

Archives of Environmental Protection

Instructions for Authors

Archives of Environmental Protection is a quarterly published jointly by the Institute of Environmental Engineering of the Polish Academy of Sciences and the Committee of Environmental Engineering of the Polish Academy of Sciences. Thanks to the cooperation with outstanding scientists from all over the world we are able to provide our readers with carefully selected, most interesting and most valuable texts, presenting the latest state of research in the field of engineering and environmental protection.

Scope

The Journal principally accepts for publication original research papers covering such topics as:

- Air quality, air pollution prevention and treatment;
- Wastewater treatment and utilization;
- Soil protection and remediation;
- Hydrology and water quality, water treatment;
- Waste management;
- Ecosystem restoration, toxicology and sustainability;
- Transformations and transport of organic pollutants in the environment;
- Transformations and transport of inorganic pollutants in the environment;
- Measurement techniques used in environmental engineering and monitoring;
- Other topics directly related to environmental engineering and environment protection.

The Journal accepts also authoritative and critical reviews of the current state of knowledge in the topic directly relating to the environment protection.

If unsure whether the article is within the scope of the Journal, please send an abstract via e-mail to: aep@ipis.zabrze.pl or katarzyna.panz@ipis.zabrze.pl

Preparation of the manuscript

The following are the requirements for manuscripts submitted for publication:

- The manuscript (with illustrations, tables, abstract and references) should not exceed 20 pages. In case the manuscript exceeds the required number of pages, we suggest contacting the Editor.
- The manuscript should be written in English.
- The manuscript ought to be submitted in doc or docx format in three files:
 - o text.doc – file containing the entire text, without title, keywords, authors names and affiliations
 - o figures.doc – file containing illustrations with legends
 - o tables.doc – file containing tables with legends.

- The text should be prepared in A4 format, 2.5 cm margins, 1.5 spaced, preferable using Time New Roman font with no less than 12 point. The text should be divided into sections and subsections according to general rules of manuscript editing. The proposed place of tables and figures insertion should be marked in the text.

- Legends in the figures should be concise and legible, using a proper font size so as to maintain their legibility after decreasing the font size. Please avoid using descriptions in figures, these should be used in legends or in the text of the article. Figures should be placed without the box. Legends should be placed under the figure and also without box.

- Tables should always be divided into columns. When there are many results presented in the table it should also be divided into lines.

- References should be cited in the text of an article by providing the name and publication year in brackets, e.g. (Nowak 2004). When a cited paper has two authors, both surnames connected with the word “and” should be provided, e.g. (Nowak and Kowalski 2004). When a cited paper has more than one author, surname of its first author, abbreviation ‘et al.’ and publication year should be provided, e.g. (Kowalski et al. 2004). When there are more than two publications cited in one place they should be divided with coma, e.g. (Nowak 2004, Nowak and Kowalski 2004, Kowalski et al. 2004). Internet sources should be cited like other texts - providing the name and publication year in brackets.

- References should be listed at the end of the article ordered alphabetically by surname of the first author. References should be made according to the following rules:

- o **Journal:**

Surnames and initials, publication year in brackets, title of the article, journal name in italics, volume, number, pages. For example:

Nowak, S.W., Smith, A.J. & Taylor, K.T. (2006). Title of article, *Journal Name*, 10, 2, pp. 93–98.

- o **Book:**

Surnames and initials, publication year in brackets, title in italics, publisher, place, publishing year. For example:

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- o **Edited book:**

Surnames and initials of text authors, publishing year in brackets, title of cited chapter, ‘in:’, title of the book in italics, surnames and initials of editor(s), ‘(Ed)’/’(Eds)’, publisher and place, pages. For example:

Reynor, J. & Taylor, K.T. (2006). Title of chapter, in: Title of the cited book, Ka mierski, I. & Jasi ski, C. (Eds.). Zabrze 2011.

- o **Internet sources:**

Surnames and initials or the name of the institution which published the text, publication year in brackets, title , website address, accessed on - in brackets. For example:

Kowalski, M. (2010). Title, ([http://www.krakow.pios.gov.pl/publikacje/2009/\(03.12.2014\)\)](http://www.krakow.pios.gov.pl/publikacje/2009/(03.12.2014))))

o **Patents:**

Orszulik, E. (2009) Palenisko fluidalne, Patent polski: nr PL20070383311 20070910 z 16 marca 2009.

Smith, I.M. (1988). U.S. Patent No. 123,445. Washington, D.C.: U.S. Patent and Trademark Office.

o **Materials published in language other than English:**

Titles of cited materials should be translated into English. Information of the language the materials were published in should be provided at the end. For example:

Nowak, S.W. & Taylor, K.T. (2006). Title of article, Journal Name, 10, 2, pp. 93–98 (in Polish)

Not more than 30 references should be cited in the original research paper.

Submission of the manuscript

By submitting the manuscript Author(s) warrant(s) that the article has not been previously published and is not under consideration by another journal. Authors claim responsibility and liability for the submitted article. The manuscripts should be submitted on-line using the Editorial System available at <http://www.editorialsystem.com/aep>. Authors are asked to propose at least 4 potential reviewers, including 2 from abroad, together with their e-mail addresses. The journal does not have article processing charges (APCs) nor article submission charges.

Review Process

All the submitted articles are assessed by the Editorial Board. If positively assessed by at least two editors, Editor in Chief, along with department editors selects two independent reviewers from recognized authorities in the discipline. Reviewers receive a text of the article (without personal data of Authors) and review forms applicable in the journal. In justified cases, reviewers receive additional questions regarding the article. Review process usually lasts from 1 to 4 months.

After completion of the review process Authors are informed of the results and - if both reviews are positive - asked to correct the text according to reviewers' comments. Next, the revised work is verified by the editorial staff for factual and editorial content.

Acceptance of the manuscript

The manuscript is accepted for publication on grounds of the opinions of independent reviewers and approval of Editorial Board. Authors are informed about the decision and also asked to pay processing charges and to send completed declaration of the transfer of copyright to the editorial office.

The next steps of publication processing would be done after receiving article publication charge by the Editorial Board.

Proofreading and Author Correction

All articles published in the Archives of Environmental Protection go through professional proofreading process. If there are too many language errors that prevent understanding of the text, the article is sent back to Authors with a request to correct the indicated fragments or - in extreme cases – to re-translate the text.

After proofreading the manuscript is prepared for publishing. The final stage of the publishing

process is Author correction. Authors receive a page proof copy of the article with a request to make final corrections.

Article publication charges

The publication fee of an article in the Journal is:

- 20 EUR/80 zł per page (black and white or in gray scale)
- 30 EUR/120 zł per page (color)

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