**GUIDELINES FOR THE AUTHORS**

**Type of papers**

Acta Scientiarum Polonorum Architectura publishes *original scientific papers* (research papers, scientific essays, case studies etc.) as well as *review papers* in English.

**Technical and editorial requirements**

1. The papers including tables, figures and photographs should not exceed 12 pages of A-4 format (21.0 × 29.7 cm), mirror margins 2.5 cm each.

2. Style of documents – the text of the paper should be typed in Times New Roman, font size 12, spacing 1.5. Highlighting certain parts of the text is allowed, e.g. in italic or bold, but without underlining the letters, words or sentences.

3. Tables and figures:

* Titles of tables and captions of the figures should be typed in Times New Roman, font size 9, and numbered with Arabic numerals.
* In the titles/captions, please apply the following notation: “Table 1.” / “Fig. 1.”, whereas in the text – “Table 1” / “Figure 1” (referred in a sentence) or abbreviation “Tab. 1” / “Fig. 1” (mentioned in a bracket).
* Tables and figures (and their captions) should be completely understandable for the Reader without reference to the main body of the paper (*self-explanatory tables and figures*).
* Table headers and table contents, as well as captions of the figures and keys, should be provided in Polish and English if the paper is published in Polish. If the article is published in English, headers and all captions are to be written only in English.
* Content of the tables should be typed in Times New Roman, font size 8, spacing 1, without vertical lines.
* Text in the figures (axes, keys, etc.) should be typed in Arial.

4. Units – we expect the Authors to use scientific notation and SI units, e.g. kg · dm–3.

5. Equations within the text – if algebraic expressions are used in the paper, Authors are expected to use the following command path: *Insert object* >>> *Create new object* >>> *MathType equation* or *Microsoft equation* (various names of applications are used depending on the MS Word version). The technical editors in WULS Press use Mathtype 5.0 to 5.2c. *Please DO NOT USE the tool Equation (command “Insert equation”) in MS Word.*

6. Quotations and list of references – the international APA style should be applied. Details and examples are available at the end of the Guidelines.

*The*[***template***](http://www.architectura.actapol.net/docs/files/TEMPLATE_ACTA_EN%281%29.docx)***s****(MS Word 2013 file) provided on the journals webpage can be used to prepare the article.*

**Layout of the papers**

1. Title of the article in Polish (or in English, if the entire paper is written in English; the same applies to the abstract and keywords).

2. First name and surname of the Author(s) with their affiliation (scientific institution). If there are two or more Authors, their data should be provided in separate lines. Moreover, an e-mail address of the first Author should be provided as a footnote with the symbol \* on the first page of the article.

3. Paper abstract (from 600 to 1000 characters) briefly describing the aim and research hypothesis, methodology, the most important results and conclusions. It should have an informative and not descriptive form. The Reader should be able to determine the most important elements of the paper without reading the entire text.

4. Keywords – please provide up to six keywords for indexation and searching purposes. It is recommended not to repeat the words used in the title.

5. Depending on the paper type different layouts of the article should be used:

* *Research papers*: the main text should be ordered according to the IMRAD scheme ad include: an introduction with the aim and research hypothesis, material and methods, results, discussion, conclusions (or summary) and references.
* *Other original papers* (such as scientific essays, case studies etc.) and *review papers*: the main text should contain introduction, specific chapters, conclusions (or summary) and references.

*Please refer to paper* ***templates*** *provided on the journal`s website.*

6. The terms “Article title”, “Abstract” (from 600 to 1000 characters) and “keywords” are to be used as translations of the terms “tytuł”, “streszczenie” and “słowa kluczowe” in the paper published in Polish.

**Submission of the papers**

1. The Authors send the document to the editorial office via e-mail (the paper should consist of one file with the text together with figures and tables put in the appropriate places of the text).

2. After the Authors receive a review, they send to the editorial office:

* the paper corrected according to the Reviewers’ remarks (one file with all the figures and tables);
* written reply to the remarks of the Reviewers that were not taken into account, if necessary;
* source files of the figures with the program-specific extension (the graphic material should be prepared in the programs supported by Windows OS, e.g. MS Excel, CorelDRAW, Adobe Illustrator, Adobe Photoshop, etc.);
* Author`s statement. In this statement, the Authors declare: 1) that the paper  has not been published previously, 2)  that no conflict of interest arises and 3) that they  lend copyrights to publish the paper onto the Publisher (Please note, that the Authors hold the copyright without restrictions). *Author`s statement is provided on the journal`s website.*

​​3. The editorial office reserves the right to shorten, excerpt and edit the papers and supplement them with additional information with Author’s consent.

**Citations and reference list (APA style)**
***(WE ENCOURAGE THE AUTHORS TO USE PROFESSIONAL REFERENCE MANAGEMENT TOOLS, e.g.*** ***EndNoteTM)***

1. While referring to other authors’ works in the text, it is necessary to give the author’s surname(s) and the year of publication, as shown in the following examples:

* Publications with one author: “(Kowalski, 2002)” or “according to Kowalski (2002)”;
* Publications with two authors: “(Kowalski & Nowak, 2002)” or “according to Kowalski and Nowak (2002)”;
* Publications with three to five authors:

– the first reference including the names of all authors, e.g.: “(Kowalski, Nowak & Wiśniewski, 2002)” or “according to Kowalski, Nowak and Wiśniewski (2002)”;

– the next reference including only the first author’s name, e.g. “(Kowalski et al., 2002)” or “according to Kowalski et al. (2002)”;

* Publications with six and more authors: all references including only the name of the first author, e.g. “(Kowalski et al., 2002)” or “according to Kowalski et al. (2002)”;
* Simultaneous citation of many works: each reference separated by a semicolon, e.g. “(Kowalski, 2002; Nowak, 2003)”, in case of works by the same author – separated by a comma, e.g. “(Kowalski, 2002a, 2002b)” or “(Kowalski, 2002a, 2002b; Nowak, 2003)”.

2. Reference list should be indexed in alphabetical order using the following pattern: the surname(s) of the author(s) (subject to point 2b), initials of first names; year of publication (when several works by the same author were published in the same year, after specifying the year it is necessary to mark each position with the letters a, b, c, etc.); title of the work; place of publication (in case of a textbook, a monograph or other non-serial publications); name of the publishing house, volume number (issue), issue number and page numbers (in case of periodicals), DOI number in case of electronic publications, as shown in the following examples:

a) depending on the type of work:

* a journal paper:
Collins, F. G. & Sanjayan, J. G. (1999). Workability and mechanical properties of alkali activated slag concrete. *Cement and Concrete Research, 29(3),*455–458. DOI: 10.1016/S0008-8846(98)00236-1
* a printed book:
Stumm, W. & Morgan, J. (1996). *Aquatic Chemistry: Chemical Equilibria And Rates In Natural Waters. 3rd ed*. New York: Wiley.
* a printed book chapter:
Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pages 17–43). New York: Guilford Press.

b) depending on the number of authors:

* in case of works with up to seven authors, it is necessary to give the names of all authors, e.g.
Zilch, K., Niedermeier, R. & Finckh, W. (2014). *Strengthening of Concrete Structures with Adhesively Bonded Reinforcement.* *Design and Dimensioning of CFRP Laminates and Steel Plates*. First Edition. Berlin: Ernst & Sohn GmbH & Co. KG.
* in case of works with eight and more authors, it is necessary to give the names of the first six people, then after an ellipsis the last author’s name, e.g.
Vermaat, J. E., Wagtendonk, A. J., Brouwer, R., Sheremet, O., Ansink, E., Brockhoff, T., ...
& Giełczewski, M. (2016). Assessing the societal benefits of river restoration using the ecosystem services approach. *Hydrobiologia, 769(1)*, 121–135. DOI: 10.1007/s10750-015-2482-z

c) electronic sources:

* in case of electronic sources which don’t have a DOI number (*digital object identifier*),
it is necessary to give the address of the relevant website, e.g.
National Science Centre [NSC] (2012). Annual report. Retrieved from: http://www.ncn.gov.pl/sites/default/files/obrazki/2011-sprawozdaniencn.pdf
[accessed on 20.02.20]