

HOW TO PREPARE MANUSCRIPTS FOR ACEE ARCHITECTURE CIVIL ENGINEERING ENVIRONMENT

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Abstract

Abstract should contain 1000-1200 characters, including spaces. The Authors from Poland should prepare the abstract in Polish, too.

Keywords: provide five to seven terms (words or short phrases), in alphabetical order, starting with a capital letter, separated with a semicolon and ended with a dot.

1. INTRODUCTION

This file contains instructions for authors submitting paper to ACEE Journal. ACEE is a scientific journal which accepts scientific papers in the domain of architecture, civil engineering and environmental engineering.

According to the Bulletin of the Ministry of Science and Higher Education from 2 June 2015 about the criteria and procedure of scientific journals assessment:

“(…) scientific paper is a paper which presents the original results of the empirical, theoretical, technical or analytical research, containing the title of publication, names and surnames of the authors, and presenting the state of the art, research methods, research process, its results and conclusions, with referred literature (bibliography)”.

2. MAIN TEXT

2.1. Preparing manuscript

Text must be written in English. Papers written in poor English will be automatically rejected. Submission should have a form of **one-columned non-formatted text**, pages of A4 size with 1.5-line spacing, font height 11 pt. Use of footnotes is not allowed.

PRELIMINARY SUBMISSION

You are requested to prepare a version for review, containing text with figures and tables.

Your submission should contain the following files:

- Complete manuscript (editable) (NAME)_FULL_PAPER.doc/docx
- Complete manuscript (NAME)_FULL_PAPER.pdf

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- Text of manuscript (NAME)_PAPER_TEXT.doc/docx
- Tables (NAME)_TABLES.doc/docx
- Figures (NAME)_FIG.(NUMBER).jpg/png/bmp/tif or .eps/ai/cdr/pdf
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2.2. Manuscript particular parts

Title page should include: **title** – preferably not exceeding 70 characters including spaces. **Authors' data** – authors degrees, names and surnames (no abbreviations), name of the unit paper was prepared at including address in English, data of the corresponding author (address, phone number, fax, e-mail address). **Abstract** – 1000-1200 characters including spaces. **Main text** – starting with introduction divided into sections (1.) and sub-sections (1.1.). **Acknowledgements** – short acknowledgement and information on financial support. **References** – listed at the end of the paper in an order with the sequence of quoting. Particular items of references should include data in the following order: item number in square bracket [] and description of the cited item with the use of APA style:

- [1] Krzywoń, R. (2016). Temperature in the adhesive layer of externally bonded composite reinforcement heated by the sun. *Architecture Civil Engineering Environment*, 9(1), 79–84.
- [2] Klemczak, B., Flaga, K., & Jędrzejewska, A. (2017). Analytical model for evaluation of thermal-shrinkage strains and stresses in RC wall-on-slab structures. *Archives of Civil and Mechanical Engineering*, 17(1), 75–95.
- [3] Neville, A. M. (2011). *Properties of concrete*. London: Publishing House.
- [4] Górski, M., Krzywoń, R., & Castro Gomes, J. (2016). FRP composites. In M. Górski, R. Krzywoń, & J. Castro Gomes (Eds.), *Handbook – fibrous composite materials in strengthening of structures*. Covilha: Universidade da Beira Interior.
- [5] Walker, J. W. (2015). *Properties of concrete* (PhD thesis, Silesian University of Technology). Poland, Gliwice.
- [6] Simmons, B. (2015). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>
- [7] <http://www.cement.org/cement-concrete-basics>
- [8] Klemczak, B., & Jędrzejewska, A. (2013). Wczesne rysy termiczne (Early age cracking). *Przegląd Budowlany*, 2, 14–20.

The following websites can be used to prepare References:

<https://pbn.nauka.gov.pl/> (in case of citing Polish authors; find the article and select APA style)

<http://www.citationmachine.net/apa/cite-a-magazine/manual>

www.bibme.org/citation-guide/apa/

2.3. Tables

Tables should be of one column width (7.4 cm) or two columns width (16.2 cm). Vertical descriptions are not acceptable.

2.4. Figures, diagrams, photos

Figures, diagrams, photos should be of good quality ready to be used in a publication. Vector files *.eps, *.ai, *.cdr, *.pdf, are acceptable as well as graphics *.tif, *.jpg, *.bmp, *.png of minimal resolution 300 dpi or of double size in relation to intended one. Submission of illustrations in the form of prints (duplicated printed material) is not acceptable. Height of figure's descriptions needs to be at least 3 mm. Descriptions must be in English. All illustrations (figures, diagrams, photos) will be defined as "Fig." and they should be numbered in accordance with the sequence of appearance in the paper. Illustrations will be published in color in the electronic version of the journal and in black-and-white in the paper version. Particular objects cannot exceed the width of 16.2 cm. Their location should be marked in the text in red.

2.5. Equations and formulas

Mathematical equations and formulas should start in the new line. They should be systematically numbered. Equations should be defined preferably with the most recent MS Word equations module or equivalent.

3. COPYRIGHT

Paper approved by ACEE journal must be original and not published before in the similar form. It cannot be submitted to the other publishing house at the same time. Conference papers presented before in completed and extended version are acceptable. Having been published in the journal, the paper cannot be published again without publisher's consent. Editors do not return not ordered texts.

4. MATERIALS SUBMISSION AND ACCEPTANCE

4.1. Submission

Materials should be submitted in electronic version to the e-mail address of the appropriate Sectional Editors:

joanna.tymkiewicz@polsl.pl	for Architecture
marek.weglorz@polsl.pl	for Civil Engineering
barbara.m.lipska@polsl.pl	for Environmental Engineering

4.2. Correction

Paper in the ready-to-print form in Portable Document Format (PDF) will be sent to the corresponding author. Corrections should be made within 3 working days. No alteration other than correction will be made at this stage. In case author cannot make corrections himself other person should be authorized to carry out the corrections. Corrections should be made in the form of annotations to PDF file or as a list of corrections, and sent in electronic form to the appropriate sectional secretary.