INSTRUCTIONS CONCERNING PREPARATION OF ARTICLES FOR THE JOURNAL
“GOSPODARKA SUROWCAMI MINERALNYMI – MINERAL RESOURCES MANAGEMENT”

By submitting an article, the authors unequivocally state that they authorize the article’s publication both in the paper and electronic versions of the journal.

Submission is accomplished by sending a complete electronic version of the article (prepared according to the technical guidelines presented below) and a signed Authors Agreement concerning the transfer of copyright and intellectual property rights to the editors.

Technical guidelines (preparation of the electronic version of the article)

The complete electronic version of the article should contain:

- Title of the article,
- First name and surname of each author, their academic degrees, current affiliations, e-mail for correspondence,
- Abstract and keywords (three to five),
- Main text,
- Tables and figures with descriptions,
- Acknowledgements, if intended,
- Statement regarding the source of financing,
- References.

Authors from outside Poland, submitting an article written in English, do not have to attach a Polish language version – it will be added by the editors.

Text should be written in “.doc” or “.docx” format.

Times Roman 12 or Arial 12 fonts are recommended.

Spacing 1.5, margins 2.5 cm.

Styles should not be used in the text.

Total size of the article should not exceed 20 pages of standard manuscript, including tables and figures.

During writing, the following rules should be respected:

— words should not be hyphenated manually,
— text lines should not be adjusted by using the space bar,
— words should not be spaced (e.g. Title),
— words and sentences should not be underlined.

Abstract should contain at least 1900 characters (including spaces) and reflect the essential points of the article. References, figures and tables should not be cited in the abstract.

Titles and subtitles should be separated from the text by an empty line both above and below. If the text is to be divided into chapters and subchapters, multilevel numeration should be used as shown below:

— chapters – 1, 2, ..., 
— subchapters – 1.1, 1.2, ..., 2.1, 2.2, ..., 
— subchapter sections – 1.1.1, 1.1.2, ..., 1.2.1, 1.2.2, ..., 
— subchapters of a higher tier and optional other titles should be left unnumbered.

Tables and figures should be inserted in the text after their citation. It is recommended to number them from 1 to n throughout the entire publication. It is also recommended that figures should be placed in the manuscript on the whole width of the page, maintaining their legibility.

Figures should also be submitted in electronic version as separate files, in formats recognized by Corel DRAw 16 (e.g. *.CDR, *.CGM, *.TIF, *.JPG, *.PCX, *.IMG, *.XLS). Figures should be provided in a form suitable for color printing.
Mathematical formulae should be denoted by numbers in circular brackets, printed on the right margin (in case of few formulae, they do not have to be denoted). All symbols in equations, as well as symbols used in the text should be written in italics. It is important that 0 (zero) should be inserted using the numerical button, not as the letter O (o).

For citing and referencing, the Harvard style – British Standard should be applied.

Citation of your sources in the text is mandatory. Citation in the text should contain the author’s name and year of publication in circular brackets, e.g. (Szymanski 1997) – one author; (Ratajczak and Rzepa 2011) – two authors; (Bolewski et al. 1990) – more than two authors.

In case of collaborative works under the supervision of editors, the editor’s name with the “ed.” or “eds.” – and the year of publication in circular brackets – should be written, e.g. (Malolepszy ed. 2008) – one editor; (Pasikowski and Gdowski eds. 1994) – two editors; (Jackowski et al. eds. 2007) – more than two editors.

In case of collaborative works without editors, the organization name that authorizes the publication (or its abbreviation) and the year of publication in circular brackets should be written, e.g. (IEA 2011), (Ministry of Economy 2004).

Legal acts – cite abbreviation chosen and the year of issuing, e.g. (EC 2004), (Ordinance ME 2007), (Decision EC 2003).

Standards – cite the number, e.g. (PN-EN 12620:2004).

If citing different publications written by the same author in the same year, the first one cited should be labeled the letter “a” after the year, and the second with “b” etc., e.g. (Smith 2007a), (Smith 2007b). The same should be done in the list of references.

If a point is discussed that needs more than one citation, all of them should be put in one set of brackets, in chronological order of the year of publication and then in alphabetical order. Different citations should be divided by semicolons, e.g. (Midgley 1994; Pasikowski and Gdowski ed. 1994; Szymanski 1997; UNEP 2004; Atos et al. 2011).

The list of references should be placed at the end of the text with the title “REFERENCES”. In references a full description of each source cited in the text should be given, containing only those sources which have been referred to or cited.

General rules:
− All sources should be sorted alphabetically.
− References with the same author should be sorted by the year of publication, beginning with the oldest.
− Titles of books, reports, conference proceedings, journals should be written in italics.
− Capitalize the first letter of the publication title written in italics, the first letters of all main words in the title of the journal and all first letters of a place of publishing and publisher.
− If the references are published in a language other than English, the translation into English of the publication title and other details should be done and the annotation indicating the original language should be given at the end of the reference – in brackets in italics, e.g. (in Slovak).
− Put “and” before the last author.

See the examples for the proper punctuation.

Correct bibliographical descriptions should contain:

- Books of one or two authors:
  Author’s (authors’) surname, initials and year of publication. Title. Designation of the edition – if different than the first (Ed. 2, 3 …). Place of publishing: Name of the publisher, number of pages – (optional), original language of the publication – if different than English, e.g.:

- Books of more than two authors without editors:
  Citation without brackets – and the full bibliographical description after the pause, e.g.:

- Collaborative works (one or two editors):
  Editor’s (editors’) surname, initials, ed. (eds.) abbreviation and year of publication. Title. Designation of the edition – if different than the first (Ed. 2, 3 …). Place of publishing: Name of the publisher, number of pages – (optional), original language of the publication – if different than English, e.g.:

- **Collaborative works (more than two editors):**
  Citation without brackets and the full bibliographical description after the pause, e.g.:

- **Articles from periodicals and other recurring publications (one or two authors):**
  Author’s (authors’) surname, initials and year of publication. Title of the article. *Full name of the periodical (not abbreviation)* volume number (issue number), page numbers, *(original language of the publication)* – if different than English, e.g.:

- **Articles from periodicals and other recurring publications (more than two authors):**
  Citation without brackets and the full bibliographical description after the pause, e.g.:

- **Collaborative works – reports (without editors and authors) – organization designated:**
  Abbreviation of organization and year of publication. Title. Designation of the edition – if different than the first (Ed. 2, Ed. 3). Place of publishing: name of publisher, number of pages, *(original language of the publication)* – if different than English, e.g.:

- **Chapters from the edited books:**
  Author’s (authors’) surname, initials and year of publication. Title. *[In:]* Editor(s) of the book. *Title of the book*. Designation of the edition – if different than the first (Ed. 2, Ed. 3). Place of publishing: name of publisher, page numbers, *(original language of the publication)* – if different than English, e.g.:

- **Conference papers:**
  Author’s (authors’) surname, initials and year of publication. Title. *[In:]* Editor(s) of the conference materials – if applicable. *Title of the conference*. Location of the conference, date of the conference. Place of publishing: name of publisher, page numbers, *(original language of the publication)* – if different than English, e.g.:

- **Newspaper articles:**
  Author’s (authors’) surname, initials and year of publication. Title of the article. *Title of the newspaper* day and month of publication, page numbers, *(original language of the publication)* – if different than English, e.g.:

- **Standards:**
  Number of the standard (used for citation) and its name.
  BN–74/6812-01 Limestone flour for the glass industry.

- **Legal acts:**
  Abbreviation used for citation and year of issuing. Full name of the act (full identification in official journal), *(original language of the publication)* – if different than English, e.g.:

- Documents from web pages:
  Author (if available) or organization or main webpage and year of the work (if available) Document title
  [Online] Available at: address URL [Accessed: date you viewed the site], e.g.: