

HOW TO PREPARE MANUSCRIPTS FOR ACEE ARCHITECTURE CIVIL ENGINEERING ENVIRONMENT

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Abstract

Abstract should not contain more than 1000-2000 characters, including spaces. Information on intended objectives, method (methods) used to achieve them, how main subject of tests was formulated, what premises of the paper are, etc. should be included here. This part should also contain main conclusions of paper as well as proposal of further tests, practical implications resulting from analysis or obtained results. One of the most important issues raised here should be determining what makes the paper original and what it adds to further research development. The Authors from Poland should prepare the abstract in Polish too.

Keywords: You are requested to provide five to seven terms (words or short phrases) – the most important paper topic, which are also included in the text, starting with capital letter and separated with semicolon.

1. INTRODUCTION

Paper should start with an introduction, which should present, in a very concise and general way, background of presented tests field as well as tests aim, aids used to solve the problem in the paper, solutions origin and other tests in the same field.

2. MAIN TEXT

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Text in English is obligatory. You are requested to prepare electronic version of the text and two paper copies. The printout should include one-columned non-formatted text (hereby instruction is not a pattern of how to present materials but a display of the paper in the journal). Paper volume not more than 10 pages of A4 size with big spacing between the lines (maximum 30 lines of text with 60 characters including spaces). Number of characters should not exceed 18 000 characters including spaces. Font 12 pt. One-sided printouts, on white paper.

You are also requested to append to your paper printout of tables, formulas and illustrations with appropriate numeration, captions and descriptions. A separate piece of paper with correspondence address (where the paper for approval will be sent) should also be attached to the paper.

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Title page should include:

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authors' data: authors' degrees, names and surnames (with no abbreviations), name of the unit paper was prepared at including address in English, data of the author correspondence is to be addressed to (address, phone number, fax, e-mail address)

abstract not exceeding 1000-2000 characters including spaces, text should include explanation of the paper problem, summary of most important results and conclusions. Abbreviations should be avoided in the text and if they need to be used, they should also be explained.

main text starting with introduction. Paper text should be divided into chapters and sub-chapters appropriately entitled and numbered with one (1.) or two (1.1) digits. Surnames and names of institutions should be written in the text in italics. Use footnotes is not allowed.

acknowledgements this part may include short acknowledgement as well as information on financial source of carried out tests being the subject of the paper.

References

Literature should be listed in the end of the paper in an order complaint with sequence of quoting. Quotation should be marked in the text with the number of item in square bracket []. Particular items of references should include data in the following order: item number in square bracket, surname and name initials of all authors (written in italics), journal name or book title, volume, publisher, year of issuance, page.

[1] *Ajdukiewicz A., Golonka K.*; Płaskie stropy sprężone kablami bez przyczepności (Flat floors prestressed with unbonded cables). *Inżynieria i Budownictwo*, Vol.63, No.6, 2007; p. 300-309 (in Polish)

[2] *Nawy E.G.*; Prestressed concrete – a fundamental approach. Pearson Education, Inc., 2006

[3] *Górski M., Krzywoń R.*; Research and design method of CFRP strengthened RC members subjected to torsion. Proc. 2. fib Congress, Naples, Italy, 2006; p. 146-147

2.3. Tables

The most preferable tables are those of one column width (7.4 cm) but if it is not possible they cannot exceed the width of two columns (16.2 cm). Tables should not be put in the first page. They should be most preferably put in the same page as references to them. They should be submitted in separate file, appropriately described and numbered. Vertical descriptions are not acceptable.

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Figures, diagrams, photos should be clear and transparent, of good quality ready to be used in a publication (not requiring any correction or retouching). All illustrations (figures, diagrams, photos) will be defined as "Fig." And they should be numbered in accordance with sequence of appearing in the paper. All illustrations should be described. Titles or captions under illustrations and tables should be submitted in a separate file with appropriate numeration. Height of figure descriptions needs to be at least 3 mm, bolded font should not be used as it does not look good with such small font. All illustrations should be submitted in such colour mode they will be printed in the publication (i.e. colour illustration should not be submitted, if it is to be black and white in the printout). Due to unacceptable loss of quality, submission of illustrations in the form of prints (duplicated printed material) is not acceptable.

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Mathematical equations and formulas should start in the new line, they should be systematically numbered, and Greek letters as well as designation of indexes should be marked clearly.

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Handwritten symbols should be additionally written in the margin.

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Individual parts (text, illustrations, tables, formulas, list of captions to illustrations and tables, card with author's address) should be put in one folder and the whole thing should be compressed in one of the formats: *.zip or *.rar. In case if volume exceeds 10 MB you are requested to get in contact in order to arrange method of materials submission.

Printout of two paper copies including printout of tables, formulas and illustrations (with appropriate numeration, title and descriptions) should be sent to editorial office address: ACEE Secretary Szymon Dawczyński, PhD Eng. Akademicka 5, 44-100 Gliwice, Poland

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