

## INSTRUCTIONS FOR AUTHORS OF PAPERS

1. The manuscript which is to be submitted to the Editorial Board should be written in two columns with double spacing on one side of A4 paper, with all margins of 2.54 cm (1"), font Times New Roman 12 pt. The work will be sent in electronic form, prepared solely using word processing program Microsoft Word, ending with the 2003 versions.  
The file should be named as follows: TA\_last name of first author \_first word of title.doc. Pictures should not be fitted into the text, but rather in electronic form, stored in each separate file. Image files should be named on following way: first TA\_last name of first author\_picture\_number of picture. appropriate extension. The extension must match the image format (tif, pcx, jpg, png ....). Images should have a resolution of min. 300 dpi and should be prepared so that they can be printed well in B / W technique. Each individual image should not be greater than one third of A4 format. Image labels should be written below the picture.
2. Titles and signatures placed bellow drawings and diagrams should be submitted in a separate file (in English), which should be named as follows:  
TA\_last name of first author\_title.doc.
3. The size of the article (text, along with summaries, pictures and drawings and with a list of literature references, not counting titles and signatures, as well as information about authors) should be limited to 6 pages (two illustrations correspond to approximately one page).  
An exception can be negotiated with the editorial board, and to receive a larger volume of work if the content and quality justifies it.
4. For successful inclusion of articles published on BCS languages in international information flows, parts of the manuscript should be written in the language of the article, as well as in English, namely: the text in tables, figures, diagrams and drawings, their titles, and signatures, and a list of abbreviations and marks.
5. Abstracts should be attached to the manuscripts:
  - Summary (synopsis) in the language of article of the maximum volume of a one printed site. It must explain the purpose of the paper, and must include the important data and conclusions, as well as keywords. This summary should be entered in the manuscript right after the header of the article.
  - The same summary in English (summary) with keywords (descriptors - keywords).
6. The paper should contain the full official address, phone and e-mail address of all authors (on a separate sheet). Emphasize the correspondence author, with whom will the editorial board consult.
7. The title of the article should be specific and informative, in order to better determine the content of the paper. It is desirable to be as short as possible. The title should be cited on one of the BCS languages and in English.

8. Text should be clear, concise, and grammatically correct without spelling errors, written in third person (impersonal).
9. Papers should be written with the assumption that readers know the discussed subject. Thus in (a short) introduction should briefly be stated only what is necessary for understanding of the text.
10. Experimental technique and device should be described in detail only if they deviate significantly from the description already published in the literature; for the known techniques and devices only source of necessary information is provided.
11. Tables and diagrams should be drawn and described so that they are understandable without reading the text. The same data should not be placed at the tables and diagrams, except in exceptional cases. The author will then give its reasons, and its validity is subject to final assessment of Editorial board and its reviewers.
12. Tables that contain a lot of data, where not all are necessary for understanding of the text should be reduced to the minimum. If desired by author, the editor will store complete tables in the archives and enable to interested readers an insight into the archive. This should be stated as a note with the abbreviated table.
13. Symbols of physical values should be written cursive, and unit of measure with vertical letters, eg. *V*, *m*, *p*, *t*, *T*, but: m<sup>3</sup>, kg, Pa, °C, K.
14. Formulas and equations should be typed, if possible, in one line (use a oblique fractional line instead of horizontal). Indexes, at top and bottom, should be written clearly. Avoid upper indexes so that they would not replace with numerical exponents. All special characters (Greek letters, etc.) that can cause confusion, authors should explain separately.
15. In the paper should be used sizes and units of measurement in accordance with International System of Units (SI). For specific nomenclature a list of all used labels and definitions should be add in the language of the article and on the English language.
16. References cited should be selective rather than extensive, except when it comes to review article. Literature citations should be enclosed on a separate sheet of paper and they should be numbered in the order they appear in the text. The numbers of citations are written to the text as a superscript. If the original literature was not available to the authors, they should cite by the source from which the quotation was taken. Abbreviations for magazines must be in strict accordance with the abbreviations that are alleged by the Chemical Abstract.

Example of citing journals:

1. J. J. Sangiovanni, A. S. Kesten, Chem. Eng. Sci. 26 (1971) 533.

Example of citing patents:

2. J. Ehrenfreund (Ciba Geigy A. -G.), Eur. Pat. Appl. 22748, 21 Jan 1981; C. A. 95 (1981) 7078b.

Example of book citation:

3. W. Mehl, J. M. Hale, Insulator Reactions, in: P. Delahay and C. W. Tobias (ed.), Advances in Electrochemistry and Electrochemical Engineering. Vol. 6, Interscience Publ., New York, 1967, pp. 399-458.

19. In the corrective prints only the author can correct the error text. For possible changes in the text (additions, etc.), the author bears the cost.