

GUIDELINES FOR AUTHORS **(TEXT STYLE: 3 TITLE)**

First name SURNAME (11 pt) (text style: 2 Authors)

The name of the institution represented by the author, address (10 pt)

These instructions provide the authors with requirements concerning the layout and style which should be adopted during preparation of a paper. The paper should be typed using any version of the word processor MS Word and sent to the address osa2009@ippt.gov.pl in the form of doc and pdf files. The text area (without page number) should be 13.5×19 cm. An informative and short abstract (10–15 lines) should be given at the beginning of the paper. Recommended format of the abstract is: length of lines 13 cm, set in 0.5 cm from the left-hand side margin (the first line with a 0.5 cm indentation), typed in Times New Roman (9 pt), line spacing at least 11 pt.

Key words: typed in Times New Roman, 9 pt, line spacing at least 11 pt, italics (text style: 1 Key words)

1. COMPOSITION OF TEXT MATTER (MAIN HEADING 11 PT)

1.1. STYLE FOR MANUSCRIPTS (SUB-HEADING 9 PT)

The main body of the paper should be written in 11 pt font, line spacing at least 13 pt at a full length of line, i.e., 13.5 cm; each new paragraph should start with a 0.5 cm indentation. It is not recommended to leave additional blank lines between paragraphs. Do not start a new paragraph in the last line of the column and avoid typing the last line of the paragraph on a new column. The last line of a paragraph should contain at least 5 characters. Text pages must be produced to the maximal stipulated length, each page being numbered with soft pencil.

2.1. MATHEMATIC FORMULAE AND TABLES (9 PT)

Mathematical formulae should be typed using font size 11 pt. They should be centered and numbered in parentheses on the right-hand side. All symbols representing variables should be typed in italics, both in the formulae and in the text. Leave one line space between a text and a formula. Tables (including captions) should be typed using font size 9 pt, line spacing at least 11 pt. Table caption should be centered.

$$x = \frac{a^{1-c} + b}{10 - d_2} \quad (1)$$

Other recommendations include the following:

- do not use slash marks in place of parentheses,
- use the Alt 0150 code for a dash to represent ranges, e.g., 3–45 MPa.

2. ILLUSTRATIONS

2.1. STYLE FOR FIGURES

Drawings, diagrams and photographs should be numbered consecutively 1, 2, ..., n . Captions given in English should be centered. Leave one line space between the figure and the text. If an illustration is very small, you may impose the caption or continue the text next to it, and the rule is that it should be placed in the left part of even-numbered pages, and in the right part of odd-numbered pages. For figure captions use font size 9 pt, and at least 11 pt line spacing.

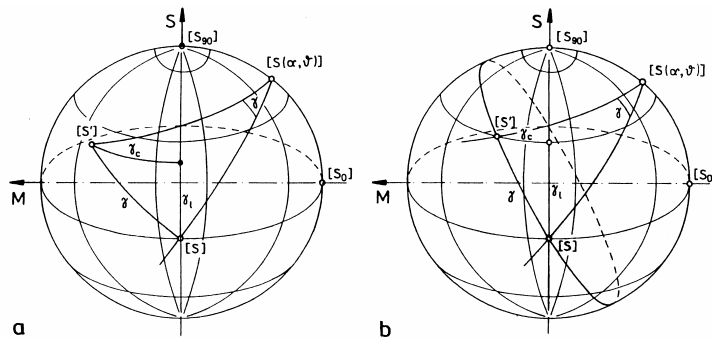


Fig. 1. Figure caption (9 pt)

Drawings and photographs produced on a computer or scanner should be included into the text. Neither half-tones (also in tables) nor coloured lines are acceptable in drawings, since these are usually not reproducible in black-and-white printouts. Do not use MS Word for illustrations to be printed in colour (should such a possibility be agreed upon with conference organizers). Since particular colours cannot be separated. Coloured illustrations, apart from being included in MS Word files, should be submitted as separate graphic files, the required formats being tiff, psd (raster files), or eps, cdr (vector files). The highest acceptable version of CorelDraw is CorelDraw 11. The tiff file can be with lzw or zip compression, whereas for jpg file no compression is

admissible. Use CMYK colour model for any graphic material; with the required resolution of raster graphics up to 300 dpi. Illustrations which do not meet the above requirements will be printed in black-and-white.

REFERENCES (9 PT)

Particular items referred in the text should be given on-line by bracketed numerals, e.g., [3]. References should be given in the style presented below, with the names of authors being listed in alphabetical order – font size 9 pt, line spacing at least 11 pt. References should be complete with the surnames of all authors, initials(s) of the first name(s), title of the paper (indicate the number of consecutive edition or volume), name of the journal the article is taken from, place of publication, editors, year, number (in the case of journals), the inclusive page range. For references in the Russian language, either the Cyrillic alphabet can be used or transliteration should be made.

- [1] BORZEMSKI L., *Zastosowanie doświadczalnej mechaniki zniszczenia do kompozytów o matrycach cementowych*. In: *Mechanika kompozytów betonopodobnych*, A.M. Brandt (ed.), Wrocław, Ossolineum, 1983, 449–501.
- [2] NOWACKI W., *Plasticity of polycrystal*, Warszawa, PWN, 1987, 687–704.

SUMMARY (TITLE IN POLISH)

A short summary (8–12 lines) in Polish. Recommended type face is 9 pt, Times New Roman CE, line spacing at least 11 pt, beginning with a 0.5 cm indentation.