

Guidelines for preparing papers

(all in Calibri or Arial font)

Layout:

Authors' names and surnames (SURNAMEs in capital letters), font – 12, Bold, text to the left

Name and location of the institution, university, faculty (font – 11 pt., aligned to the left margin, italic font, single line spacing)

TITLE IN CAPITAL LETTERS, FONT – 14, BOLD, TEXT IN THE CENTER, SPACING – single

Subtitles: in small letters (e.g. Introduction not INTRODUCTION), font 12 pt., Bold, NO INDENT

Abstract: text 9 pt, spacing exactly – 10 pt, justified text

Key words

Main text: font size – 11 pt, spacing exactly – 13 pt, centered text,

BIBLIOGRAPHY – font size 12 pt, Bold, text to the left

Bibliography, summary and abstract text (in English): font size – 9 pt, spacing – single, justified text

Margins: 2 cm each

Please indent new paragraphs from the Format menu – Paragraph – First line, e.g. 0.65 (not with tabs or spaces). Please do not use manual division of words and "soft" enter (shift+enter), and also do not divide lines using "enter" movement .

Please create tables in Word and additionally save them in separate files.

For figures and tables in the text, please use abbreviations: fig. and tab. marked successively with Arabic numerals (fig. 5, tab. 15). In the table title, the word table in its full form, e.g.

Table 11. Summary of costs and energy demand

Do not put a full stop at the end of the table title.

Figures (including maps and charts) preferably in vector form (source drawing files separately) in available programs. In the text please provide captions (of drawings, charts or photographs) in the place where they are to be located, e.g.

Fig. 3.1. Portal frame

Photo 12. Modrzejów in February 2011

Please save photographs additionally in separate files as 300 dpi tiff or high quality jpg.

In captions of drawings and photographs, do not put a full stop at the end.

Foreign words (e.g. Latin) should be written in italics.

Please write the units in the SI system, the unit is always spaced one space away from the digit, e.g. 10 cm and not 10 cm, the exception is %, which is always written next to the digit, e.g. 5%, and degree, e.g. 50° C. For Greek characters, etc., please use the Symbol font, e.g. μ , ρ , χ , etc.

In the text, the bibliography should be cited using the number that the cited source occupies in the bibliographic entry; the number should be placed in square brackets, e.g. a source with the number 1 in the bibliographic entry is marked with: [1], e.g.:

[20] Marchwiński J., Zielonko-Jung K.: *Współczesna architektury proekologiczna*, PWN, Warszawa 2012

Titles of items cited in the bibliography, in italics (as above).

The bibliographic list should be arranged in alphabetical order by the surnames of the authors.