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Title of chapter

Keywords

keyword, second keyword, second keyword, no more than 1 line

Abstract

The abstract should summarize the contents of the paper and should contain no more than 10 lines. It should be set in Times New Roman, 12-point font size, italic, on single line spacing justified, with the 6-point size space above and the 12-point size space bellow and in a single paragraph. The abstract is not a part of the text and should be complete in itself. No formulae, figures, table numbers, figure numbers, references or displayed mathematical expressions should be given here. For the abstract use “06 Abstract” style available in the style toolbar of this template.

1. Introduction

This instruction file for MS Word users may be used as a template. Please, send the final and checked MS Word and PDF files of your paper to the secretariat of SSARS: ssars@umg.edu.pl. You should make sure that only one version of your paper is sent.

1. Paper preparation

The contribution should be made according to this template (best suggested contribution preparing is to replace the text given in this template by the text of your own contribution). Please follow these instructions as carefully as possible so all chapters within a monograph have the same style.

The author should make the contribution on the A4-sized white paper (210 x 297 mm). In formatting your page, set top and bottom margin to 20 mm. Left and right margins should be 18 mm.

Paper should contains 10-20 pages including tables, figures, references and appendices (if any) organized into two columns. Paper containing less than 10 pages will be returned to the author(s) to expand.

* 1. Author and affiliation

Please, provide author’s name (first the surname and then the name), and author’s ORCID ID. It should be set in Times New Roman, 14-point font size, bold, aligned left (ORCID ID 10-point font size, no bold). For the author’s name use “01 Author” style available in the style toolbar of this template.

Next, type the correct affiliation (name of the institute, city, country, e-mail). It should be written in Times New Roman, 12-point font size, italic, aligned left.

For the affiliation use “02 Affiliation” style available in the style toolbar of this template.

* 1. Title

The first letter of the title should be capitalized with the rest in lower case (except for proper nouns). It should be written in Times New Roman, 16-point font size, bold, aligned left with 3 empty 12-point size lines above and 5 empty lines bellow.

For the title use “03 Chapter Title” style available in the style toolbar of this template.

* 1. Keywords

Keywords summarize the main points and conclusions of the paper. Separate them with comma (,). Keywords should be set within one line. For keywords use “05 Keywords” style available in the style toolbar of this template.

* 1. Main text and indenting

Main text is set in two columns of 8.4 cm width each with 6 mm spacing between them. Please note that all paragraphs of a section or subsection are not indented. Never add any space between lines or paragraphs. Italic type may be used to emphasize words in running text for instance: *Definition 1*, *Theorem 2*, *Proof*. Bold type and underlining should be avoided.

For paragraphs use “11 Paragraph” style available in the style toolbar of this template.

* 1. Headings

The first letter of headings should be capitalized with the rest in lower case (except for proper nouns). Use the decimal system of numbering headings. Only three levels of headings should be numbered. The numbers should be consecutive. All headings are set with an initial capital, flush against the left margin, Times New Roman, 12-point font size, bold with the 12-point size empty line above and the 6-point size empty line below.

For headings use “07 Heading (first level)”, “08 Heading (second level)” and “09 Heading (third level)” respectively as well as “10 Line after heading” styles available in the style toolbar of this template.

Keywords, abstract, acknowledgement and references headings are 12-point font size, bold with the 12-point size empty line above and the 6-point size empty line below, unnumbered. Use for them “04 Heading (unnumbered)” style available in the style toolbar of this template.

* 1. Figures, photographs and tables

Figures and tables must be included within the paper, not at the end of the contribution. Obtain permission required by the copyright holder if figures, photographs and tables are being reproduced from another source. They should not occupy more than one page each. Number them consecutively in the order in which reference is made to them in the text. Use the decimal system of numbering them. Locate figures, photographs and tables as close as possible after the point where they are first referenced in the text. They should be referenced in the text as ‘Figure 1’, ‘Figure 2’ or ‘Table 1’, ‘Table 2’ and not ‘Fig. 1’, ‘Fig. 2’ or ‘Tab. 1’, ‘Tab. 2’ respectively. Figures, photographs and tables should be centred with the 12-point size empty lines above and below.

* + 1. Figures and photographs

You are free to use colour illustrations. Figures and photographs should be with good contrast and high resolution. Keep in mind that everything will be reduced to 75%. Therefore, 9 point should be the minimum size of the lettering (Arial is preferred). Lines should preferably be at least 0.25 mm thick. See for example Figure 1.

**Figure 1.** Figure captions should always be positioned below the figure and aligned to the left.

Place the caption underneath the figure in small type. Use “14 Figure/Table Caption” style (Times New Roman, 11-points size, on single line spacing, aligned left, with the 12-point size empty lines above and below). The word ‘Figure’ and its number should be bolded. The caption should finish with a full stop. Type as follows: ‘**Figure 1.** Caption.’

* + 1. Tables

In tables avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself. Type all text in tables in small type: Times New Roman, 10-point font size on single line spacing, centred (vertically and horizontally). Align all headings to the centre of their column and start these headings with an initial capital.

For the text in table use “13 Table text” style available in the style toolbar of this template. See for example Table 1.

**Table 1.** Table captions should be always positioned above the table and aligned to the left

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| 15.0% | 16.3% | 18.2% |
| 31.1% | 33.8% | 29.8% |
| 13.3% | 12.1% | 11.1% |

Place the caption above the table in small type. Use “14 Figure/Table Caption” style (Times New Roman, 11-points size, on single line spacing, aligned left, with the 12-point size empty lines above and below). The word ‘Table’ and its number should be bolded. The caption should not have a full stop at the end. Type as follows: ‘**Table 1.** Caption’.

* 1. Formulae

Use Equation Tools available in MS Word to type formulae. Make sure that your equation editor fonts sizes are set up to match the text of your document. Equations are not indented and aligned to the left with the 12-point size space above and below (use “15 Formula” style available in the style toolbar of this template). Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

$x+y=z$ (1)

Italicize variables (*T* might refer to temperature, but T is the unit tesla). Refer to ‘(1)’, or ‘equation (1)’ not ‘Eq. (1)’. Be sure that the symbols in your equation have been defined before the equation appears or immediately following.

* 1. Lists

Use bullet lists. The rules for them are as follows:

* 12 point Times New Roman,
* entries should be justified, indented 5 mm, single line spacing,
* for bullet list use “16 Bullet List” style available in the style toolbar of this template.
	1. Units and abbreviations

Standard unit is SI, CGS and other units are able to be used, if necessary. But it should not use SI together with other units.

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract.

Do not mix complete spellings and abbreviations of units: use ‘m/s2’ or ‘meter per square second’, not ‘meter/s2’.

* 1. Reference list

References should be arranged first alphabetically and then further sorted chronologically if necessary. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract.

References citation in the text make in the following way:

* single author: the author's name (without initials, unless there is ambiguity) and the year of publication,
* two authors: both authors' names and the year of publication,
* three or more authors: first author's name followed by ‘et al.’ and the year of publication.

Groups of references should be listed first alphabetically, then chronologically. Examples: (Jones, 1996a, 1996b, 1999; Jones & Smith, 1995).

List of references at the end of the paper make in the following way:

* references should be typed with second and further lines indented 3.0 mm (use “17 Reference” style available in the style toolbar of this template),
* give all authors’ names, do not use ‘et al.’,
* more than one reference from the same author(s) in the same year must be identified by the letters ‘a’, ‘b’, ‘c’, etc. placed after the year of publication,
* do not use a space between authors' initials,
* capitalize only the first word in a paper title, except for proper nouns, element symbols etc.,
* the title of journals and books type in italic and capitalize all first words (except for conjunctions, e.g. ‘and’, ‘but’, ‘if’),
* papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” whereas papers that have been accepted for publication should be cited as “in press”.

Typography for references generally is as follows:

Last name, Initial(s). year. *Book Title*. Publisher, City.

Last name, Initial(s). & Last name, Initial(s). year. Title of article. *Title of Journal* vol(issue), page numbers.

Please note that the references at the end of this document are in the preferred referencing style.

* 1. Footnotes

Footnotes should be avoided. Insert the information in the text. Do not use footnotes as a substitute for a reference list

1. Conclusion

This is the template to produce the Monograph of SSARS. Please try to use it when preparing your paper.

Author is responsible for language as editors will not check it. Do a spell and grammar check. This is available in MS Word. If English is not your native language, get a professional proof-reader to help if possible.

Acknowledgment

If you wish, put acknowledgments here, avoiding identifying any of the authors prior to peer review.

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