Information for the authors preparing an article to be published in JAEEE quarterly

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Key words − maximum five key words or phrases in alphabetical order, separated by commas

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Author’s name, affiliation and full address must be given under the title. In the event that there are many authors, please give affiliation and full address of every author and e-mail addresses.

|  |  |
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|  | * Click here to display Style window – making it easier to select and apply styles of JAEEE templates. * To adjust style to paragraph, click any place of paragraph text,  then click appropriate style in Style window. |

# Tables and illustrations

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In order to insert an illustration, put a cursor in an inserting point and use the option Insert | Picture | From a file or copy an image to Windows clipboard, and then click an image and select in sequence: Formatting | Layout | Text Wrapping | Wrapping style „In line with text”.

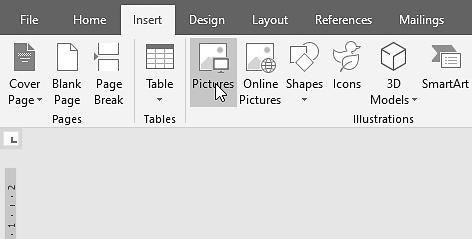


Fig. 1. Inserting an image (illustration)

An illustration should be described in a caption of an illustration in short Fig. 1. and not in the content of an article Figure 1 or (Fig. 1).

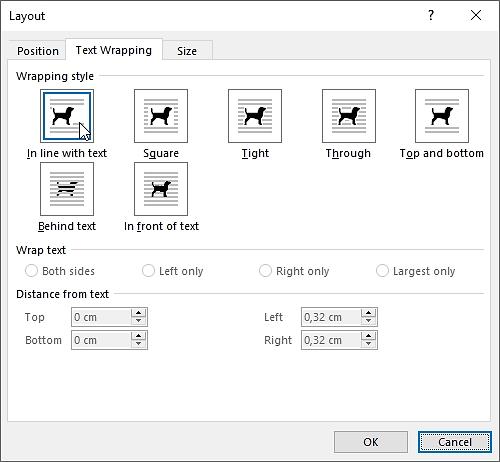


Fig. 2. Editing parameters of inserted image (illustration)

The illustrations: figures, graphics, charts etc., (non-editable in Microsoft WORD – graphic files such as JPG, PNG, BMP) inserted centred in the content of an article should be legible and clear of the resolution of minimum 300dpi. Please do not use fonts of the size smaller than 8.

Coloured illustrations are acceptable, but please make sure they are legible in the print of grayscale.

The illustrations and tables should be numbered in accordance with order of quoting in the text, they can take up one or two columns. If an illustration is two columns wide, please insert it in a table and at the end of a given page (selecting option Tools table | Designing | Borders | No edges).

## Tables

The tables must include description at the top, aligned to the left side of a column. Please do not shorten references to the tables, correct version is table 1.

Table 1. Recommended Styles

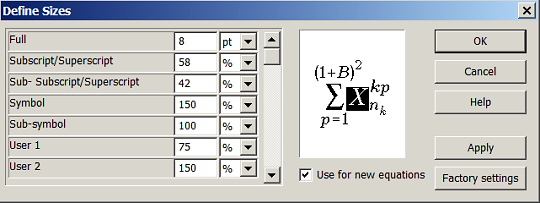
|  |  |
| --- | --- |
| **Item** | **Style** |
| Title of an article | Title |
| Author’s Name and Surname | Authors |
| Author’s Address | Affiliation |
| Abstract | Abstract |
| Key words | Index Terms |
| Introduction | Introduction |
| Titles of chapters | Heading 1 |
| Titles of subchapters | Heading 2 |
| Text | Text |
| Footnote | Footnote text |
| Enumeration | Numbered list |
| Description of a Figure | Figure Caption |
| Table Title | Table Title |
| Equation | Equation |
| Bibliography Chapter’s Title | References Head |
| Bibliography | References |

Please leave one empty paragraph before description of a table, and after that.

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|  |  |
| --- | --- |
|  | (1) |



Style of fonts and symbols in equations and references to them in the text of the article: Regular. Every equation should take up one line. Subsequent numbers should be marked in brackets. All equations should be numbered (numbers should be aligned to right) and quoted (1) in the text.

# Quotations

Vancouver System with endnotes:

* Bibliography – descriptions in accordance with order of quoting,
* References in the text – footnotes numbered one by one in this place of text, in which they were quoted for the first time.

The quotations should be numbered one by one in the square brackets [1]. To quote many references, use form of writing [2], [3-4], [6-8], instead of [2], [3], [4], [6], [7], [8]. You must not use automatic endnotes in Microsoft Word, instead please write down the titles to the list at the end of an article using Style „References”.

Provide full names and surnames of all authors, do not use "et al.", unless there are five authors or more.

The articles that have not been published should be quoted only when they have DOI number assigned and should be defined as "to be published " [4]. The articles that were submitted for publication or accepted for publication, but were not assigned yet to a specific issue (volume) and do not have a DOI number, should not be quoted.

# Conclusions

Summary should include information about importance of an article and emphasize scientific contribution and differences towards other articles on a given subject. The expressions from an abstract should not be repeated in the summary.

The conclusions is a text chapter – please do not use equations, charts, illustrations and quotations.

Make sure that layout of the text of the whole article complies with recommendations on formatting described here!

Annex A

If the content of an article requires annexes to be added, please describe them with letters A, B, C etc. and place them before chapter (section) „Bibliography”.

Before the bibliography, the title and abstract of the article and the keywords should be written in Polish, following the example below.

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Streszczenie, zawierające maksymalnie 200 słów, powinno być zrozumiałe i podsumowywać podstawowe zagadnienia zamieszczone w treści artykułu. Nie należy używać więcej niż 200 słów w streszczeniu, ponieważ zostanie ono włączone do wersji on-line czasopisma i przesłane w celu indeksowania do międzynarodowych baz danych. Znaki, takie jak specjalne symbole, litery alfabetu greckiego, style indeksu dolnego i górnego, nie powinny być zawarte w treści streszczenia. W streszczeniu nie należy umieszczać odnośników.

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