

GUIDELINES FOR AUTHORS

Authors of reports of original research should provide a thorough description of their work and its results, followed by the objective discussion of the significance of the work. Underlying data should be represented accurately in the paper. A study should contain sufficient amount of details and references to allow others to replicate the research work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Reviews and professional publications should also be accurate and objective, and editorial opinions should be clearly identified as such.

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Authors should declare that they have created entirely original works. If the authors have used the work and/or words of others, that must be appropriately cited or quoted. Plagiarism takes many forms, from passing off another paper as the author own paper, to copying or paraphrasing substantial parts of another paper (without attribution), or to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Generally, authors should not publish manuscripts describing essentially the same research in more than one journal, or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour, and is unacceptable. In general, an author should not submit for consideration in another journal a previously published paper. Publication of some kinds of papers (e.g., clinical guidelines, translations) in more than one journal is sometimes justifiable, provided that certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as reviewing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Authorship should be limited to those who have made a significant contribution to the concept, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project,

they should be acknowledged, or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included in the paper, and that all co-authors have seen and approved the final version of the paper, and have agreed to its submission for publication.

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.

When an author discovers a significant error or inaccuracy in his/her own published paper, it is the author's obligation to promptly notify the journal editor or publisher, and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published paper contains a significant error, it is the obligation of the author to promptly retract or correct the paper, or provide evidence to the editor of the correctness of the original paper.

Paper submission to the Editorial Board is considered equivalent to a declaration that the content of the paper has not been previously published and has not been submitted to another editorial board.

The author's duties

Acceptance of a manuscript for publication in the journal carries with it an understanding that the author, when requested, will fulfil an obligation to contribute their expertise to the review of others' manuscripts. Authors are also requested to name three independent reviewers together with institutional email addresses. The named possible reviewers must not be located within the submitting organisation.

The author's rights

As an author, you (or your employer or institution) have certain rights to reuse your work.

After the paper acceptance

Upon acceptance of a paper, authors will be asked to complete a "Licence Agreement" form. The corresponding author will receive an email confirming acceptance of the manuscript, along with a Licence Agreement.

After reading the terms and conditions of the Agreement, the author will be asked to print, sign, and send a scanned copy of the document as an attachment via email to the following address: sae@tu.kielce.pl.

NEW SUBMISSIONS

Submission to this journal proceeds totally online, and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.

Formatting requirements

All manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions.

The text of the paper should be written in Times New Roman font, 12 points with single line spacing and paragraph indent 0.5 cm, the margin on both sides should be 2.5 cm. The paper should be limited to 7,500 words and should include: abstract, keywords, main text, references, tables and figures. The word equivalent for a table is 250 words. The contents of the paper should be appropriately divided into numbered sections and subsections.

Figures and tables in the text

Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or above the table.

Figures

Figures should be of high quality — resolution of at least 300 dpi, format: TIF (preferred), JPG, EPS or WMF. Do not use frames around figures. Any descriptions found in drawings, photos, and tables should be in English, in Times New Roman font. They should be easily legible when the figure is reduced to a width of 84 mm. The colours on the charts should be contrasting.

Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum, but explain all symbols and abbreviations used. In addition, a dot should be used as a decimal fraction separator in the drawings.

Tables

Drawings and tables should be numbered consecutively with Arabic numerals, and their titles should be given both in English and Polish. If the drawings or data for the tables have been taken from other papers, the source must be stated in the caption. In addition, a dot should be used as a decimal fraction separator in the tables.

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or at the bottom, or the top of the file. Tables should be numbered consecutively in accordance with their appearance in the text. The table notes should be placed below the table body. Tables should be used sparingly, and it is needed to ensure that the data presented in them do not duplicate results described elsewhere in the paper. Vertical rules and shading in table cells should be avoided.

Mathematical formulas

Please submit maths equations as editable text, and not as images. Present simple formulas in line with normal text where possible, and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Peer Review

This journal operates a single blind review process. All contributions will be initially assessed by the editor with respect to their suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision on acceptance or rejection of papers. The Editor's decision is final. If your paper is rejected, please do not resubmit a modified version of this paper, as it will not be considered for publication.

ARTICLE STRUCTURE

Essential title page information

Title

The title of the paper should be concise.

Author names and affiliations

Please clearly indicate the first name(s) and surname(s) of each author, and check that all names are accurately spelled. You can add your name in parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author

Clearly indicate who will handle correspondence at all stages of reviewing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

Abstract

The abstract should consist of 120 to 150 words. It should briefly present the content of the paper, including information about the purpose and scope of the work, results and conclusions. The abstract should not refer to bibliography or equations, nor use unknown abbreviations.

Keywords

Immediately after the abstract, provide 3 to 7 keywords, and avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field. They should be placed on the first page of the paper. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Introduction

The main part of the paper should be preceded by a short summary of the state of knowledge in the topics discussed.

State the objectives of the paper and provide an adequate background, avoiding a detailed literature survey, or a summary of the results.

The formulation of the problem should be presented in a clear and concise way.

Materials and methods

Provide sufficient details to allow the procedure to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks, and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise. The results of research should be presented in a synthetic manner, avoiding repetition, e.g., data presented in charts should not be given in a tabular form.

Discussion

This should explore the significance of the results, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone, or form a subsection of a Discussion or Conclusions. They should be based on the research carried out.

Acknowledgements

Collate acknowledgements in a separate section at the end of the paper before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This paper was supported by the National Science Centre [grant numbers xxxx, yyyy]; and the Ministry of Education and Science [grant number aaaa].

It is not necessary to include detailed descriptions of the program or type of grants and awards. When funding is from a block grant, or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, it is recommended to include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

The publications quoted in the paper should be in English. Quoted publications should be numbered in square brackets in the order in which they appear in the text and listed in the references. No reference should be made to unpublished papers, internal reports, etc. The list of publications cited at the end of the article should contain all bibliographic data, that is in the case of:

— book: surname and initials of authors' first names, book title, publishing house, place and year of publication, e.g. Kurdowski W.: Chemistry of cement and concrete. PWN, Warsaw, 2010;

— paper in a journal: surname and initials of authors' first names, paper title, title of the journal, volume, number, year of publication, number of the beginning and end page of the paper, DOI, e.g., Grzeszczyk S.: The truth about the geopolymers, Cement Wapno Beton, 26 (6) (2021), 101 – 108, DOI: <https://doi.org/10.32047/CWB.2021.26.6.1>;

— a chapter or article in a collective paper: surname and initials of first names of authors' of a chapter/article, the title of a chapter/article, title of a collective study preceded by the preposition [in:] (volume/number), publishing house, place and year of publication, page number of the beginning and end of the chapter/article, ISBN

number, e.g. Kotwica Ł., Małolepszy J.: The role and effect of chemical admixtures modifying the viscosity of cement slurries, in: Rheology in concrete technology, Monograph, Publishing house of the Silesian University of Technology, Gliwice, 2009, 57-62, ISBN 978-83-7335-609-2

— papers published in conference materials: surname and initials of the authors' first names, paper title, title of conference materials, publisher, place and date of publication, pages, doi, e.g., Zapala-Sławeta J., Owsiak Z.: The impact of lithium nitrate on the physical and mechanical properties of Portland cement. MATBUD"2018th Scientific — Technical Conference on Material Problems in Civil Engineering, Kraków, 2018, I- 8, DOI 10.1051/mateconf/201816304002

— electronic publications: surname and initials of authors' names, paper title, (place), year of publication, internet address, date of access.