Guidelines for Authors

How to fill out the submission template?

Please follow these Guidelines to ensure that your document is submitted correctly.

Examples in these Guidelines are presented on a grey background:

> This is an example.

Please pay attention to the notes provided in the submission templates. Use them as an example of how each element of the document should be presented.

For information regarding the requirements of figures used, please consult the **Image files guidelines**.

In case of any questions regarding matters not covered in the provided materials, please email us at *eyec.ichip@pw.edu.pl*.

Submission files naming and format

Please submit the following files:

- manuscript files in the editable .docx format;
- separate figure files.

All files should be sent by email at *eyec.monograph.ichip@pw.edu.pl*. Please use the following naming convention:

- manuscript files: *XXX_Surname_Name_Y.docx*
- figure files: *XXX_Surname_Name_Y_figZZ.jpg*

XXX represents the submission type (*ABS*, *ART* or *MON*), *Surname_Name* is the submitting author's name, *Y* is the submission number (1 or 2), *ZZ* is the figure number according to the numbering in the manuscript.

Article and authors information table

Title

Please provide a concise and descriptive title for the document. Please take care to provide the exact wording for the title in every place of submission.

Authors

Enter the names and affiliations of the authors in the following format:

Name Surname[1], Name Surname[1,2], Name Surname[1,*]

Affiliations should be marked with uppercase numbers according to the list of affiliations: [1,2]. If there is only one affiliation for all authors, please do not omit the numbering indices and assign the same number to every author.

The corresponding author should be marked with an asterisk: *.

Affiliations

Enter the affiliations of the authors as a numbered list:

1. Affiliation 1, City, Country
2. Affiliation 2, City, Country
3. Affiliation 3, City, Country

Please make sure that the number of each affiliation corresponds to the markings next to the authors' names. Addresses or zip codes of the affiliations are not required.

Contact email

Enter the corresponding author's email address. Please provide only one email address.

Keywords

Please provide a set of 3 to 5 keywords that describe the field of study related to the document. Separate the keywords with a comma and a space:

keyword1, keyword2, keyword3, keyword4

Please avoid using abbreviations in the keywords, apart from those widely recognized in the field of study. Any documents with more or fewer keywords than required will be sent back to the author with a request for correction.

Abstract template – contents of the abstract

Please provide the contents of the abstract under the information table. The length of the abstract should not exceed

- 2300 characters (including spaces, approx. 330–350 words) for an abstract without a figure, or
- 1500 characters (including spaces, approx. 200–220 words) for an abstract with a figure.

One figure per abstract is allowed. Please do not provide any tables and literature references in the abstracts.
Please use the *Regular text* style from the Styles gallery for text inside paragraphs.

Remember to divide the abstract into paragraphs by using an empty line. The text should be left-aligned. Please do not justify the text and do not turn on the hyphenation feature.

Paragraph structure

Paragraphs of the abstract should correspond to the IMRaD (Introduction, Methods, Results, and Discussion) structure. An abstract should contain a minimum of three paragraphs:

- the first paragraph should function as an introduction: a brief overview of the problem and the idea behind the research;
- the second paragraph should be the longest and contain a general explanation of the goal of the specific research, presentation of the procedures and the performed tasks;
- the last paragraph should be a summary of the work and the achieved results.

Figures

Figures should be placed in the centre of the page with a caption describing its contents. Do not place titles in the figures themselves.

Figure files should have a resolution of at least 300 DPI. Use JPG or PNG format for photographs, and PNG, SVG or PDF format for technical drawings and charts.

For more information regarding the requirements, please consult the **Image files guidelines**.

Please note that all figures will be converted to grayscale in the printed version of the Monograph. Please beware of using artwork with many colours of similar brightness – after the conversion, data in the figure could become illegible.

The online version of the Monograph will be published in full colour.

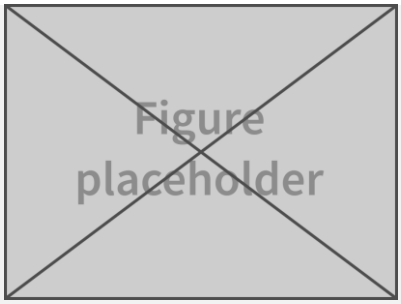


Figure 1: Example of a figure caption (use the *Centred* style for captions). Figure captions should be centred and placed under the illustration. Please consult the *Artwork files: format guidelines* for more information about preparing figures.

Acknowledgements

The Acknowledgements section, if applicable, should be placed at the end of the document. The Acknowledgements section should be kept brief and used to specify peers or organizations which supported the research.

Please use the Section style from the Styles gallery for the *Acknowledgements* section header.

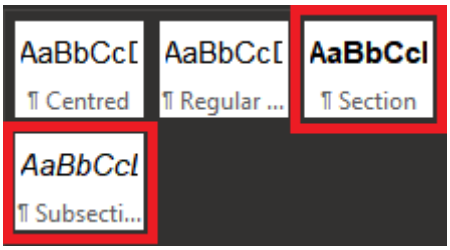
Article template – contents of the article

Please provide the contents of the abstract under the information table.

Remember to divide the article into paragraphs, sections and subsections. Paragraphs should be separated with an empty line; sections and subsections should be separated with two empty lines. The text should be left-aligned. Please do not justify the text and do not turn on the hyphenation feature.

Please use the *Regular text* style from the Styles gallery for text inside paragraphs.

Please use the *Section* and *Subsection* styles from the Styles gallery for section and subsection headers.



Article structure

Sections of the article should correspond to the IMRaD (Introduction, Methods, Results, and Discussion) structure. The first section of an article should be a brief abstract of the research, structured similarly to the pattern described in the *Paragraph structure* subsection of the *Abstract template – contents of the abstract* section (see Page 3).

Sections can be divided into subsections for better organization of provided data.

The last main section of the article should be the Conclusions, in which a summary of major findings in the research and their significance is presented.

The Acknowledgements section, if applicable, should be placed at the end of the document. The Acknowledgements section should be kept brief and used to specify peers or organizations which supported the research.

References

The References section should be placed after the Conclusion and Acknowledgements sections.

Please format the References section and the in-text citations according to the *American Philosophical Association (APA) 7th edition* citation style. Examples:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

Parenthetical citation:

(Grady et al., 2019)

Narrative citation:

Grady et al. (2019)

Please refer to the References and Reference examples on the APA website for more information when preparing the manuscript.

Please provide the DOI links, wherever available, for all types of cited documents.

We highly recommend using citation management software such as Mendeley or Zotero. Citation management programs are designed for easy references formatting and automatically adjust the references according to the selected citation style.

Figures

Figures should be placed in the centre of the page with a caption describing its contents. Do not place titles in the figures themselves.

Figure files should have a resolution of at least 300 DPI. Use JPG or PNG format for photographs, and PNG, SVG or PDF format for technical drawings and charts.

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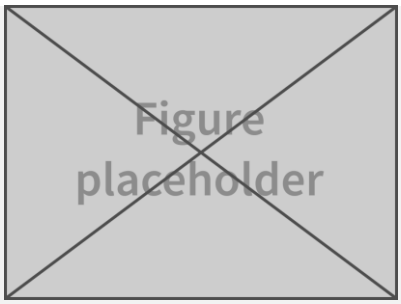

Figure 1: Example of a figure caption (use the *Centred* style for captions). Figure captions should be centred and placed under the illustration. Please consult the *Artwork files: format guidelines* for more information about preparing figures.

Numerical data

Symbols of quantities should be written in italics. Use a dot (.) as the decimal separator for all numerical values. Separate the units from the numerical value with a space.

Examples of valid presentations of numerical data:

$Q_G = 1.55\ \mathrm{dm^3\ min^{-1}}$
$N_A = 6.022 \cdot 10^{23}\ \mathrm{mol^{-1}}$
$k_B = 1.381 \times 10^{-23}\ \mathrm{J/K}$
$H_0 = 71 \pm 2\ \mathrm{km/s/Mpc}$

Equations

Equations in the text should be typeset using the built-in Microsoft Word equation editor. Each equation should be numbered according to its order of occurrence in the document. Example of an equation:

$$\rho\left(\frac{\partial u_x}{\partial t} + u_x\frac{\partial u_x}{\partial x} + u_y\frac{\partial u_x}{\partial y}\right) = -\frac{\partial p}{\partial x} + \mu\left(\frac{\partial^2 u_x}{\partial x^2} + \frac{\partial^2 u_y}{\partial y^2}\right) + \rho g_x \qquad (1)$$

Tables

Tables should be placed in the manuscript and formatted according to the example (Tab. 1). Table structure should be as simple as possible, with a focus on the legibility of displayed data.

Units in the table header should be provided in parentheses.

Table 1: Example of a table caption (use the *Centred* style for captions). Table caption should be centred and placed above the table.

Chemical compound	Parameter 1 (Unit)	Parameter 2 (Unit)	Parameter 3 (Unit)
Example 1	17.23	97.83	93.58
Example 2	79.30	83.48	70.27
Example 3	31.66	46.63	76.22
Example 4	12.38	61.57	76.67