

## GUIDELINES FOR AUTHORS

### 1. Preparation of paper.

**General: Authors are responsible for paper contents including copyrights and text formatting.**

- The manuscript should be written in English.
- The following types of articles can be published in the journal Archives of Civil Engineering: research papers, review papers, reports, case studies, notes, discussions.
- The publication License Agreement must be signed individually by each of the co-authors and should be submitted by the dedicated Editorial System of the Civil Engineering Archive. The form License Agreement is available in the Editorial System. It is allowed to submit all signatures on one License Agreement form.
- The name of the file containing the manuscript text must be between 3 and 6 words. Do not use terms such as "manuscript", "paper", "article", "submission", "publication", "work", etc., in the file name.
- The first page should start with 7.00 top margin, 3.30 cm bottom margin and with 2.00 cm left and right margins.
- The following pages should start with a new section with 3.30 cm top margin, 2.0 cm bottom, left and right margins.
- It should be typed using 12 pt. Times New Roman (TNR) font with 1.5 line spacing, on single-sided A4 sheets.
- The paper should be minimum 10 pages and not exceed 16 pages including tables and figures.
- Only Polish authors should put a maximum of 2 additional pages with an extended summary in Polish at the end of the article, TNR 10 points, using alignment.

#### First page and main text:

The first page of the paper should contain:

- Type of an Article, Article title, Name, degree, affiliation and e-mail and ORCID number of each co-author, 150-300 words abstract, up to 6 key words.
- The abstract should be written after the authors' names, using 10 pt. TNR font with 1.15 line spacing, 0.50 cm indentations left and right, justified text.
- The main text should be divided into numbered (1, 2, etc.) and titled sections and subsections 1.1, 1.2 ... in section 1, 2.1, 2.2 ... in section 2 etc.

#### Figures and tables:

- Figures and tables should be inserted into the text, titled and consecutively numbered.
- References to figures and tables should be indicated in the text as Fig. 1, Fig. 2 etc. and Table 1, Table 2 etc. (TNR 11 pt., center aligned). Text in table: 10 pt. font, center aligned. Images should be at least 300 DPI.
- **There is no need to provide List of figures and tables.**

#### Units and mathematical formulas:

- SI units and abbreviations are obligatory.
- Mathematical formulas should be type-writing and centered. References to the formulas in text should be numbered consecutively in each section, i.e. (1.1), (1.2) ... in section 1, (2.1), (2.2) ... in section 2 etc. The numbers should be enclosed in brackets (...) with left alignment. References to the formulas need to be indicated as Eq. (1.1), Eq. (1.2) ... in section 1, Eq. (2.1), Eq. (2.2) ... in section 2 etc.
- Equations without reference in the text should not be numbered.

**Summary for Polish authors only** should be translated into Polish and placed at the end of the article, respectively, for the list in English.

#### Bibliography:

- References to literature and other sources should be listed at the end of the paper in the alphabetical order and consecutively numbered.
- Only references cited in the manuscript should be included in the bibliography.
- It should be typed using TNR font 10 pt. with 1.0 line spacing.
- There should be DOI number as an active link for all works that have one.
- References in text should be indicated by the numbers in square brackets [...]. - Each item should contain full bibliographical data in the format as follows:

[1] A. Author, "Book style with paper title and editor," in *Title*, 1st ed. vol. 1, C. Editor, Ed. City: Publisher, 2017, pp. 10–50.

[2] J. A. Author, "Periodical style," *Periodical*, vol. 1, no. 1, pp. 30–38, Jan. 1999. <https://doi.org/10.1037/a0040251>

In special cases, other formats related to codes, reports, dissertations, etc. will be accepted.

**2. Submission of the paper:** Articles for publication in the journal Archives of Civil Engineering and authors' licenses are submitted in the Editorial System <https://www.editorialsystem.com/ace/>. It is obligatory to provide ORCID codes for each co-author.

### 3. Copyright:

- Submission of paper to Archives of Civil Engineering implies that the material is original and unpublished work, not under consideration for publication elsewhere.
- If permission for publication of any part of material is required, it should be obtained by the author.
- Both the corresponding author and other co-authors are responsible for approving the article for publication in the Archives of Civil Engineering.

### 4. Peer-review process:

- The editor appoints two reviewers whose names are hidden from the authors.
- Authors' data is unknown to reviewers.
- The paper will be published in ACE provided that the reviews are positive. If reviewers have any comments, the authors receive reviews to read and consider these comments.
- The editor decides whether the paper fulfill all requirements i.e. formal and scientific.
- Paper publication requires the author's final approval.
- As soon as the publication appears in print and in electronic forms on the Internet there is no possibility to change the content of the article.

### 5. Fees:

- Submission of paper is free of charge.
- Information on the current publication fee will be sent by e-mail confirming receipt of the submission.
- The condition of publication are two positive reviews of independent reviewers.
- After the article is approved for publication by the Editorial Board, the Author will be informed about the date of payment transfer.
- ACE is a non-profit organization and all fees are calculated solely to cover costs.
- The authors are asked to provide data for the invoice.