Chapter X (Times New Roman 13 font, bold)

Name Surname[1] 10 font italic

Space 1 verse, Times New Roman 11 font

TITLE OF CHAPTER, 13 BOLD (capital letters, the centered text)

Space 2 verse, Times New Roman 12 font

Abstract: Times New Roman 9 font, the justified text, single line space, space after the line 6 pt. The summary contains description of the chapter (maximum 15 rulers).

Space: the one line, Times New Roman 9 font

Key words: Times New Roman 9 font, the justified text, space after the line 6 pt

Space: the one line, Times New Roman 9 font

X.Y. Main points (Times New Roman 12 font, bold, small letters, text to the left, space after the line 6 font, without the dot)

Space: the one line, Times New Roman 9 font

The text of the chapter is written in the editor Word, using exclusively Times New Roman 11 font, spaces between the lines exactly 14 point, and accepting margins for the A4 format appropriately: upper and bottom - 6.5 cm, left - 5 cm, right - 4.5 cm. The text is justified, indenting of the paragraph 0.63 cm. Words dividing is committed. Size of the chapter takes away at most **10** or **12** pages.

Patterns Times New Roman 10 font, centered, variables with italics, on the right side – number of the pattern (X.Y). The editor of equations is exclusively used at writing patterns.

Space: the one line, Times New Roman 10 font

Titles of subsections (small letters, 11 font, Bold)

Space: the one line, Times New Roman 10 font

---

[1] The scientific title, the name of the employing Institution, e – mail, the 9 font

Quoting of literature – the round brackets, the first letter of the name, the dot, the surname, space of the one sign, the year of the edition, the round brackets, e.g. (KOWALSKI J. 2007). In the case of several repeated appearing of the same surname in the same year, the small letter of the alphabet (a,b,c,…) is being written, e.g. (KOWALSKI J. 2003a), (KOWALSKI J. 2003b) the surname is written as small capitals.

Tables. Tables are centered and put on the page, where the first note about it is written (it also concerns figures). Table names are above the table, without the dot after the name, bold 10 font italic.

Space: the one line, Times New Roman 10 font

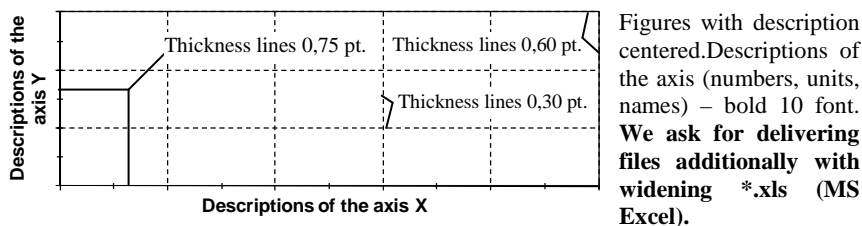*Table X.Y. Name*

Space: 9 pt

Bold

Space: 9 pt

Source: Time New Roman 9 font italic

Space: the one line, Times New Roman 10 font

Figures. Graphs, schemes and photographs are treated as figures. The name of figures are put under the figures – italic, bold 10 font. Black-and-white, contrasting photos, the resolution at least 600 dpi. Line of the grid have to be intermittent (fourth type of line in excel) thickness 0,30 pt.

Space: the one line, Times New Roman 9 font

Figures with description centered.Descriptions of the axis (numbers, units, names) – bold 10 font. **We ask for delivering files additionally with widening *.xls (MS Excel).**

Space: 9 pt.

Fig. X.Y. Name – italic, bold, 10 font, with the dot.

Source: Time New Roman 9 font italic

Space: the one line, Times New Roman 10 font

Bibliography (Times New Roman 10 font, bold):
the alphabetical and chronological list are compulsory. List of bibliography –
font Times New Roman 10 pt.

Books. KOWALSKI J. 2001 (the surname is written as small capitals, Time New
Roman 10 font). *Title in italics.* Publishing company. Place of publishing. The
dot.
Monographies. NOWAK A. 2009 (the surname is written as small capitals, Time
New Roman 10 font). *Title of the chapter in italics.* The chapter number. In: *Title
of monography in italics.* The first letter of the name. The surname - in the round
brackets, e.g. (editing end scientific elaboration by KOWALSKI J.). The name of
the publisher. The place of publishing. The dot.
JOURNAL. KOWALSKI Z. 2008 (the surname is written as small capitals, Time
New Roman 10 font). *Title of the article.* Name of the magazine is in quotation
marks. The number/numbers characterize quoted number (without
the abridgement No.) The dot.

X.Y. X – the number of the chapter, sent by organizers, Y – the next point of the
chapter, pattern, table, figure – sent by author.

In case high evaluation through reviewers of chosen chapters it will be possible
to public the results, after suitable correction, in journal Quality. Production.
Improvement. Publishing volume 6 – 8 pages. Edition requirements to the
journal will be sent in the near future.