APPLIES TO: articles in English

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TITLE - 12 p.

Name and Surname (Names and Surnames)- 11 p.
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Abstract – 10 p.

This document is a template of an article for publication in the scientific journal titled Infrastruktura i Ekologia Terenów Wiejskich (*Infrastructure and Ecology of Rural Areas*). The template includes a description of editing an article. This document presents how to prepare and format text, figures, tables, formulas, photographs and other elements of a scientific publication.

The length of the abstract should amount to approximately 1300 characters. The number of characters can be checked in any MS WORD text editor in the tool bar *Review → Word statistics*. The abstract ought to outline the analyzed topic, the goal and the most important conclusions of the research. The abstract should not reproduce "*verbatim*" the text used later in the publication.

This template meets all the requirements for the study submitted for publication. The editors of the journal recommend using it as a basis for formatting an article.

The work submitted for publication should be an original study of the author (authors) in the field of the journal and devoted to research, design, construction or conceptual, methodical or theoretical issues. Sending the manuscript to the Editorial Office of the IETW journal to the following address: **infraeco.english@gmail.com** is synonymous with the fact that the article has not previously been published and has not been submitted for publication in another publishing house, does not violate copyrights, legal and material interests of other persons within the meaning of the Polish Act of February 2, 1994 on Copyright and Related Rights (Journal of Laws No. 24, item 83). **The length of an article cannot exceed 10 pages of a computer-written text.**

Key words: publication formatting, scientific journal, infrastructure, ecology, rural areas

INTRODUCTION

While writing the main text of the publication, only Times New Roman font, 11 points, with a space between 1.5 lines and margins of 2.5 cm each should be employed. No empty spaces ought to be inserted. Automatic text and word break as well as hard spaces should not be utilised. Only under special circumstances may the article exceed the required 10 pages; however, the Editorial Office should be contacted.

In addition to the aforementioned points, the manuscript submitted to the Editorial Office must include

- main chapters, e.g. an introduction which would include the description of the problem, research methodology, description of the research, results and their description, conclusions and only cited references. Chapters and sub-chapters cannot be numbered. The chapter titles should be written in BOLD CAPITAL LETTERS.

OTHER INFORMATION

Author (Authors)

After reviews, the article should be corrected in accordance with the spirit of the reviews received. **The corrected article should be sent back to the Editorial Office within 10 days from the date of its receipt** (infraeco.english@gmail.com). The author does not have to agree with the suggestions of the reviewers; however this should be explained in an appropriate statement (**Forms 1 and 2** - attached to this document), giving the reasons for disregarding the comments. The articles with two negative reviews are not eligible for further proceedings.

Tables

The tables should be provided with Hindu-Arabic numeration, (centred, above the table, font size 10, space 1) and the source (below the table). The tables should not exceed the dimension of 13 cm x 19 cm, except when they do not fit one page and must be printed on a larger sheet, edited separately. The tables should be filled in with a text size of 9 points, a single space. The tables cannot have borders and vertical lines. The table and its number should be in bold text. There should be one empty space before and after the table.

Table 1. Morphological composition of municipal solid waste in selected rural communities -10 p.

L.p.	Waste categories	Unit	Commune A	Commune B	Commune C
1.	Organic waste	%	45,5	46,3	32,1
2.	Wood waste	%	1,2	5,7	0,9
3.	Paper	%	18,9	11,2	7,6
4.	Plastics	%	18,5	3,2	13,4
…	…	…	…	…	…

Source: If the results in the table are your own studies - you cannot give the source- 10 p.

Formulas

The formulas should be entered legibly, with clearly marked upper and lower indices, parentheses, following their uniform numbering and font size of 11 points. The international SI system should beapplied. It is recommended to use the equation editor, for example Microsoft Equation 3.0. While numbering formulas, the number (in round brackets) should be on the right side of the formula.

$$W(x) = ax^2 + bx + c\,[\text{kg}] \qquad (1)$$

where (e.g.):

W(x) – mass of substance x

x – factor determining mass x

Figures

Figures, photos, diagrams, in addition to the version pasted into MS Word, should be delivered in high quality, preferably in the original form (**Excel, Corel Draw or another program**). The

minimum required resolution for JPEG, TIFF files is 600 dpi. All illustrations should be provided with: Hindu-Arabic numeration (title and source below the figure, diagram or photo). The descriptive font and charts on the graphs should be in black only. If the illustration (a figure, a graph, a map) is to be printed in colour, contrast colours, clearly differentiated, should be selected. The descriptive font can be black only. The axes of graphs should include a description and units of appropriate size (written in square brackets []). The figure should be preceded by one blank space. The figures that consist of several parts (e.g. a, b, c, d, etc.) should be clearly described.

There should be no footnotes in the text. While referring to a specific reference item in the article, the name and year of publication, for example: (Kozłowski and Wiśniewski 2001) or (...) according to Kowalski and Wiśniewski (2001) should be provided.

After consulting reviewers, the Editor-in-Chief decides about the acceptance of the article for a review. The editors reserve the right to appoint super-reviewers for the manuscripts already corrected by the authors.

It is also possible to include acknowledgement (ACKNOWLEDGMENT) for specific persons or institutions, and to provide the source of financing of the manuscript along with the number assigned by the relevant administrative body, e.g. university, NCN, etc.

REFERENCES

References (quoted only) should be provided in compliance with the APA, without numbering; they ought to alphabetically arranged according to the names of the authors. In the case of several items of a given group of authors, publications should be arranged in chronological order. When more than one work of the same author is published in a given year, the following items should be marked: a, b, c, etc. after the year. Each entry should include: surname and initial of the author'(s) name, year of publication in round brackets, title of the article (in italics), title of the journal, volume, No., place of publication, bibliographic abbreviation of a publishing house.

Selected examples based on Piotr Haładziński and Lech Kaczmarek's publication: Cytowanie literatury i tworzenie spisu literatury cytowanej wg standardów APA [Quoting literature and creating a list of references quoted according to APA standards] are provided:
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Gumiński, R. (1951). *Meteorologia i klimatologia dla rolników*. Warszawa: PWRiL.

Michalec, B. (2012). *Określenie żywotności małych zbiorników wodnych*. Infrastruktura i Ekologia Terenów Wiejskich 3(4): 119-129. DOI: …..

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The DOI number should be given in the references (if available, most publishers provide it on the title page of the article).

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The editors will electronically notify the author of the acceptance of the article for publishing.