. After the consultation with the author, there will be a possibility of publishing such a paper in Polish.

Theme editor decides about forwarding paper to reviewers. When there is an equal number for and against, the casting vote belongs to the theme editor. Reviews are anonymous. Papers assessed negatively will not be published.

### Editorial requirements for manuscripts

Manuscript should contain:

1. Title in Polish and English (when the manuscript is written in English, the Polish translation is not required),
2. Names and forenames of the authors with the indication of corresponding author and his or her e-mail address,
3. Authors' affiliations – affiliation should be presented as follows: full name of the faculty/institute/department, full name of the school, name of the street and building's number, postal code and city, country,
4. Abstract and keywords in English and Polish (when the manuscript is written in English, the Polish translation is not required),
5. Basic text along with the tables and figures without hypertext links. Figures should be supplied in separate files.

5.1. **Full paper** has the following distinctive parts:

- Introduction,
- Experimental,
- Results and discussion,
- Conclusions.

The volume of the manuscript should not exceed 6,000 words, references, tables and figures not included.

5.2. **Communication** has the following distinctive parts:

- Introduction and results,
- Experimental,
- Conclusions.

The volume of the manuscript should not exceed 2,000 words, references, tables and figures not included.

5.3. **Review** should include the following parts:

- Introduction,
- Contents divided into units and sub-units,
- Conclusions.

The volume of the manuscript should not exceed 10,000 words, references, tables and figures not included.

6. Acknowledgements (optional),
7. References,
8. Supplementary Information (optional).

#### Abstract and keywords

Abstract cannot exceed 150 words, and there should not be more than 5 keywords. Abstract and keywords should be written in Polish and English (if the manuscript is in English, Polish version is not required).

#### Fonts

A4 page is required. Standard margins: 2.5 cm each. Text should be written in Arial, justified, size 11 points, interlines 1.5, indentation 1.25 cm. Foreign names, e.g., In Latin (*in statu nascendi*, *vide infra* and the like), or English (*temperature sensing*; if a manuscript has been written in Polish) are written in cursive. Units and sub-units (maximally three levels) are numbered as follows:

##### 1. Name of the unit

1.1. Name of the sub-unit

1.1.1. Name of the sub-unit.

#### Technical indications

While working on the paper you are kindly asked to observe the following principles:

- do not finish the separate lines with the ENTER button.
- You should not use indentions with the use of space or tabulator keys.
- do not divide the words manually.
- do not position the text with the space key.
- Avoid Footnotes. If there is such a need, then each Footnote should be placed in the references under a subsequent number.
- Between numbers and dates a long pause should be placed without spacer (e.g. 1963–2211). In connections of a type south-western – dash (short pause) without spaces.
- Names: **Scheme**, **Figure**, **Table**, **Equation** along with the accompanying number should be in bold lettering.

#### Floristics and faunistics works

In floristics and faunistics manuscripts, the name of each species and taxon of a Lower range should be in Latin (in cursive) and, at least once, should be given in its full form, that is with the full name of the author and the date of description; in other cases, it is enough to give the abbreviated name of the author who described a given taxon.

Names of locations (a place, or physiographic object) in the text of the flora and fauna manuscripts should be given in the nominal case (not inflected); it is also advisable to place a specific location according to the squares ATPOL, or UTM from the base available at Domestic Biodiversity Information website (<http://www.ksib.pl/szukacz/szukacz.php>).

#### Tables and Figures

Each table and figure should be numbered. The title of the table should be placed over the table, and the title of the figure under the figure. The contents of the tables should be written with the use of the same fonts as the main text. The resolution of the figures should not be lower than 300 dpi. Figures should be submitted in separate files in formats \*.TIF, \*.JPG, \*.BMP, \*.CDX or \*.PDF. Please do not send the figures in formats \*.DOC and \*.DOCX.

Tables, figures and their titles should be placed properly in the body of the manuscript, and not at its end.

#### Symbols and Equations

Any symbols in the formulas and in the text should be written in the cursive lettering. Mathematical formulas are numbered in cursive submitting a number taken in rounded brackets at the right margin (if there are few of them, they do not require to be numbered) Indicators and exponents should be lowered, or lifted in reference to the line of the basic verse.

#### Chemical structures

Chemical structures should be prepared in the CHEMDRAW programme. The number of the chemical compound in text and in the scheme should be in bold. Chemical names should be written in cursive (e.g. *o-*, *orto-*; *cis-*, *trans-*; *E-*, *Z-*; *R-*, *S-*, and the like). The choice of the commonly used abbreviation for the function groups, e.g., *t*-Bu, *tert*-Bu, *t*Bu, or *Bu*<sup>t</sup>, or in version written in cursive (*t*-Bu, *tert*-Bu, *t*Bu, or *Bu*<sup>t</sup>) depends on the author and should be applied consistently in the whole text.

#### References

References should be placed at the end of the manuscript. The sequence of the reference positions in the bibliography has to correspond to the sequence in which they appear in the text. Each cited article has to have a doi number. The literature references are submitted in a square bracket, e.g. [1] or [35, 36], or [4–7].

- Books of one, or a few authors – first names initials are submitted, names of the authors, title, publisher, place of publishing, year of publishing, e.g., T. Liu, J.P. Sullivan, ***Pressure and temperature sensitive paints***, Springer, Berlin, **2004**.
- Collective works, collections of works – the initials of the first names are submitted along with the names of the authors, title of the work, indication [in:], or [w:] for the manuscripts in English, or in Polish, respectively, title of the collection, volume number of the collection, initials of the first names and surnames of the editors with the abbreviation (ed.) or (red.) for the manuscripts in English, or in Polish, respectively, publisher, place of publishing, year of publishing, the range of pages of the cited work, e.g., S.M. Borisov, T. Mayr, A.A. Karasyov, I. Klimant, P. Chojnacki, C. Moser, S. Nagl, M. Schäferling, M.I. Stich, A.S. Kocincova, O.S. Wolfbeis, ***New plastic microparticles and nanoparticles for fluorescent sensing and encoding*** [in:] ***Springer series of fluorescence***, vol. 4, M.N. Berberan-Santos (ed.), Springer-Verlag, Berlin – Heidelberg, **2008**, pp. 431–463.
- Articles from the journals and other continuous releases – initials of the first names are submitted, followed with surnames of the authors, abbreviation of the journal name, year of publishing, volume no., range of pages of the cited work, e.g., D.B. Papkovsky, T.C. O’Riordan, G.G. Guiltbault, *Anal. Chem.*, **1999**, *71*, 1568–1573. doi: 00.0000/aaaa000000.
- Conference abstracts – initials of the first names are submitted, surnames of the authors, name of the conference, city (country in brackets), duration of the conference, page of the abstract, e.g., A.H. Kassiba, B. Pattier, M. Makowska-Janusik, A. Gibaud, *XIX<sup>th</sup> International Seminar on Physics and Chemistry of Solids and Advanced Materials*, Częstochowa (Poland), 12-15.06.2013, p. 36.
- Patents – initials of the first names are submitted, surnames of the authors, kind of patent, patent no., year of publishing, e.g., B. Stevens, *US Pat.*, 3.612.866, **1971**.
- Diploma theses, M.Sc., Ph.D. theses, and postdoctoral dissertations – initials of the first names are submitted, surnames of the authors, title, type of work, name of the institution where the work was written, place, year of edition, e.g., J. Kowalski, ***Badanie właściwości luminescencyjnych kompleksów lantanowców***, *M.Sc. Thesis*, Jan Długosz University, Częstochowa, **2012**.
- Citing the results of the unpublished works – initials of the first names are submitted, surnames of the authors, along with the inscription "rezultaty nieopublikowane", or "unpublished results" for the manuscripts in English, or in Polish, respectively, e.g., A. Smith, *unpublished results*.

- Citing the works published on the Internet – initials of the first names are submitted, surnames of the authors, title, the address of the page along with the date of the reading of the page, e.g., A. Smith, ***Title of an article on the website***, <http://www...html/> [read: 01.01.2016], or [odczyt: 01.01.2016] for the manuscripts in English, or in Polish, respectively.

Transliteration from non-Latin alphabets should be done according to the international principles (Anglo-American system).

#### Required attachments to the manuscript

1. The list of 4 reviewers proposed by the author along with their e-mail addresses. The reviewers cannot come from the institution affiliated by the author (university, institute).
2. Figures in separate files (acceptable formats have been mentioned above).
3. Scan of a filled in and signed Declaration. Declaration is to be send with the first version of the manuscript.