

## Archives of Environmental Protection Instructions to Authors

*Archives of Environmental Protection* is a quarterly published jointly by the Institute of Environmental Engineering of the Polish Academy of Sciences and the Committee of Environmental Engineering of the Polish Academy of Sciences. Thanks to the cooperation with outstanding scientists from all over the world we are able to provide our readers with carefully selected, most interesting and most valuable texts, presenting the latest state of research in the field of engineering and environmental protection.

### Scope

The Journal accepts for publication only original research papers covering such topics as:

- *Atmospheric air, water and earth surface protection against pollution;*
- *Exhaust gas, sewage and soil purification technology;*
- *Transformations and transport of pollutants in the environment;*
- *Measurement techniques used in environmental engineering and monitoring;*
- *Land reclamation and waste management;*
- *Protection of human and natural environment;*
- *Other topics directly related to environmental engineering and environment protection.*

If unsure whether the article is within the scope of the Journal, please send an abstract in Polish via e-mail to: [radoslaw.moskwa@ipis.zabrze.pl](mailto:radoslaw.moskwa@ipis.zabrze.pl)

### Preparation of the manuscript

The following are the requirements for manuscripts submitted for publication:

- The manuscript (with illustrations, tables, abstract and references) should not exceed 20 pages. In case the manuscript exceeds the required number of pages, we suggest contacting the Editor.
- The manuscript should be written in English.
- The manuscript ought to be submitted in doc or docx format in four files:
  - text.doc – file containing the entire text together with its title, key words and abstract in Polish and in English
  - figures.doc – file containing illustrations with legends
  - tables.doc – file containing tables with legends
  - authors.doc – file containing Authors' names and surnames, affiliations and the name of a corresponding author.
- The text should be prepared in A4 format, 2.5 cm margins, 1.5 spaced, preferable using Time New Roman font with no less than 12 point. The text should be divided into sections and subsections according to general rules of manuscript editing. The proposed place of tables and figures insertion should be marked in the text.
- Legends should be concise and legible, using a proper font size so as to maintain their legibility after decreasing the font size. Please avoid using descriptions in figures, these should be used in legends or in the text of the article.
- References should be cited in the text of an article by providing the name and publication year in brackets, e.g. (Nowak, 2004). When a cited paper has more than one author, surname of its first author, abbreviation 'et al.' and publication year should be provided, e.g. (Kowalski et. al. 2004).

- References should be listed at the end of the article ordered alphabetically by surname of the first author. References should be made according to the following rules:

- **Journal:**

Surnames and initials, publication year in brackets, title of the article, journal name in italics, volume, number, pages. For example:

[1] Nowak, S.W., Smith, A.J. & Taylor, K.T. (2006). Title of article, *Journal Name*, 10, 2, pp. 93–98.

- **Book:**

Surnames and initials, publication year in brackets, title in italics, publisher, place, publishing year. For example:

[2] Kraszewski, J. & Kinecki, K. (2006). *Tytuł książki*, Work & Studies, Zabrze 2006.

- **Edited book:**

Surnames and initials of text authors, publishing year in brackets, title of cited chapter, 'in:', title of the book in italics, surnames and initials of editor(s), '(Ed)''/(Eds)', publisher and place, pages. For example:

[3] Reynor, J. & Taylor, K.T. (2006). Title of chapter, in: *Title of the cited book*, Kaźmierski, I. & Jasiński, C. (Eds.). Zabrze 2011.

- **Internet sources:**

Website, address, accessed on. For example:

[4] Problemy Ekorozwoju/Problems of Sustainable Development, <http://ekorozwoj.pollub.pl> (2.01.2010).

- **Patents:**

[3] Orszulik, E. (2009) Palenisko fluidalne, Patent polski: nr PL20070383311 20070910 z 16 marca 2009.

[4] Smith, I. M. (1988). U.S. Patent No. 123,445. Washington, D.C.: U.S. Patent and Trademark Office.

- **Materials published in language other than Polish:**

Titles of cited materials should be translated into English. Information on the language the materials were published in should be provided at the end. For example:

[1] Nowak, S.W. & Taylor, K.T. (2006). Title of article, *Journal Name*, 10, 2, pp. 93–98 (in Polish)

### **Submission of the manuscript**

By submitting the manuscript Author(s) warrant(s) that the article has not been previously published and is not under consideration by another journal. Authors claim responsibility and liability for the submitted article. The manuscripts should be submitted on-line using the Electronic Publishing System AEP available at <http://www.aep.ipis.zabrze.pl>. Authors are asked to propose at least 4 potential reviewers, including 2 from abroad, together with their e-mail addresses.

### **Review Process**

All the submitted articles are assessed by the Editorial Board. If positively assessed by at least two editors, Editor in Chief, along with department editors selects two independent reviewers from recognized authorities in the discipline. Reviewers receive a text of the article (without personal data of Authors) and review forms applicable in the journal. In justified cases, reviewers receive additional questions regarding the article. Review process usually lasts from 1 to 4 months.

After completion of the review process Authors are informed of the results and - if both reviews are positive - asked to correct the text according to reviewers' comments. Next, the revised work is verified by the editorial staff for factual and editorial content.

### **Acceptance of the manuscript**

The manuscript is accepted for publication on grounds of the opinions of independent reviewers and approval of Editorial Board. Authors are informed about the decision and also asked to pay processing charges and to send completed declaration of the transfer of copyright to the editorial office.

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All articles published in the *Archives of Environmental Protection* go through professional proofreading process. If there are too many language errors that prevent understanding of the text, the article is sent back to Authors with a request to correct the indicated fragments or - in extreme cases – to re-translate the text.

After proofreading the manuscript is prepared for publishing. The final stage of the publishing process is Author correction. Authors receive a page proof copy of the article with a request to make final corrections.

### **Article processing charges**

The cost of publication of an article in the Journal is 1000 PLN / 250 euros.

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