

EDITING GUIDELINES

In order to streamline the process of editing the following instructions should be followed during the preparation of the final text (**all characters in Times New Roman**).

- The lay-out:

ENGLISH TITLE IN CAPITAL LETTERS, FONT SIZE – 14, BOLD, FLUSH LEFT TEXT ALIGNMENT, LEADING – 1.5

POLISH TITLE IN CAPITAL LETTERS, FONT SIZE – 12, BOLD, FLUSH LEFT TEXT ALIGNMENT, LEADING – 1

Names and surnames of the Authors, font size - 12, Bold, justified text alignment

The name and the exact address of a university, university college, e-mail address (font size – 11 pts., flush left text alignment, italics, leading – 1)

Articles in English

Introduction. Material and Methods. Results. (Discussion). Conclusions. References – such and similar names of the sections in small letters, font size - 14 pts., Bold, center text alignment

Titles of subsections, if any, font size - 12 pts., Bold, center text alignment

(Credits and acknowledgments, if any, font size - 10 pts., justified text alignment)

Body text: font size – 11 pts., justified text alignment, leading – 1.5.

Abstract – center text alignment, Bold.

Polish abstract (maximum of 200 words), font size – 9 pts., leading – 1, justified text alignment

- The size of each article, including Tables and Figures, should be no less than 10 pages and no more than 25 pages of the typescript in Microsoft Word for Windows.
- The text should be arranged as follows: font - Times New Roman, font size - 11, leading - 1.5, left margin - 3.5 cm, right margin - 1.5 cm; 2.5 cm for both bottom margin and top margin.
- The titles and body text must be arranged normally, with no initials, no highlighting or letter-spacing. The indentation of new paragraphs should be introduced from the Format menu: Format – Paragraph – First line (don't use the Tab key or multiple spaces).

- Tables and graphs should be pasted to and saved in separate Word files. Abbreviations for Tables or Figures should be „fig.” and „tab.” respectively followed by respective Arabic numbers; each Table and Figure should be put in a separate page in A4 format. Please, save all black-and-white pictures (including maps) and colorful photos as separate tiff 300 dpi or HQ jpg files.
- Latin names of species, taxonomic and syntaxonomic units should be put in italics
- Please, use the SI system for units of measurement.
- For Greek symbols α , β , γ , μ , π etc. or such as \geq \leq \div use the Symbol font instead of Times New Roman
- An article can also have the form of a review.
- In-text citations should be made as follows: [Kozłowski, 2007], [Rychling and Solon, 1986], [Mirek et al., 2002].
- The reference list should follow the alphabetical order, starting with the surname of each Author:

- [1] Dyguś K. H. 2004. *Matter allocation in forest ecosystem plants in relation to site fertility*. Ecological Questions 5/2004, Nicolaus Copernicus University Press, Toruń: 55-62.
- [2] Gromiec M. J., Gutowska-Siwiec L. i Witowski K. 2007. *Krajowy program oczyszczania ścieków komunalnych w odniesieniu do zlewni Narwi: 223-230*. (W:) J. Dojlido i B. Wieprzkowicz (red.), *Zlewnie rzek Bugu i Narwi. Zasoby wodne i przyrodnicze*. Monografia, Wyższa Szkoła Ekologii i Zarządzania w Warszawie. Warszawa., 448 s.
- [3] Kozłowski S. 2007. *Przyszłość ekorozwoju*. Wyd. KUL, Lublin, 622 s.
- [4] Nilsson C., Ekblad A., Gardfjell M. & Berg C., 1991. *Long-term effect of river regulation on river margin vegetation*. J. Appl. Ecol. 28: 963-987.
- [5] Rychling A. i Solon J. 1996. *Ekologia krajobrazu*. Wyd. Nauk. PWN, Warszawa., 319 s.