

# PRINCIPLES OF PREPARING TYPES FOR PRINTING in WS on EA&V MATERIALS

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Workplace

## 1. INTRODUCTION

This text is a template for preparing materials for printing. The Publisher, wishing to give the School Materials an appropriate editorial form, asks the Authors to prepare the typescript in accordance with the rules given below. Please do not use the Abstract at the beginning of the article. The publisher reserves the right to make editorial corrections.

## 2. TEXT EDITOR

Materials for printing should be prepared in Polish or English. The text should be written in the Word for Windows editor (name extension \*.doc or \*.docx), *Times New Roman* font, 12-point height with 1.5 line spacing. Please also send the Adobe version, i.e. with the \*.pdf extension.

### 2.1. Titles

Please put the title of the thesis in the center, in 14-point font, bold. Please write chapter titles in small caps, and subchapters in normal text. Insert a blank line before a new chapter.

#### 2.1.1. Paragraphs and margins

The indentation of the first line of the paragraph should be 1 cm. The text should be placed on A4 sheets with a 2.5 cm margin from each edge of the sheet.

## 3. DRAWINGS, TABLES, PHOTOGRAPHS, REFERENCES

Figures, photographs and charts should be included in the text. Letters and numbers in figures and graphs should be large enough to be legible when reduced twice. **In principle, we print photos, drawings and charts in black and white, color only in exceptional cases.** Figure captions should be placed below them, and table titles above them – with single line spacing and 11-point font, centered. We put the literature at the end of the work. Abbreviations of journal names should be given according to Physics Abstracts.

## 4. LITERATURE

1. Smith A., Journal & volume, first page (year of publication), and possibly other contemporary data.

2. Nowicki G., Book title, Publisher, Place and year of publication, pages.