

GENERAL RULES FOR PREPARING THE MANUSCRIPT FOR ROCZNIK OCHRONA SRODOWISKA (ROS)

- Manuscript should be written in any version of Word text editor and submitted to ROS as one file including text, tables and figures.
- ROS accepts only manuscripts in English .
- The manuscript should not exceed 12 pages, i.e. approx. 0.7 publisher's sheet.
- Text with figures and tables should be prepared in the following page format:
 - paper size – 16.5 x 23.5 cm
 - mirror margins: top – 2.5 cm; bottom – 2.4 cm; inside – 2.0 cm; outside – 2.0 cm; header – 1.3 cm; footer – 0 cm.
- The essential elements of the text should be written according to data presented below.

Element of the text	Font			Paragraph				Hyphenation
	Type	Size	Style	Line spacing	Alignment	Spacing	Indentation	
Normal text	Times New Roman	11 pt.	regular	single	Justified	none	First line 1.25 cm	on
Manuscript. title		14 pt.	bold		Center	Before 24 pt.	none	off
Authors' first, last name		12 pt.	italic		Center	Before 12 pt. After 3 pt.	none	off
Authors' affiliations		10 pt.	italic		Center	none	none	off
Abstract		10 pt.	regular		Justified	none	First line 1.25 cm	on
Keywords		10 pt.	regular		Left	none	none	off
Chapter title		12 pt.	bold		Left	Before 12 pt. After 6 pt.	none	off
Subsection 1' title		11 pt.	bold		Left	Before 6 pt. After 6 pt.	none	off
Subsection 2' title		11 pt.	italic		Left	Before 6 pt. After 6 pt.	none	off
Table caption		10 pt.	regular		Left	After 6 pt.	none	off
Figure caption		10 pt.	regular		Left	Before 6 pt.	none	off
Footnotes		10 pt.	regular		Left	none	none	off
References		10 pt.	regular		Justified	none	hanging 0.75 cm	on

- Write title at the beginning of the manuscript, then provide authors' names, affiliations and ORCID. Indicate the author for correspondence and provide his/her e-mail address:

Article Title

Name Surname^{1}, Name Surname²*

^{1*}*Affiliation of the first Author (Institution, Faculty, Department), ORCID*

²*Affiliation of the second Author (Institution, Faculty, Department) ORCID*

**corresponding author's e-mail: ab.cd@xy.com*

- Provide abstract max. 150 words (about 1000 typographic characters) and keywords:

Abstract: Text of the abstract.

Keywords: the first keyword, the second keyword...

- The logical division of the text is a multi-level division into chapters and subsections. Their titles should be numbered with Arabic numerals (should not end with a period):

1. Chapter title

1.1. Subsection title 1'

1.1.1. Subsection title 2'

- Paragraphs are marked with paragraph indents, which should be achieved by using a special indent of the appropriate value in the paragraph formatting options (it is not allowed to use a spaces for this purpose).
- Avoid using non-breaking (hard) spaces in the text (e.g. for moving words, conjunctions to the next line in a paragraph). Remove double spaces between words.
- For expressions from...to that consist of numbers only use a hyphen (-). Use dash (–) as an inter words characters with separating spaces.
- Equations should be centered and numbered using right-aligned tab stop:

$$a + b = c \tag{1}$$

where:

- a – ...,
- b – ...,
- c –

- Figures and tables should fit the page size in portrait or landscape orientation (their width exceed 125 mm). Use only black and white colors for tables (no shading).
- Figures and tables should be numbered with Arabic numerals continuously throughout the work. The figure number and caption as well as the possible source should be entered under the figure as a separate paragraph. The number and caption of the table should be placed above the table. Explanations and the possible source place below the table. Figures and tables captions should not end with a period.

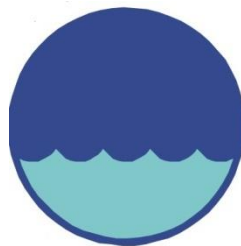


Fig. 1. Figure caption

Table 1. Table caption

- Each citation in the text should be provided with an appropriate reference to the cited work using the APA 6th format. According to this system, the author's last name (without first names, initials) and the year of publication of the cited item should be placed in round brackets, e.g. (Kowalski et al. 2012, Nowak & Wiśniewski 2009, Wiśniewski 2013). It is proposed to add & character before the last author's surname.
- The last chapter of the paper (not numbered) is References formatted sorted in alphabetical order according to the first author's surname. Titles of manuscripts in a language other than English should be translated into English. Please provide original language at the end, in parentheses. Please pay special attention to correct spelling of names of authors and journals, which is crucial in the process of citations indexing.

References should be compiled in accordance with the following rules:

Manuscript in Journal

Surname, A., Surname, A. B. & Surname, C. (year). Manuscript title. *Journal Title*, volume(part), page from-page to. DOI: xxxx-xxxx

Monograph (Book)

Surname, A., Surname, A. B. (year). *Book title*. Place of Publishing: Publishing House.

Chapter in Monograph

Surname, X. (year). Chapter title. In: Y. Surname & Z. Surname (Eds.), *Monograph title* (pp. page from-page to). Place of Publishing: Publishing House. DOI: xxxx-xxxx

Źródło internetowe

Surname, X. (year). Manuscript title. *Journal Title or domain name*, volume(part), page from-page to. DOI: xxxx-xxxx. Retrieved from: web page address (date of access).

Examples:

References

- Sówka, I., Badura, M., Pawnuk, M., Szymański, P. & Batog, P. (2020). The use of the GIS tools in the analysis of air quality on the selected University campus in Poland. *Archives of Environmental Protection*, 46(1), 100-106. DOI: 10.24425/aep.2020.132531
- Szkarowski, A. (2020). *Gaseous fuels*. Warsaw: WN PWN. (in Polish)
- Iacono, W. G. (2008). Polygraph testing. In: E. Borgida & S. T. Fiske (Eds.), *Beyond common sense: Psychological science in the courtroom* (pp. 219-235). Washington, DC: American Psychiatric Press. DOI:10.1002/9780470696422
- Pavlenko, A., Koshlak, H. (2019). Heat and mass transfer during phase transitions in liquid mixtures, *Rocznik Ochrona Środowiska*, 21(1), 234-249. Retrieved from: http://ros.edu.pl/images/roczniki/2019/014_ROS_V21_R2019.pdf (10-02-2021).