

GUIDE FOR AUTHORS

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Submission of Manuscripts

The manuscript should not exceed 20 pages (except graphics) using Times New Roman fonts with 12 pts size, typed double spaced. The text and graphics, e.g., figures, schemes, etc., should be prepared in a separate file. The manuscript should be submitted in an electronic version by www.editorialsystem.com/pjct

Types of Manuscripts

Research Articles – regular full-length papers

Short Communications - are short reports that call attention to new ideas or data that are especially timely even though at an early stage of development. New laboratory apparatus or procedures are especially appropriate. Short Communications are reviewed in the same way as regular papers.

Reviews are welcomed in areas appropriate to the journal. Reviews should be timely and in-depth treatments that go considerably beyond the compilation of recent literature.

Preparation of Manuscripts

The manuscript should be written in proper English

Abstract should be a clear, concise (100-150 words) summary informative rather than descriptive giving the scope and purpose, methods or procedures, significant new results, and conclusions. A list of keywords should be provided at the bottom of the abstract.

Title. Use specific and informative titles; they should be as brief as possible, consistent with the need for defining the subject area covered by the paper and for indexing and retrieval purposes.

Authorship. Use the first name, second initial, and surname of each author. Give complete mailing address of the place where work was conducted; include e-mail address and fax number. If the current address is different, include it in a footnote on the title page. The name of the corresponding author should be marked.

Text. Assume the reader is not a novice in the field. Include only as much history as is needed to provide background for the particular material covered in your paper. Sectionalize the article and insert appropriate headings. Do not use footnotes in the text. Use Times New Roman fonts with 12 pts size. Manuscripts should be typed double spaced. Each page should be numbered.

Illustrations. The chemical structures, graphs, photographs, or other illustrations must be original artwork. Select the resolution equal to 300 dpi or higher. The Figures should be referred to the text and should be numbered consecutively through the paper. The Figures should be prepared on separate sheets and described using the Figure number, the author(s) and the title of the paper.

Illustrations must fit a one- or two-column format on the journal page. For efficient use of journal space, single-column illustrations are preferred. ***For best results, submit illustrations in the actual size at which they should appear in the journal.*** Original illustrations which do not need to be reduced to fit a single or double column will yield the best quality. Lettering should be 11 points using Arial type. Lines should be no thinner than 0.5 point. Lettering and lines should be of uniform density.

Photographs. High-contrast prints with a smooth or glossy finish work best. Send photographs that are single- or doublecolumn width so that they will not have to be reduced.

Color. Color photographs and artwork may be printed in the journal, but there is normally an extra charge for printing in color. Do not submit color prints to be printed in black and white.

Tables. Avoid tables and graphs that involve duplication or superfluous data. Prepare the tables on separated sheets. Number tables in order of mention in the text, by use of Arabic numbers.

Nomenclature. Nomenclature should conform with current usage. Insofar as possible, authors should use systematic names similar to those used by Chemical Abstracts Service or IUPAC. If trade names are used, define them at the point of first use. Use consistent units of measurement compatible with the SI system and give dimensions for all terms. If nomenclature is specialized, include a Nomenclature section at the end of the paper, giving definitions and dimensions for all terms. Type all equations and formulas clearly, and number equations consecutively using Arabic numbers. Place superscripts and subscripts accurately.

Safety. Authors are encouraged to call attention to safety considerations such as explosive tendencies, special precautionary handling procedures, toxicity, and special waste disposal procedures.

Acknowledgment. Include in an acknowledgment section at the end of the text-only such credits as are essential.

Literature Cited. References to the literature should be listed according to the order they appear in the text. References

should be cited in the text by number typed as unparenthesized superscripts. Please pay particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author. Literature citations should be arranged and punctuated as shown:

Book:

1. Kleiner, F.S., Mamiya C.J. & Tansey R.G. (2001). *Gardner's art through the ages* (11th ed.). Fort Worth, USA: Harcourt College Publishers Book chapter or article in an edited book:
2. Roll, W.P. (1976). ESP and memory. In J.M.O. Wheatley & H.L. Edge (Eds.), *Philosophical dimensions of parapsychology* (pp. 154-184). Springfield, IL: American Psychiatric Press.

Proceedings from a conference:

3. Field, G. (2001). Rethinking reference rethought. In *Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001* (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association. ebook:
4. Johnson, A. (2000). *Abstract Computing Machines*. Springer Berlin Heidelberg. Retrieved March 30, 2006, from SpringerLink <http://springerlink.com/content/w25154>. DOI: 10.1007/b138965.

Thesis:

5. Begg, M. M. (2001). *Dairy farm women in the Waikato 1946-1996: Fifty years of social and structural change*. Unpublished doctoral dissertation, University of Waikato, Hamilton, New Zealand.

Journal Article:

6. Cudak, M. & Karcz J. (2006). Momentum transfer in an agitated vessel with off-centred impellers. *Chem. Pap.* 60(5), 375-380. DOI: 10.2478/s11696-006-0068-y.

Journal article from an online database:

7. Czajgucki Z., Zimecki M. & Andruszkiewicz R. (2006, December). The immunoregulatory effects of edeine analogues in mice [Abstract]. *Cell. Mol. Biol. Lett.* 12(3), 149-161. Retrieved December 6, 2006, from PubMed database on the World Wide Web: <http://www.pubmed.gov>. DOI: 10.2478/s11658-0060061-z.

Web page:

8. Walker, J. (1996, August). *APA-style citations of electronic resources*. Retrieved November 21, 2001, from <http://www.cas.usf.edu/english/walker/apa.html> Patent:
9. Smith, I. M. (1988). U.S. Patent No. 123,445. Washington, D.C.: U.S. Patent and Trademark Office. Standard:
10. Standards Association of Australia. (1997). Australian standard: Pressure equipment manufacture. AS44581997. North Sydney.

Peer-review process

All manuscripts submitted to the Polish Journal of Chemical Technology are assessed by the Editor in Chief or Deputy/Managing Editor. A submission may be declined by the Editor in Chief without review if deemed inappropriate for reasons other than scientific merit. Manuscripts selected for the external review are assigned to the Section Editors who send them to the Reviewers. The manuscripts are reviewed by two or more independent experts in the field, who provide comments for the Editors and the Authors (Research articles and communications are reviewed by a minimum of two reviewers, review papers by at least three).

Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision.

Polish Journal of Chemical Technology uses a **single-blind method of review**. In this method the Author's name is revealed to the Reviewer; however, the Authors do not know the identity of the Reviewer.

Based on the Reviewers' comments the Editor in Chief or Deputy/Managing Editor make a decision. The decision is emailed to the contact author, along with the Reviewers' comments.

The Editors are fully responsible for decisions about manuscripts. The final decision whether to accept or reject a paper rests with them. The Editor only communicates the final decision and informs the authors about further processing.