

**INSTRUCTIONS CONCERNING PREPARATION OF ARTICLES  
FOR THE “ZESZYTY NAUKOWE INSTYTUTU GOSPODARKI SUROWCAMI MINERALNYMI  
I ENERGIĄ PAN” JOURNAL**

By submitting an article, the authors unequivocally state that they authorize the article's publication both in the paper and electronic versions of the journal.

Submission is accomplished by sending a complete electronic version of the article (prepared according to the technical guidelines presented below) and a signed Authors Agreement concerning the transfer of copyright and intellectual property rights to the editors.

**Technical guidelines (preparation of the electronic version of the article)**

The complete electronic version of the article should contain:

- Title of the article,
- First name and surname of each author, their academic degrees, current affiliations, e-mail for correspondence,
- Abstract and keywords (three to five),
- Main text,
- Tables and figures with descriptions,
- Acknowledgements, if intended,
- Statement regarding the source of financing,
- References.

Authors from outside Poland, submitting an article written in English, do not have to attach a Polish language version – it will be added by the editors.

Text should be written in “.doc” or “.docx” format.

Times Roman 12 or Arial 12 fonts are recommended.

Spacing 1.5, margins 2.5 cm.

Styles should not be used in the text.

Total size of the article should not exceed 20 pages of standard manuscript, including tables and figures.

During writing, the following rules should be respected:

- words should not be hyphenated manually,
- text lines should not be adjusted by using the space bar,
- words should not be spaced (e.g. T i t l e),
- words and sentences should not be underlined.

**Abstract** should contain at least 1900 characters (including spaces) and reflect the essential points of the article. References, figures and tables should not be cited in the abstract.

**Titles and subtitles** should be separated from the text by an empty line both above and below. If the text is to be divided into chapters and subchapters, multilevel numeration should be used as shown below:

- chapters – 1, 2, ...,
- subchapters – 1.1, 1.2, ..., 2.1, 2.2, ...,
- subchapter sections – 1.1.1, 1.1.2, ..., 1.2.1, 1.2.2, ...,
- subchapters of a higher tier and optional other titles should be left unnumbered.

**Tables and figures** should be inserted in the text after their citation. It is recommended to number them from 1 to n throughout the entire publication. It is also recommended that figures should be placed in the manuscript on the whole width of the page, maintaining their legibility.

**Figures** should also be submitted in electronic version as separate files, in formats recognized by Corel DRAW 16 (e.g. \*.CDR, \*.CGM, \*.TIF, \*.JPG, \*.PCX, \*.IMG, \*.XLS). Figures should be provided in a form suitable for color printing.

**Mathematical formulae** should be denoted by numbers in circular brackets, printed on the right margin (in case of few formulae, they do not have to be denoted). All symbols in equations, as well as symbols used in the text should be written in italics. It is important that 0 (zero) should be inserted using the numerical button, not as the letter O (o).

**For citing and referencing, the Harvard style – British Standard should be applied.**

**Citation** of your sources in the text is mandatory. Citation in the text should contain the author's name and year of publication in circular brackets, e.g. (Szymanski 1997) – one author; (Ratajczak and Rzepa 2011) – two authors; (Bolewski et al. 1990) – more than two authors.

In case of collaborative works under the supervision of editors, the editor's name with the "ed." or "eds." – and the year of publication in circular brackets – should be written, e.g. (Malolepszy ed. 2008) – one editor; (Pasikowski and Gdowski eds. 1994) – two editors; (Jackowski et al. eds. 2007) – more than two editors.

In case of collaborative works without editors, the organization name that authorizes the publication (or its abbreviation) and the year of publication in circular brackets should be written, e.g. (IEA 2011), (Ministry of Economy 2004).

Legal acts – cite abbreviation chosen and the year of issuing, e.g. (EC 2004), (OrdinanceME 2007), (Decision EC 2003).

Standards – cite the number, e.g. (PN-EN 12620:2004).

If citing different publications written by the same author in the same year, the first one cited should be labeled the letter "a" after the year, and the second with "b" etc., e.g. (Smith 2007a), (Smith 2007b). The same should be done in the list of references.

If a point is discussed that needs more than one citation, all of them should be put in one set of brackets, in chronological order of the year of publication and then in alphabetical order. Different citations should be divided by semicolons, e.g. (Midgley 1994; Pasikowski and Gdowski ed. 1994; Szymanski 1997; UNEP 2004; Atos et al. 2011).

The list of **references** should be placed at the end of the text with the title "REFERENCES". In references a full description of each source cited in the text should be given, containing only those sources which have been referred to or cited.

General rules:

- All sources should be sorted alphabetically.
- References with the same author should be sorted by the year of publication, beginning with the oldest.
- Titles of books, reports, conference proceedings, journals should be written in italics.
- Capitalize the first letter of the publication title written in italics, the first letters of all main words in the title of the journal and all first letters of a place of publishing and publisher.
- If the references are published in a language other than English, the translation into English of the publication title and other details should be done and the annotation indicating the original language should be given at the end of the reference – in brackets in italics, e.g. (in Slovak).
- Put "and" before the last author.

See the examples for the proper punctuation.

**Correct bibliographical descriptions should contain:**

- Books of one or two authors:  
Author's (authors') surname, initials and year of publication. *Title*. Designation of the edition – if different than the first (Ed. 2, 3. . .). Place of publishing: Name of the publisher, number of pages – (optional), *original language of the publication* – if different than English, e.g.:  
Szymański, A. 1997. *Technical mineralogy*. Warszawa: PWN, 388 p. (in Polish).  
Ratajczak, T. and Rzepa, G. 2011. *Polish bog ores*. Ed. 2. Kraków: AGH University of Science and Technology, 432 p.
- Books of more than two authors without editors:  
Citation without brackets – and the full bibliographical description after the pause, e.g.:  
Bolewski et al. 1990 – Bolewski, A., Gruszczyk, H. and Gruszczyk, E. 1990. *Outline of mineral commodities management*. Warszawa: Geological Publishers, 43 pp. (in Polish).
- Collaborative works (one or two editors):  
Editor's (editors') surname, initials, ed. (eds.) abbreviation and year of publication. *Title*. Designation of the edition – if different than the first (Ed. 2, 3. . .). Place of publishing: Name of the publisher, number of pages – (optional), *original language of the publication* – if different than English, e.g.:  
Małolepszy, J. ed. 2008. *Building materials. Fundamentals of technology and test methods*. Kraków: AGH University of Mining and Technology, 393 pp. (in Polish).  
Pasikowski, T. and Gdowski, A. ed. 1994. *Outline of crystallography*. Wrocław: Praca i Płaca Publishing House, 145 pp. (in Polish).
- Collaborative works (more than two editors):  
Citation without brackets and the full bibliographical description after the pause, e.g.:

- Jackowski et al. eds. 2007a – Jackowski, T., Kryza, O. and Pasikow, R. eds. 2007. *Analysis of water management*. Ed.2. Warszawa: WNT, 55 pp. (in Polish).
- Jackowski et al. eds. 2007b – Jackowski, T., Nowak, H. and Wolski, O. eds. 2007. *Water management in practice*. Warszawa: Art-art Publishing House, 75 pp. (in Polish).
- Articles from periodicals and other recurring publications (one or two authors):  
 Author's (authors') surname, initials and year of publication. Title of the article. *Full name of the periodical* (not abbreviation) volume number (issue number), page numbers, (*original language of the publication*) – if different than English, e.g.  
 Rychlicki, S. and Siemek, J. 2013. Current conditions and forecast of natural gas application in the production of electricity in Poland. *Gospodarka Surowcami Mineralnymi – Mineral Resources Management* 29(1), pp. 5–15 (in Polish).
  - Articles from periodicals and other recurring publications (more than two authors):  
 Citation without brackets and the full bibliographical description after the pause, e.g.:  
 Wyszomirski et al. 2012 – Wyszomirski, P., Gacki, F. and Szydłak, T. 2012. Turkish feldspar raw materials in Polish production of ceramic tiles. *Gospodarka Surowcami Mineralnymi – Mineral Resources Management* 28(1), pp. 5–18 (in Polish).
  - Collaborative works – reports (without editors and authors) – organization designated:  
 Abbreviation of organization and year of publication. *Title*. Volume and/part number (if applicable). Specific descriptions (if applicable). Designation of the edition – if different than the first (Ed. 2, Ed. 3). Full name of the organization (abbreviation used for citation). Place of publishing: name of publisher – if different than the organization, number of pages (optional), (*original language of the publication*) – if different than English, e.g.:  
 ME 2007. *The programme of electric power development in the years 2007–2010*. Warszawa: The Ministry of Economy (ME), 68 p. (in Polish).  
 EC 2004. *First report on the implementation of the internal market strategy 2003–2006*. Luxemburg: Office for Official Publications of the European Communities (EC), 30 pp.  
 CSO 2009. *Demographical yearbook: 2008*. Warszawa: Central Statistical Office (CSO), 547 pp. (in Polish).  
 IEA 2011. *Coal Information*. Paris: International Energy Agency (IEA), 564 pp.
  - Chapters from the edited books:  
 Author's (authors') surname, initials and year of publication. Title. [In:] Editor(s) of the book. *Title of the book*. Designation of the edition – if different than the first (Ed. 2, Ed. 3). Place of publishing: name of publisher, page numbers, (*original language of the publication*) – if different than English, e.g.:  
 Frankiewicz, W. and Glapa, W. 2007. Mining and processing of crushed stone. [In:] Ney, R. ed. *Mineral raw materials of Poland. Rock minerals. Mineral aggregates*. Krakow: Mineral & Energy Economy Research Institute, pp. 187–210 (in Polish).
  - Conference papers:  
 Author's (authors') surname, initials and year of publication. Title. [In:] Editor(s) of the conferencematerials – if applicable. *Title of the conference*. Location of the conference, date of the conference. Place of publishing: name of publisher, page numbers, (*original language of the publication*) – if different than English, e.g.:  
 Janowska et al. 2013 – Janowska, J., Widomski, M., Iwanek, M. and Musz, A. 2013. Numerical modeling of water flow through straight globe valve. [In:] Pawlowski, L. et al. eds. *Environmental Engineering IV: Proceedings of the Conference on Environmental Engineering IV*. Lublin, 3–5 September, 2012. London: Taylor & Francis Group, pp. 41–50.
  - Newspaper articles:  
 Author's (authors') surname, initials and year of publication. Title of the article. *Title of the newspaper* day and month of publication, page numbers, (*original language of the publication*) – if different than English, e.g.:  
 Benoit, B. 2007. G8 faces impasse on global warming. *Financial Times* 29 May, p. 9.
  - Standards:  
 Number of the standard (used for citation) and its name.  
 PN-EN 12620:2004 Aggregates for concrete.  
 BN-74/6812-01 Limestone flour for the glass industry.
  - Legal acts:  
 Abbreviation used for citation and year of issuing. Full name of the act (full identification in official journal), (*original language of the publication*) – if different than English, e.g.:  
 GML 2011. Act of 9 June 2011 Geological and mining law (Dz.U.2011.163.981) (in Polish).

Ordinance ME 2011. Ordinance of the Minister of the Environment of 15 December 2011 on mining areas register (DZ.U.2011.286.1685) (in Polish).

Decision EC 2003. Decision 1230/2003/EC of the European Parliament and the Council of 26 June 2003 on call for proposals or actions in the field of energy under the Intelligent Energy – Europe programme 2003–2006 (OJ L 176, 15.07.2003).

– Documents from web pages:

Author (if available) or organization or main webpage and year of the work (if available) *Document title* [Online] Available at: address URL [Accessed: date you viewed the site], e.g.:

Cardiff University. *Citing and Referencing in the Harvard Style*. [Online] Available at: <http://www.cardiff.ac.uk/insrv/resources/guides/inf057.pdf> [Accessed: 27 November 2013].

Polish shale. *If not gas from shales, than what – alternatives*. [Online] Available at: <http://polishshalegas.pl/en/knowledge-zone/if-not-gas-from-shales,-then-what-alternatives> [Accessed: 10 May 2012].