

GUIDELINES FOR AUTHORS

1. The authors of the original research should provide a thorough description of their work and its results, followed by the objective discussion of the importance of the work.
2. Submitting a paper to the Editorial Board is considered as equivalent to a declaration that the content of the paper has not been previously published and has not been sent to another editorial board.
3. The title of the paper should be concise. The main part of the paper should be preceded by a short summary of the state of knowledge in the discussed topics.
4. The formulation of the problem should be presented in a clear and concise way.
5. The results of research should be presented in a synthetic manner, avoiding repetition, e.g. data presented in charts should not be given in tabular form. Conclusions should be based on the research carried out.
6. 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 paper should be limited to 7 500 words and should include: abstract, main text, literature, tables and images. The word equivalent for a table is 250 words. The font of the text should be Times New Roman size 12 or Arial size 12, spaces between lines should be 1.5 and the margin on both sides should be 2.5 cm. The contents of the paper should be appropriately divided into numbered sections and subsections.

The authors are encouraged to number their texts; when lines are numbered, it is easier to review a paper.

7. The title page of the paper should include:
 - a. the date of filing of the paper
 - b. names and surnames of Authors, along with the place of employment and contact details (a mobile phone number is also required for the author submitting the paper)
 - c. paper title
 - d. keywords (3 to 7)
8. The abstract should consist of 120 to 150 words. It should briefly present the content of the article, including information about the purpose and scope of the work, results and conclusions. The abstract should not refer to references and equations, nor use unknown abbreviations.
9. A complete paper in Word format should be presented in the following order: title page, abstract, paper text, references, list of titles of tables and captions for figures, tables with titles, figures with captions.
10. 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 Arial font, such that they are easily legible when the figure is reduced to a width of 84 mm. The colors on the charts should be contrasting.
11. 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 drawings and tables.

12. All symbols used in the text should be explained. Mathematical formulas should be numbered on the right in round brackets, sequentially throughout the paper. SI units should be used.
13. The publications quoted in the paper should be mainly in English or Polish. 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, i.e. in the case of:

— **book**: surname and initials of authors' first names, book title, publishing house, place and year of publication, ISBN number, e.g. Kurdowski W.: Chemistry of cement and concrete. Wydawnictwo Naukowe 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, ISSN number, e.g. Tracz T.: Evaluation of the applicability of the mixture rule to estimate the nitrogen permeability of high-grade concrete. Cement Wapno Beton, XXI, 4, 2018, 308-316, ISSN-1425-8129

— **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 work 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, Wyd. Politechniki Śląskiej, 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 year of publication, pages, DOI, e.g. Zapała-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.

The Editorial Board reserves the right to make abbreviations and editorial changes to the text of papers accepted for printing. Before submitting to print, the text will be sent to Authors for proofreading. If the formal requirements concerning high quality drawings and figures are not met, the submitted papers will be returned to the Authors with a request for appropriate modifications.

When submitting an article to the editorial board, it is required to fill in the declaration of authenticity of the submitted manuscript, shown below.

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1. All papers submitted to the Editorial Board are reviewed by independent reviewers in accordance with the guidelines of the Ministry of Science and Higher Education. Each publication is reviewed by at least two external reviewers.
2. The review procedure is confidential, but once a year a collective list of reviewers and their affiliation is published. The papers are subject to a double anonymous review process, in which the authors do not know the identity of the reviewers and the reviewers do not know the identity of the authors.
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The review form and the reviewer's declaration on the absence of a conflict of interest with the Author(s) are provided in section: ABOUT JOURNAL/Peer Review Process.

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The following should be sent to the internet address of the quarterly journal sae@tu.kielce.pl:

- A file with a complete manuscript of the paper in Word format
- Filled in author's declaration of authenticity of the submitted paper
- High-resolution image files included

Authors are expected to propose five potential reviewers with the appropriate expertise necessary to evaluate the article. Editorial Board may or may not use these suggestions. The exact contact details of these persons (affiliation, telephone, e-mail address) should be provided. Prospective reviewers should not be current collaborators of any of the authors or coauthors of the publication in the last three years. Candidates should have an academic degree of at least a PhD and be employees of a university or scientific and research institution. The file with the list of proposed reviewers should be attached as an auxiliary file.

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