

# Guide for Authors

The „Polimery” journal publishes original research, scientific and technical papers, reviews and messages in the field of chemistry, technology and processing of polymer materials, caoutchouc, rubber, chemical fibers, paints and lacquers, environmental protection and computer modeling of chemical processes. **Each paper is subject to a review** by at least two reviewers (the review procedure is described in the web site [www.polimery.ichp.vot.pl](http://www.polimery.ichp.vot.pl)). By submitting a paper to the Editorial Office, Authors agree to the review process.

## GENERAL REMARKS

Authors are asked to enclose with the submitted paper a statement that it has been neither published nor submitted for publication in any other domestic and abroad magazine.

At the moment of sending of a paper to the Editorial Office the copyrights are transferred to the Publisher, which has exclusive right to make use of the work, multiply it with any technique and publish in such a way that everybody could access it in a place and time at their convenience. Without prior consent of the Publisher the paper may be neither reproduced in any form nor translated.

Publishing of a paper describing experimental works requires sending to the Editorial Office the consent for publication by the manager of the institution employing the Author.

In order to prevent cases of ghostwriting and guest authorship it is required to send to the Editorial Office a statement concerning participation of individual authors in preparation of the paper and declaring its financing source.

**If the submitted paper contains illustrations or other copyright protected materials, Authors are obliged to obtain prior consent in writing by the first publisher to use it, to cover related costs and to make reference to the original source of the materials included in the paper.**

After a preliminary assessment by the Editorial Office and acceptance of the subject of the paper as compliant with the profile of the magazine, the paper is forwarded to further publishing stages.

The Authors are responsible for the substantive contents of the paper. The Editorial Office reserves them the right to make abridging, editorial modifications and to introduce necessary changes in terminology.

The Authors are obliged to proofread the submitted paper and return it within 48 hours from the moment they received the text.

## PREPARATION OF THE TEXT

**The Editorial Office kindly asks to get thoroughly acquainted with the information contained in this point, as in the case of gross disagreement with the herein included guidelines the paper shall not be accepted for further stages of the editorial process and shall be returned to the Authors.**

### General requirements

Papers in English (title, abstract and keywords in both languages) shall be submitted as MS Word files. Text figures and reaction schemes shall be contained in separate files. The text shall be written with Times New Roman font, 12 points, double line spacing and mar-

gins (left 4 cm and right 1.5 cm). Longer texts should be divided by the Authors into logically separate pieces, to be printed in subsequent issues of the journal.

The manuscript must contain first name and family name of the Author (Authors) along with exact business address and e-mail address (in case of collective works please select one Author for correspondence). Please provide the ORCID numbers (<https://orcid.org/>) of the Authors of the article (if they have).

Papers constituting literature reviews should contain elaboration of the presented subject matter, including possibly exhaustive set of world publications. The text should be divided into parts and possibly also chapters and subchapters constituting finite entireties.

In the case of papers concerning experimental studies the following order should be kept: the aim of the work, experimental part (description of materials: trade name, manufacturer, country; processes; testing methods and equipment used: type, manufacturer, country), results and their discussion, conclusions, and reference index.

### Abstract

Abstracts in both English and Polish (up to 500 characters) shall include basic information concerning the content of the paper.

### Units and symbols

In the paper there shall be used SI units. Polymer names should be substituted with international letter symbols, explained after the first usage.

### Tables

Tables, marked with consecutive numerals, shall be placed in the text of article.

### Mathematical equations

Mathematical equations (prepared using MS Word equation editor) marked with consecutive Arabic numerals, shall be placed in the text, each in a new line. Symbols used in equations should have the same size and style as the surrounding text.

### Chemical formulas and equations

Chemical formulas and equations shall be marked with consecutive Latin letters (*e.g.* Scheme A). They shall be written with ChemWin program, Palatino Linotype font, 9 pt, in sub/superscripts 7 pt, bonds 2 mm long).

If the equation breadth exceeds the column breadth (8.8 cm) it shall be broken into separate lines at the arrow or plus character and equations impossible to break shall be drawn through both columns (max. 17.6 cm). Line spacing shall be 4 mm.

Chemical equations shall be marked with consecutive Roman numerals.

### Figures (schemes, photographs and graphs)

Width of figures shall not exceed 8.6 cm and only in justified cases – 17.2 cm. They shall be embedded in Word documents in the text of the article and send in separate files in original format (preferred formats: *Excel*, *CorelDraw X5* or lower, *Adobe Illustrator*, *EPS*).

Please also send photos in separate files (JPEG, TIFF), properly described. Resolution of photographs shall be min. 300 dpi.

To prepare graphs please use *Excel* application. The graphs area shall be framed and may contain uncondensed auxiliary grid. Frame and grid lines shall be 0.5 pt thick and data plots 1 pt thick. Axes description shall include the name of the presented variable (starting

with upper case letter) and unit of measure, separated with comma.

Descriptions contained in schemes, photographs and graphs shall have font Palatino Linotype 9 pt.

## REFERENCES

References shall be numbered in the order of the first reference in the paper. Each item shall be composed according to the following examples.

### A paper in a magazine

[Item No] Family name of the 1<sup>st</sup> author, given name initials with dots, family name of the 2<sup>nd</sup> author, given name initials with dots etc.: *abbreviated magazine name according to CAS Source Index* **year of issue**, volume No, page No (optionally, comma separated, DOI No, if it was assigned). *Example:*

[1] Gaina C., Gaina V., Sara M. *et al.*: *Journal of Macromolecular Science, Part A. Pure and Applied Chemistry* **1997**, A 34, 2525.

[2] Krijgsman J., Feijen J., Gaymans R. J.: *Polymer* **2004**, 45, 4677, <https://doi.org/10.1016/j.polymer.2004.04.038>

### A book

[Item No] Family name of the 1<sup>st</sup> author, given name initials with dots, Family name of the 2<sup>nd</sup> author, given name initials with dots etc.: “Full title of the book in the original language” (1<sup>st</sup> editor family name, given name initials, 2<sup>nd</sup> editor family name, given name initials etc.) publisher, place and year of issue, page number. *Example:*

[1] Lenz R: “Organic chemistry of synthetic high polymers”, Interscience Publishers, John Wiley and Sons, New York, London, Sydney 1967, p. 742.

### A patent or patent application

[Item No] *Pat.* *Abbreviated country name* Number (year).

#### *Example:*

[1] *Pat. Jap.* 1 135 663 (1989).

[2] *Pat. Appl. Pol.* 393 092 (2010).

### Conference materials

[Item No] Family name of the 1<sup>st</sup> author, given name initials with dots, Family name of the 2<sup>nd</sup> author, given name initials with dots etc.: “Full title of the paper in the original language” Materials from Conference name, place, date, page No.

#### *Example:*

[1] Kapelski D., Slusarek B., Jankowski B. *et al.*: “Powder magnetic circuits in electric machines”, Materials from 14th International Conference on Advances in Materials and Processing Technologies, Istanbul, Turkey, June 13–16, 2011, p. 43.

### Web sites

[Item No] Web address (access date dd.mm.yyyy)

#### *Example:*

[1] <http://www.sigmaaldrich.com/catalog/product/aldrich/94829?Lang=pl&version=PL> (access date 12.11.2013)

## RAPID COMMUNICATION

The Original papers, in English only (about 4 type-written pages as described above and containing possibly 2–3 figures or 1–2 tables). A fast path of printing (about month since the date of receipt by the Editorial Office).