First AUTHOR 1, Second AUTHOR\*2, Third AUTHOR 3

\* Corresponding Author, email: corr.author@institute.edu

1. ORCID iD is optional but strongly recommended

2. ORCID iD is optional but strongly recommended

3. ORCID iD is optional but strongly recommended

1 First author affiliation, city, country

2 Second author affiliation, city, country

3 Third author affiliation, city, country

Short instructions for authors preparing their manuscripts using Microsoft Word

**Keywords**: first keyword, second keyword, third keyword (5-8 keywords)

The abstract should contain between 100 and 200 words and constitute a single paragraph. Non-standard or uncommon abbreviations ought to be avoided. Do not cite references in the abstract, do not include equations or artwork. Since many indexing services only provide abstracts, make the abstract interesting to encourage readers to find the full text. This Word template helps estimate the length of an article and visualize its layout. The maximum allowed paper length is 25 pages. The published articles are processed in *LaTeX*; therefore, the layout of the initially prepared paper is similar but not identical to its final form.

1. Introduction

Our technical staff will use *LaTeX* to prepare the source file for publication. Hence, the final layout of the paper will be slightly different. For *LaTeX* users, a separate template is provided. Using the *LaTeX* template will minimize editing-related problems.

If the information provided here does not dissolve concerns regarding manuscript preparation, please refer to articles published in the latest issues of the journal: <https://journals.pan.pl/ame>.

1. Manuscript preparation
	1. Length of the paper and fonts used

Papers submitted to *Archive of Mechanical Engineering* should not exceed **25 pages**, including figures and tables. To estimate the length of the paper, please format it using this template.

Use A4 paper with margin settings: 5 cm (top and bottom) and 4.2 cm (left and right). These settings will give you a printing area of size 12.6 cm × 19.7 cm (that is the format of the printed version of *AME*).

For the main text, please use 11 pt Times New Roman font with single line spacing. For keywords, abstract, tables, references, and figure captions, use font size 9 pt.

* 1. Authors

Full names of authors are much preferred, but one may use initials instead. The surnames (i.e., family names) should be written in capital letters (it is necessary for preparing data for indexing services). No academic titles or professional positions should be included. The authors' affiliations are mandatory. Providing ORCID iDs of all authors is strongly recommended but not obligatory. The corresponding author's e-mail is obligatory.

* 1. Main text

The text should be divided into clearly defined sections and subsections, numbered with Arabic numerals. Use commonly understood terms, define all nonstandard symbols and abbreviations.

* 1. Symbols and equations

Formulae, symbols, Greek letters, and other characters must be legible and carefully checked. Standard mathematical notation should be used. Please use lightface italic font for scalar quantities and upright boldface for matrix and vector quantities. All symbols utilized in the manuscript have to be explained. Every equation must be prepared as an editable text. Inserting equations as images is not allowed.

Equations or formulae should be written in separate lines and numbered consecutively with numbers in parentheses. Equations shall be centered with their numbers aligned to the right:

 . (1)

Equations, for example, Eq. (1), should be referenced by their numbers in parentheses. These references should address equations written in the earlier parts of the text. It would be inappropriate to reference Eq. (2a) from here since the reader has not yet had the opportunity to read it.

Sometimes it is necessary to present several variants of an equation or group several similar equations. The individual equations may be numbered separately or jointly, as in the example below:

 , (2a)

 . (2b)

1. Figures and tables

Figures and tables ought to be placed next to the relevant text in the article. All figures and tables should be discussed and explicitly cited in the text.

* 1. Figures

Use the abbreviation “Fig.” even at the beginning of a sentence. If the figure has two parts, for example, includes labels “a“ and “b“, add a sub-caption for each part of the figure separately, but remember—the whole figure should have its own caption.

Vector graphics should be used whenever possible (bitmap formats are acceptable but not recommended). Please ensure that the essential content is easy to read or see when screenshots are presented.

Avoid submitting graphics that are disproportionately large for the content. Illegibly small or unnecessarily large texts, as well as excessive variation in font sizes within figures, should be prevented. Please, insert figures into the manuscript and check whether the font sizes of the figures and the article text match each other. Correctly prepared graphics is shown in Fig. 1. Problems with disproportional font sizes are illustrated in Fig. 2.

discontinuous, t = 0

0

0.02

0.04

0.06

0.08

0.1

0.12

0

50

100

150

200

250

**u**

**y**

**[mm]**

**s [mm]**

continuous, t = 0

continuous, t = 10 years

discontinuous, t = 10 years

Fig. 1. Please do not put the period at the end of the caption

While submitting the final version of the manuscript via Editorial System, one should additionally upload all figures as separate files*.* This will help our team to maintain the quality of the figures.

Note that the journal is published in both printed and online form. **It is crucial to submit figures that will also be readable in the printed version**.

 

Fig. 2. Some fonts are too small (left) while enlarging the figure produces too big fonts (right). Neither of the figures is correct—the divergence of font sizes should be reduced

* 1. Tables

Use tables only to improve conciseness or where the information cannot be provided satisfactorily in another way. Please submit tables in editable form and not as images. Insert table captions above the tables.

Table 1. Number of cars produced in the world

|  |  |
| --- | --- |
| Year | Cars produced |
| 2009 | 47 772 598 |
| 2010 | 58 264 852 |
| 2011 | 59 929 016 |

1. References

References should be listed in the order they appear in the text. Cite references in the text by a number in square brackets. We prefer citations without authors’ names, for example: *In [1] the authors considered…* or *…investigations were presented in [2]*, etc.; however, adding authors’ names to cited items, while keeping the numbers in brackets, is allowed (e.g., *Garcia and Cheng in [1] considered*…). Be consistent and use the same style of citations in the whole text.

Non-English references should be avoided as inaccessible to most of the readers. The titles of non-English publications should be translated into English, and the original language should be indicated in parentheses, e.g., (in Russian).

The bibliographic details of each cited reference item should include:

* Authors (initials of the given names and full family names, e.g., A.T. Smith, J.R. Garcia, and Q.V. Cheng.)
* Title of the cited article or chapter
* Journal or book title—**do not use abbreviations of journal titles**
* Volume, issue, page range (or article id), year of publication
* **DOI number** (if it exists)
1. P. Wahl, P. Ziegler, and P. Eberhard. Numerical investigation of the basilar membrane vibration induced by the unsteady fluid flow in the human inner ear. *Archve of Mechanical Engineering*, 67(4):381–414, 2020. doi: 10.24425/ame.2020.131701.
2. R.G. Budynas and J.K. Nisbett. *Shigley’s Mechanical Engineering Design*. 10th edition, McGraw-Hill, 2020.
3. N.V. Martynov, V.N. Dobromirov, and D.V. Avramov. Electro-hydraulic disintegration technology for diamond-bearing rocks. *Ore Dressing*, 2020(1):8–14, 2020. doi: 10.17580/or.2020.01.02 (in Russian).
4. A. Jebri, T. Madani, and K. Djouani. Adaptive continuous integral-sliding-mode controller for wearable robots: Application to an upper limb exoskeleton. In *2019 IEEE 16th International Conference on Rehabilitation Robotics (ICORR)*, pages 766–771, Toronto, Canada, 24-28 June 2019. doi: 10.1109/ICORR.2019.8779431.