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Name SURNAME¹, Name SURNAME², Name SURNAME³ – BOLD TEXT, 12-POINTS, ALIGN TEXT LEFT (e.g. Adam NOWAK¹, Tomasz KOWALSKI², Maria SOZAL³) – Authors give information about affiliation, e-mail, and ORCID number on the footnote on the first page

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TITLE OF THE ARTICLE IN ENGLISH (e.g. TRANSPORT LAW) – 14-POINTS, BOLD TEXT, ALIGN TEXT LEFT, CAPITALIZED

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Summary. Summary text in English. The text should be justified. The right and left spaces from the page margins are equal 1 cm. First-line indent of this paragraph: 0,25 cm. Title of summary should be bold. The summary should include information about scientific achievements of the article. – JUSTIFIED TEXT, 12-POINTS

Keywords: keyword 1, keyword 2, ..., keyword N (minimum 3) – in English (e.g. **Keywords:** transport procedures, regulations, cargo) – JUSTIFIED TEXT, 12-POINTS

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¹ Faculty of Transport and Aviation Engineering, The Silesian University of Technology, Krasińskiego 8 Street, 40-019 Katowice, Poland. E-mail: adam.nowak@polsl.pl. ORCID: <https://orcid.org/0000-0002-0884-8765> – full of data in English, ALIGN TEXT LEFT, 10-POINTS

² Faculty of Transport and Aviation Engineering, The Silesian University of Technology, Krasińskiego 8 Street, 40-019 Katowice, Poland. E-mail: tomasz_kowalski@onet.eu. ORCID: <https://orcid.org/0000-0002-0884-8765>

³ Faculty of Mechanical Engineering, The Technical University of Košice, Letná 9 Street, 042 00 Košice, Slovak Republic. E-mail: maria.sozal@tuke.sk. ORCID: <https://orcid.org/0000-0002-0884-8765>

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1. INTRODUCTION

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Articles published in this journal should contain new original materials and information.

Authors of publications in journal do not get honorarium and also agree with the publication of articles in the printing version of the journal and also in the internet - version.

Responsibility for use of photos and drawings in the sent materials of articles lays on authors.

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2. CHAPTER TITLE, BOLD TEXT, ALIGN TEXT LEFT, CAPITALIZED

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Present instruction is an example of an article text. The article should be prepared in Word text editor. Wherever where no special indications, Times New Roman 12-points font is obligatory. Single line spacing. First-line indent of each paragraph: 0,5 cm. Symbols #12# determine blank lines of a given height.

The article should include 4 to 12 pages of text together with figures, tables and literature. An even number of pages (6 or 8) is preferred.

Basic text may be written in English.

Document formatting: A4 Document, all margins: 2,5 cm.

Headlines. For the first page as it is shown in the example, but the number of journal, the volume, issue and the years of publishing will be specified by publisher. On the left of even pages – page number, on the right – authors (in the format: Name Initials. Surname, etc.). On the left of odd pages – title of the article (shortened version allowed), on the right – page number. For present instruction page numbering is exemplary. Final numbering will be specified by publisher.

Decimal numbering should be used for the paragraph's titles, figures, equations and tables, as well as literature positions. Continuous numbering. Placing in the text of an article appropriate references to the bibliographic positions presented at the end is advisable. Literature references should be specified in square brackets, e.g. [2,8-10].

The text of an article should be divided onto chapters and subsections – 2 space lines 12 pt. before each chapter, 1 space line 12 pt. after each chapter; subsection titles – 1 space line 12 pt. before each subsection, after each subsection 1 space line 12 pt.

It is advised to use chapter numbering (1., 2.) and subsections as two-levels, i.e. 1.1, 1.2, 2.1.

Every article must contain conclusion or summary at the end and literature list afterwards.

The article is ended with the sentence containing the date of receiving the text to the publisher and the date of revised form acceptance. The concredited dates will be written by publisher.

At the end of article includes information about licence and symbol.

Publisher may insert separate departure from the advised rules (e.g. other than advised spaces between title and the text) in case of publishing need. The same might be applied to authors, but it should earlier be consulted with the publisher.

In case of any doubts please contact: SJSUTST@polsl.pl or piotr.czech@polsl.pl.

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2.1. Subsection title, bold text

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For building equations Microsoft Equation Editor is being used. Basic font: Times New Roman, 12 pt, italic formatting. Number of equation with a straight font. Example of an equation:

$$C = q_p \cdot \int_{t=0}^{\infty} f(t) \cdot \alpha(t) dt \quad (1)$$

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3. TABLES, FIGURES

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Every table should have it's own title. Horizontal test direction is preferred. Using vertical text direction will be acceptable exceptionally for large tables. In this case the table will be positioned on a separate page.

Tables and figures numbering must me continuous and one-level.

An example of table building is shown below for Tab. 1.

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Tab. 1

The title of table (np. Values of critical gaps for small roundabouts with one-lane minor roads and different value of exterior diameter) – in English, CENTERED TEXT

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Exterior diameter [m]	below 24	from 24 to 30	above 30 to 36	above 36
Critical gap [s]	5.0	4.8	4.6	4.5

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3.1. Graphics

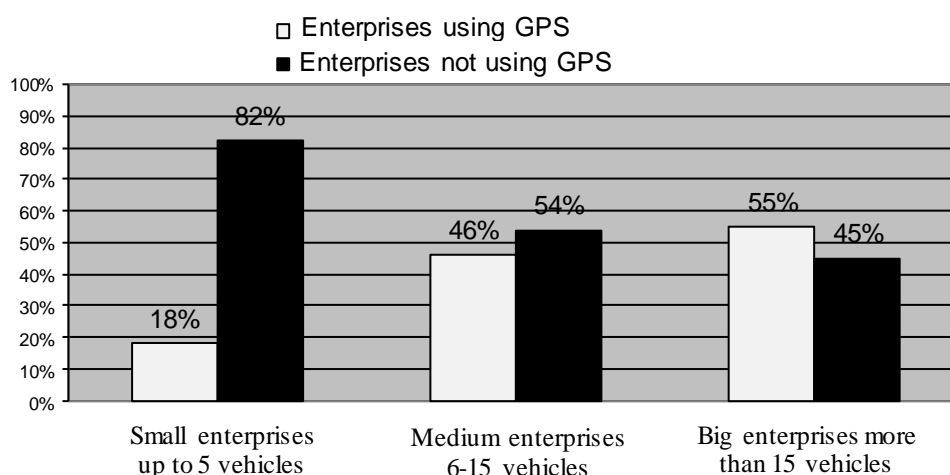
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Images' graphic must be compatible with the Word program requirements. Figures should represent a grey-scale image. The quality of an image should be sufficient when it is readable.

The figure description in the text should be preceded with this figure and should be sufficient for its correct understanding. Titles placed under the figure, in English – for article in English or in Polish – for article in Polish. Font: 12 pt., align text left, single space lines.

An example of figure and its subtitles are shown in Fig. 1.

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Fig. 1. Figure title (e.g. Fig. 1. Implementation of GPS in small, medium and large transportation enterprises) – in English, CENTERED TEXT

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The figures may also be presented in several parts, i.e. a, b, c... In this case all the parts must be inserted on the same page and have one subtitle with explanation according to individual part of the picture.

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4. LITERATURE LIST

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An example of building a literature list is shown below. Bibliography should be written next to a word – **References**, without giving the phrase – **4. LITERATURE LIST**. Title of books, articles, journals should be presented in accordance with the original. In the case of publications in languages other than English, you must add an English translation. Alphabetical order, no division into books, articles etc. (without the phrases – “Books, series and reports:”, “Journal article:”, etc.). **ALIGN TEXT LEFT, 12-POINTS**. The basic principles are consistent with the standards of ISO 690, PN-ISO 690 (Chicago system).

Please try to avoid autocitations of article authors and our journal autocitations.

Books, series and reports:

Surname of Author 1 Name of Author 1, Name of Author 2 Surname of Author 2, Name of Author 3 Surname of Author 3. Year. *Book's title*. Place of publication: Publishing House. ISBN. DOI.

Attention 1:

Author 1 – first „Surname” (without inverted commas), second „Name” (without inverted commas),

Author 2, 3, etc. – first „Name” (without inverted commas), second „Surname” (without inverted commas).

Attention 2:

„A comma” must be inserted between the authors.

Attention 3:

„A colon” must be inserted between “Place of publication” (without inverted commas) and “Publishing House” (without inverted commas).

Attention 4:

Book's title – **ITALIC TEXT**.

Example:

Book's title: The Handbook of Logistics and Distribution Management

Authors (Name Surname): Peter Baker, Phil Croucher, Alan Rushton

Year of publication: 2010

Place of publication: London

Publishing House: Kogan Page Limited

ISBN: 978-0-7494-5714-3

Notice in „References” (without inverted commas):

Baker Peter, Phil Croucher, Alan Rushton. 2010. *The Handbook of Logistics and Distribution Management*. London: Kogan Page Limited. ISBN 978-0-7494-5714-3.

Chapter in book:

Surname of Author 1 of chapter Name of Author 1 of chapter, Name of Author 2 of chapter Surname of Author 2 of chapter, Name of Author 3 of chapter Surname of Author 3 of chapter. Year. Title of chapter. In *Book's title*, edited by Name of Author 1 of book Surname of Author 1 of book, Name of Author 2 of book Surname of Author 2 of book, Name of Author 3 of book Surname of Author 3 of book, pages. Place of publication: Publishing House. ISBN. DOI.

Attention 1:

Author 1 of chapter – first „Surname” (without inverted commas), second „Name” (without inverted commas),

Author 2, 3, etc. of chapter – first „Name” (without inverted commas), second „Surname” (without inverted commas).

Attention 2:

Author 1, 2, 3, etc. of book – first „Name” (without inverted commas), second „Surname” (without inverted commas).

Attention 3:

Book's title – ITALIC TEXT.

Attention 4:

Title of chapter – NORMAL TEXT.

Attention 5:

The word „In” (without inverted commas) must be inserted before the title of chapter – NORMAL TEXT.

Attention 6:

„A comma” (without inverted commas) must be inserted after the book's title, and next the words “edited by” (without inverted commas) must be inserted.

Attention 7:

„A comma” (without inverted commas) must be inserted after the authors of book, and next the number of pages must be inserted.

Attention 8:

„A colon” must be inserted between “Place of publication” (without inverted commas) and “Publishing House” (without inverted commas).

Example:

Book's title: Advanced Microsystems for Automotive Applications. Smart Systems for Green and Automated Driving

Authors of book (Name Surname): Tim Schulze, Beate Müller, Gereon Meyer
 Title of chapter: Driver Head Pose Estimation by Regression
 Authors of chapter (Name Surname): Yodit Tessema, Matthias Höffken, Ulrich Kreßel
 Pages: 55-67
 Year of publication: 2015
 Place of publication: Switzerland
 Publishing House: Springer International Publishing
 ISBN: 978-3-319-20854-1

Notice in „References” (without inverted commas):

Tessema Yodit, Matthias Höffken, Ulrich Kreßel. 2010. Driver Head Pose Estimation by Regression. In *The Handbook of Logistics and Distribution Management*, edited by Tim Schulze, Beate Müller, Gereon Meyer, 55-67. Switzerland: Springer International Publishing. ISBN 978-3-319-20854-1.

Journal article:

Surname of Author 1 Name of Author 1, Name of Author 2 Surname of Author 2, Name of Author 3 Surname of Author 3. Year. „Title of article”. *Name of journal* Volume (Issue): pages. ISSN. DOI.

Attention 1:

Author 1 – first „Surname” (without inverted commas), second „Name” (without inverted commas),
 Author 2, 3, etc. – first „Name” (without inverted commas), second „Surname” (without inverted commas).

Attention 2:

Title of article must be inserted in inverted commas, NORMAL TEXT.

Attention 3:

Name of journal – ITALIC TEXT.

Attention 4:

„A dot”, „a comma” etc. must not be inserted between “Name of journal” (without inverted commas) and “Volume of journal” (without inverted commas).

Attention 5:

Volume of journal – NORMAL TEXT.

Attention 6:

“Issue of journal” (without inverted commas) must be inserted in „parenthesis” (without inverted commas) – NORMAL TEXT.

Attention 7:

„A colon” (without inverted commas) must be inserted before the number of pages.

Attention 8:

Number of pages – NORMAL TEXT.

Example:

Title of article: Transportation network reduction

Authors (Name Surname): Stanislav Palúch, Štefan Peško, Tomáš Majer, Jan Černý

Name of journal: Transport Problems

Year of publication: 2015

Volume of journal: 10

Issue of journal: 2

Number of pages: 69-74

ISSN: 1896-0596

DOI: 10.20858/tp.2015.10.2.7

Notice in „References” (without inverted commas):

Palúch Stanislav, Štefan Peško, Tomáš Majer, Jan Černý. 2015. „Transportation network reduction”. *Transport Problems* 10 (2): 69-74. ISSN 1896-0596. DOI: <https://doi.org/10.20858/tp.2015.10.2.7>.

Papers in conference proceedings, digest, etc.:

Surname of Author 1 Name of Author 1, Name of Author 2 Surname of Author 2, Name of Author 3 Surname of Author 3. Year. „Title of article”. In *Name of Conference*: pages. Organizer of Conference. Date of Conference, Place of Conference. ISBN.

Attention 1:

Author 1 – first „Surname” (without inverted commas), second „Name” (without inverted commas),

Author 2, 3, etc. – first „Name” (without inverted commas), second „Surname” (without inverted commas).

Attention 2:

Title of article must be inserted in inverted commas, NORMAL TEXT.

Attention 3:

Name of Conference – ITALIC TEXT.

Attention 4:

The word „In” (without inverted commas) must be inserted before the name of Conference – NORMAL TEXT.

Attention 5:

„A colon” (without inverted commas) must be inserted before the number of pages.

Attention 6:

Number of pages – NORMAL TEXT.

Attention 7:

„A comma” (without inverted commas) must be inserted between “Date of Conference” (without inverted commas) and “Place of Conference” (without inverted commas).

Attention 8:

„Organizer of Conference” (without inverted commas) and „Date of Conference” (without inverted commas) and „Place of Conference” (without inverted commas) – NORMAL TEXT.

Example:

Title of article: Optimization of the knowledge base by choosing the strategy of the technical service and repair of locomotives

Authors (Name Surname): Edvard Tartakovsky, Volodymyr Puzyr, Yurii Datsun

Name of Conference: VII International Conference „Transport Problems”

Year: 2015

Organizer of Conference: Faculty of Transport, Silesian University of Technology, Katowice, Poland.

Place of Conference: Katowice-Opole, Poland

Date of Conference: 24-26 June 2015

Pages: 585-590

ISBN: 978-83-935232-6-9

Notice in „References” (without inverted commas):

Tartakovsky Edvard, Volodymyr Puzyr, Yurii Datsun. 2015. „Optimization of the knowledge base by choosing the strategy of the technical service and repair of locomotives”. In *VII International Conference „Transport Problems”*: 585-590. Faculty of Transport, Silesian University of Technology, Katowice, Poland. 24-26 June 2015, Katowice-Opole, Poland. ISBN 978-83-935232-6-9.

Theses:

Surname of Author Name of Author. Year. „Title of thesis”. PhD thesis, Place of publication: Name of School.

Attention 1:

Author – first „Surname” (without inverted commas), second „Name” (without inverted commas).

Attention 2:

Title of thesis must be inserted in inverted commas, NORMAL TEXT.

Attention 3:

„A dot” (without inverted commas) must be inserted after the title of thesis, and next the words “PhD thesis” (without inverted commas) must be inserted.

Attention 4:

„A comma” (without inverted commas) must be inserted after the words “PhD thesis” (without inverted commas), and next “Place of publication” (without inverted commas) must be inserted – NORMAL TEXT.

Attention 5:

„A colon” (without inverted commas) must be inserted between “Place of publication” (without inverted commas) and “Name of School” (without inverted commas).

Attention 6:

If you do not know full of Author’s Name, you can insert full of Author’s Surname, and next only first letter of Author’s Name, and next “dot” (without inverted commas).

Example:

Title of thesis (in Ukrainian): *Методи і моделі системи автоматизованого управління транспортними потоками міста*

Author (Name Surname – in Ukrainian): В.П. Славич

Year: 2009

Place of publication (in Ukrainian): Херсон, Україна

Name of School (in Ukrainian): Херсонський національний технічний університет

Notice in „References” (without inverted commas):

Славич В.П. 2009. „Методи і моделі системи автоматизованого управління транспортними потоками міста”. PhD thesis, Херсон, Україна: Херсонський національний технічний університет. [In Ukrainian: Slavych V.P. 2009. „Methods and models of computer-aided management of traffic flows”. PhD thesis, Herson, Ukraine: Kherson National Technical University].

Standards:

Designation of standard. *Title of standard*. Place of publication: Name of Institution.

Attention 1:

„A dot” must be inserted between “Designation of standard” (without inverted commas) and “Title of standard” (without inverted commas) and “Place of publication” (without inverted commas).

Attention 2:

Title of standard – ITALIC TEXT.

Attention 3:

“Designation of standard” (without inverted commas) and “Place of publication” (without inverted commas) and “Name of Institution” (without inverted commas) – NORMAL TEXT.

Attention 4:

„A colon” (without inverted commas) must be inserted between “Place of publication” (without inverted commas) and “Name of Institution” (without inverted commas).

Example:

Designation of standard: PN-EN 13001-2:2013

Title of standard (in Polish): Bezpieczeństwo dźwignic. Ogólne zasady projektowania. Część 2: Obciążenia.

Place of publication (in Polish): Warszawa

Name of Institution (in Polish): Polski Komitet Normalizacyjny

Notice in „References” (without inverted commas):

PN-EN 13001-2:2013. *Bezpieczeństwo dźwignic. Ogólne zasady projektowania. Część 2: Obciążenia*. Warszawa: Polski Komitet Normalizacyjny. [In Polish: PN-EN 13001-2:2013. *Security of cranes. General principles for design. Part 2: Loads*. Warsaw: Polish Committee of Standardization].

Patents:

Designation of patent. *Title of patent*. The patent owner. Date of grant of the patent.

Attention 1:

„A dot” must be inserted between “Designation of patent” (without inverted commas) and “Title of patent” (without inverted commas) and “The patent owner” (without inverted commas) and “Date of grant of the patent” (without inverted commas).

Attention 2:

Title of patent – ITALIC TEXT.

Attention 3:

“Designation of patent” (without inverted commas) and “The patent owner” (without inverted commas) and “Date of grant of the patent” (without inverted commas) – NORMAL TEXT.

Example:

Designation of patent: EP 1713073 A1

Title of patent: Universal housing for holding storage devices

The patent owner: Quantum Corporation, San Jose, US. (Thorson T.A.)

Date of grant of the patent: 18.10.2006

Notice in „References” (without inverted commas):

EP 1713073 A1. *Universal housing for holding storage devices*. Quantum Corporation, San Jose, US. (Thorson T.A.). 18.10.2006.

Electronic materials:

Name of website. „Title of article”. Accessed: Date of access. Available at: Internet address of website.

Attention 1:

„A dot” must be inserted between “Name of website” (without inverted commas) and “Title of article” and the sentence “Accessed: Date of access” (without inverted commas) and the sentence “Available at: Internet address of website” (without inverted commas) – NORMAL TEXT.

Attention 2:

Title of article must be inserted in inverted commas.

Attention 3:

„A colon” must be inserted between the word „Accessed” (without inverted commas) and “Date of access” (without inverted commas).

Attention 4:

„A colon” must be inserted between the words „ Available at” (without inverted commas) and “Internet address of website” (without inverted commas).

Attention 5:

Internet address of website – NORMAL TEXT without underline.

Example:

Name of website: CNBC

Title of article: Crude oil's growing rail transport problem

Date of access: 30.06.2020

Internet address of website: <http://www.cnbc.com/2015/02/17/oil-train-explodes-in-west-virginia.html>

Notice in „References” (without inverted commas):

CNBC. „Crude oil's growing rail transport problem”. Accessed: 30.06.2020. Available at: <http://www.cnbc.com/2015/02/17/oil-train-explodes-in-west-virginia.html>

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References

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1. Baker Peter, Phil Croucher, Alan Rushton. 2010. *The Handbook of Logistics and Distribution Management*. London: Kogan Page Limited. ISBN 978-0-7494-5714-3.
2. Славич В.П. 2009. „Методи і моделі системи автоматизованого управління транспортними потоками міста”. PhD thesis, Херсон, Україна: Херсонський національний технічний університет. [In Ukrainian: Slavych V.P. 2009. „Methods and models of computer-aided management of traffic flows”. PhD thesis, Herson, Ukraine: Kherson National Technical University].
3. CNBC. „Crude oil's growing rail transport problem”. Accessed: 30.06.2015. Available at: <http://www.cnbc.com/2015/02/17/oil-train-explodes-in-west-virginia.html>.
4. EP 1713073 A1. *Universal housing for holding storage devices*. Quantum Corporation, San Jose, US. (Thorson T.A.). 18.10.2006.
5. Palúch Stanislav, Štefan Peško, Tomáš Majer, Jan Černý. 2015. „Transportation network reduction”. *Transport Problems* 10 (2): 69-74. ISSN 1896-0596. DOI: <https://doi.org/10.20858/tp.2015.10.2.7>.

6. PN-EN 13001-2:2013. *Bezpieczeństwo dźwignic. Ogólne zasady projektowania. Część 2: Obciążenia*. Warszawa: Polski Komitet Normalizacyjny. [In Polish: PN-EN 13001-2:2013. *Security of cranes. General principles for design. Part 2: Loads*. Warsaw: Polish Committee of Standardization].
7. Tartakovsky Edvard, Volodymyr Puzyr, Yurii Datsun. 2015. „Optimization of the knowledge base by choosing the strategy of the technical service and repair of locomotives”. In *VII International Conference „Transport Problems”*: 585-590. Faculty of Transport, Silesian University of Technology, Katowice, Poland. 24-26 June 2015, Katowice-Opole, Poland. ISBN 978-83-935232-6-9.
8. Tessema Yodit, Matthias Höffken, Ulrich Kreßel. 2010. Driver Head Pose Estimation by Regression. In *The Handbook of Logistics and Distribution Management*, edited by Tim Schulze, Beate Müller, Gereon Meyer, 55-67. Switzerland: Springer International Publishing. ISBN 978-3-319-20854-1.

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