

**SCIENTIFIC PUBLISHERS OF THE COMMITTEE ON AGRICULTURAL ENGINEERING OF
THE POLISH ACADEMY OF SCIENCES (KTR PAN)
AND THE POLISH SOCIETY OF AGRICULTURAL ENGINEERING**

PUBLISHER'S INSTRUCTION

Recent update 22nd Feb 2013

1. Periodicals which are published:

The Committee on the Agricultural Engineering of the Polish Academy of Sciences publishes the following periodicals:

Agricultural Engineering since 2012 a quarterly magazine published in English. The journal publishes materials presented at the national and the international conferences and scientific trainings, dissertations and scientific monographs. The editor's office is located in the Department of the Production Engineering and Power Engineering of the University of Agriculture in Cracow, ul. Balicka 116B, 30-149 Kraków. Secretary: dr hab. inż. Maciej Kuboń, e-mail: Redakcja@ir.ptir.org

Problems of Agricultural Engineering a quarterly magazine published in Polish: the Institute of Technology and Life Sciences (ITP) in Falenty. This journal publishes articles connected with agricultural engineering. The PAE (Polish: PIR) editor's office is located in the Institute of Technology and Life Sciences in Falenty, Al. Hrabaska 3 05-090 Raszyn. Secretary: dr inż. Andrzej Seliga, e-mail: A.Seliga@itep.edu.pl; manager of the Department of the ITP Publishers: dr inż. Halina Jankowska-Huflejt, e mail: H.Jankowska@itep.edu.pl.

2. Types of publications

- 2.1. **Review articles, up to 15 pages** of A4 typescript presenting a state and a direction of development of science in the field of the selected topic.
- 2.2. **Scientific articles, up to 10 pages** of A4 typescript, including original results of the finalised theoretical or experimental research, the content of which may influence the increase of the scientific knowledge concerning agricultural engineering.
- 2.3. **Scientific messages, up to 3 pages** of A4 typescript, presenting separated fragments of the research that are being carried out, and also original research stands, methods of measures or methods of elaboration of the measures results.

3. General and formal requirements concerning the preparation of the studies

Materials, which are presented to the Editor should be **complete** (with an abstract, key words, tables, indexes, figures and bibliography); **unambiguous** with clearly determined hierarchy of titles (main title, titles of sections, subtitles, correctly numbered pages, precisely indicated illustrations, precise formulas, special signs, etc.) and **final** (author's modifications are possible only in justified cases) except for modifications introduced upon the request of reviewers, subject Editors or the Editor's office.

3.1. Formal requirements

- **a title of an article**, placed at the beginning of an article,
- **subtitles** should not exceed one line;
- **Authors' names and last names**, names of institutions, where they are employed (in case of the University Centres, a name of the Institute, the Department or the Unit should be additionally given);
- **Author's contact details** (name, last name, e-mail, full address data) in case of joined paper please indicate one contact person.
- **abstract**, which should contain **the objective and the scope of the study, methods of research and the most essential conclusions** (min. 10 lines);
- **key words** written with small letters in a singular form (min. 4- max 8 words);
- **introduction** (initial presentation of issues, which are discussed in the article, justification of the chosen subject);
- **objective and the scope** of the study and descriptions of the **research methods**;
- **main part** (ca. 2/3 of the content)- description and analysis of the research results;
- **conclusion** (a concise summary of the issues discussed in the article) or conclusions strictly resulting from the presented results;
- **literature - min. 10 literature titles** (all sources should be given, which were used in the study, including websites according to a quoting scheme set out further);

3.2. Text

A text delivered by the Author should be prepared in the MS WORD software in the following form:

Font (colour: standard text -black; 12 pt, Times New Roman CE), margins 2.5 cm, character spacing - standard, 0 pt, line spacing - 1.5, justified text

The presented text should not include any special formatting (e.g. Shift+Enter), hard spaces, forced text and words division, pages nor footer or a header).

3.3. Enumeration and listing in the text

- enumeration and listing used in the text should be uniform for the whole material in regard to the format
- listing (enumerations) which come one after another should have an additional 10 mm indentation,
- it is recommended to use not more than three-stage enumerations.

3.4. Tables

- numbers of tables should be presented in the whole text with Arabic digits;
- a title should be placed over a table and written down in the following line under the word "table" and its number. The table title, does not include a full stop neither after the number nor the title;
- a table should have only external horizontal lines visible, whereas internal vertical and external lines should be invisible;

- description included in a table (font 10 pt, Times New Roman CE, black colour, without thickening);
- source should be given under a table, and in case of author's own research **the space should be left blank;**
- source given under a table (font 10 pt. Times New Roman CE), right justification),

3.5. Figures

- title of a figure should be placed under a figure;
- a title should include a full stop after the number;
- descriptions of axes and values in a figure – **font 10 pt, Times New Roman CE, black colour, without thickening, starting with a capital letter;**
- under a figure there should be a source given and in case of author's own research **the space should be left blank** (font 10 pt Times New Roman CE), right justification);
- figures should be prepared in a separate file and sent to Editor's office and figures should be placed in the text in appropriate spaces;
- if figures present photos or readouts from measuring cards, beside a version copied into the Word, should be delivered to the Editor's office in the form of graphic files or in the replicable form (file format - JPG, TIFF - min. 300 DPI).

3.6. Formulas

- mathematical formulas should be eligible, particularly symbols and they should be given in appropriate places and levels; it is recommended to use an **equation editor, e.g. Microsoft Equation 3.0;**
- all **variables** should be written in **italics**, numbers and digits - **in straight font;**
- units should be placed outside the formula in the same line;
- numbers of formulas should be given in brackets near the right margin of the text;
- The SI international system is in force.

3.7. Text elements

- **dates** - in digital recordings of dates, an uniform record with Roman numbering should be applied (e.g. 16 VII 2010r.);
- **abbreviations** - in case of using abbreviations, they should be given consequently within the whole text and according to generally accepted rules (e.g. **Polish currency - PLN, ton per hectare-t·ha⁻¹**);
- **units** should be given in tables in round brackets acc. to applicable SI system e.g. **(MPa, UR, kW)**;
- **explanation of abbreviations** – abbreviations not commonly accepted, doubtful or determined specially for a particular text should be explained the closest to the place, where they were used, only at the first use of the abbreviation, and within the text if they need to be more explained;
- **distinguishing elements of a text** - abbreviations and terms specific for a particular scientific discipline, foreign phrases, titles of the quoted documents, works, to which the author wants to draw the reader's attention shall be distinguished.
- **types of distinctions** - distinction of elements of a text may take a form of italics or bold font. Distinctions should be used consequently through the whole text; they should not be used to distinguish different categories of text elements.

3.8. Bibliography

- bibliography should contain only publications, which an Author quotes in a text;
- titles of bibliography should be placed in an alphabetical order according to the authors' names;
- articles of one author should be placed in an **chronological order** additionally marking the articles published in the same year with the symbols a,b,c etc. behind the year of publication;
- quoting a bibliography title, the author's last name should be given in **a round bracket** or in case of more than two authors, the last name of the first author and "et al." with the year of publication, e.g. **(Surynt 1974a)**; **(Nowak i Howaniec, 2002)** or **(Nowak et al. 1963)**;
- quoting few titles at the same time, requires the use of a **semicolon** for separation e.g. **(Kowalski 1987; Michałek et al. 1994)**;
- another way of quoting - According to **Kowalski et al. (1995)**.

Exemplary manner of creating bibliography

Book

Author/Authors. (Year). *Title*. Place of publication No or a number of volumes, ISBN
Michałek R., Kowalski J. (2002). *Od Maszynoznawstwa do Inżynierii Rolniczej*. PTIR, Kraków, ISBN 83-905219-8-9.

A book (chapter, fragment) – edited by, a joint publication

Kowalski J. (red.). (2002). *Postęp naukowo-techniczny a racjonalna gospodarka energią w produkcji rolniczej*. PTIR, Kraków, 36–55.

An article in the compacted publication (e.g. in AI volumes)

Author/Authors. (Year). Title of article. Editor, the book symbol, no. of volume (no), location within the parent document (pages)

fragment, section:

Michałek, R.; Peszek, A. (2013). Charakterystyka wybranych cech producenta rolnego w badaniu postępu naukowo-technicznego. *Inżynieria Rolnicza*, 2(136)T.1, 231-240.

Norm

Norm number. (Year). Norm title.

PN-ISO 690-2:1999. *Przypisy bibliograficzne – Dokumenty elektroniczne i ich części*.

A patent specification

Reporting party. Title. Identifier of a document. Approving country or institution. Type of a patent document. Number. Data of issue of the quoted document.

Nowak, J. *Sposób zasilania plazmotronu lukowego do cięcia pod wodą*. Instytut Energii Atomowej. Otwock. Polska. Opis patentowy, 152 261. Zgłosz. P. 266569 z 30.06.1987. Opubl. 31.05.1991.

Electronic compacted publications (books, data bases, software)

Author/Authors. (Year). Title. Carrier, edition, place of publishing, publisher, ISBN/ISSN, date of access,.

Paryska, Z.; Paryski, W.H. (1999). *Wielka encyklopedia tatrzańska*. [CD-ROM], Warszawa, Wydawnictwo Naukowe PWN, ISBN 83-01-12863-4.

Śliwińska, E. (2000). *Podręcznik dla początkujących internautów*. ISBN 83-02-1487-5. Pozyskano z: <http://www.biblioteka.edu.pl/bc/internet/>

Articles in an e-book, a data base or in a software

Author/Authors. (Year). Title. Carrier, edition, place of publishing, publisher, ISBN/ISSN, date of access

Kopaliński, Wł. (2000). *Wielki multimedialny słownik Władysława Kopalińskiego*. [CD-ROM], Wersja 1.00, Warszawa, Wydawnictwo Naukowe PWN, ISBN 83-01-13194-2.

Articles in e-periodicals described as a whole (e.g. in journals)

Author/Authors. (Year). Title. Publisher, book symbol (no, volume) edition, location within the parent document (pages), access

Walczyk, J., Tylek, P. (2006). *Single-seed sowing in troughs electronic Journal of Polish Agricultural Universities*. Forestry, Volume 9, Issue 4, 112-129. Pozyskano z: <http://www.ejpau.media.pl/volume9/issue4/art-49.html>.

E-bulletins, web pages, discussion lists and other systems of electronic communication

Title-carrier, place of publication, publisher, data of publication, date of access, conditions of access.

Komunikaty Polskiego Towarzystwa Inżynierii Rolniczej. Kraków, Polskie Towarzystwo Inżynierii Rolniczej, 2006. Pozyskano z: <http://www.ptir.org>.

Scientific Board
of the KTR PAN Publishers