GUIDELINES FOR AUTHORS FOR FULL VERSION OF MANUSCRIPT

1. Preparation of paper .

General: Authors are responsible for paper contents including copyrights and text formatting.

- The following types of articles can be published in the journal Archives of Civil Engineering:
research papers, review papers, reports, case studies, notes, discussions.

- The publication License Agreement must be signed individually by each of the co-authors and should be submitted by the dedicated Editorial System of the Civil Engineering Archive . The form License Agreement is available in the Editorial System. It is allowed to submit all signatures on one License Agreement form.

- The name of the file containing the manuscript text must be between 3 and 6 words. Do not use terms such as "manuscript", "paper", "article", "submission", "publication", "work", etc., in the file name.

- The manuscript should be written in English.

- The first page should start with 7.00 top margin, 3.30 cm bottom margin and with 2.00 cm left and right margins.

- The following pages should start with a new section with 3.30 cm top margin, 2.0 cm bottom, left and right margins.

- It should be typed using 12 pt. Times New Roman (TNR) font with 1.5 line spacing, on single-sided A4 sheets.

- The paper should be minimum 10 pages and not exceed 16 pages including tables and figures.

- Only Polish authors should put a maximum of 2 additional pages with an extended summary in Polish at the end of the article, TNR 10 points, using alignment.

First page and main text:

The first page of the paper should contain:

- Article title,

- Name, degree, affiliation and e-mail of each co-author,

- 150-300 words abstract,

- up to 6 key words,

- The abstract should be written after the authors' names, using 10 pt. TNR font with 1.5 line spacing, 0.50 cm indentations left and right, justified text

- The main text should be divided into numbered (1, 2, etc.) and titled sections and subsections 1.1, 1.2 ... in section 1, 2.1, 2.2 ... in section 2 etc.

Figures and tables:

- Figures and tables should be inserted into the text, titled and consecutively numbered.

- References to figures and tables should be indicated in the text as Fig. 1, Fig. 2 etc. and Table 1, Table 2 etc. (TNR 11 pt., center aligned).

- Text in table: 10 pt. font, center aligned.

- Images should be at least 300 DPI.

List of figures and tables: List of figures and tables must fulfill

- TNR 11 pt., left align with 1.5 line spacing and should be provided before extended summary

- <u>For Polish authors only</u> they should be translated into Polish and placed at the end of the article, respectively, for the list in English.

- Units and mathematical formulas: SI units and abbreviations are obligatory.

- Mathematical formulas should be type-writing and centered. References to the formulas in text should be numbered consecutively in each section, i.e. (1.1), (1.2) ... in section 1, (2.1), (2.2) ... in section 2 etc. The numbers should be enclosed in brackets (...) with left align-ment. References to the formulas need to be indicated as Eq. (1.1), Eq. (1.2) ... in section 1, Eq. (2.1), Eq. (2.2) ... in section 2 etc.

- Equations without reference in the text should not be numbered.

Bibliography:

- References to literature and other sources should be listed in the order in which they are referenced in the manuscript.

- Only references cited in the manuscript should be included in the bibliography.

- It should be typed using TNR font 10 pt. with 1.0 line spacing.

- References in text should be indicated by the numbers in square brackets [...].

- Each item should contain full bibliographical data in the format illustrated below:

    [1] M. Shinozuka, C.M. Jan, Digital simulation of random processes and its application, Journal of Sound and Vibrations 25(1): 111-128, 1972.

    [2] T. J. Ross, Fuzzy logic with engineering applications, John Wiley & Sons, 2004.

    [3] C. Borri, F. Crocchini, L. Facchini, P. Spinelli, Numerical simulation of stationary and non-stationary stochastic processes: a comparative analysis for turbulent wind fields, Proc. 9th International Conference on Wind Engineering, "Retrospect and Prospect", vol. 1, New Delhi, 47-55, 1995.

- In special cases, other formats related to codes, reports, dissertations, etc. will be accepted

2. Submission of the paper: Articles for publication in the journal Archives of Civil Engineering and authors' licenses are submitted in the Editorial System https://www.editorialsystem.com/ace/. It is recommended to provide ORCID codes for each co-author.

3. Copyright:

- Submission of paper to Archives of Civil Engineering implies that the material is original and unpublished work, not under consideration for publication elsewhere.

- If permission for publication of any part of material is required, it should be obtained by the author.

- Both the corresponding author and other co-authors are responsible for approving the article for publication in the Archives of Civil Engineering.

4. Peer-review process:

- The editor appoints two reviewers whose names are hidden from the authors.

- Authors' data is unknown to reviewers.

- The paper will be published in ACE provided that the reviews are positive. If reviewers have any comments, the authors receive reviews to read and consider these comments.

- The editor decides whether the paper fulfill all requirements i.e. formal and scientific.

- Paper publication requires the author's final approval.

- As soon as the publication appears in print and in electronic forms on the Internet there is no possibility to change the content of the article.

5. Fees:

- Submission of paper is free of charge.

- Information on the current publication fee will be sent by e-mail confirming receipt of the submission.

- The condition of publication are two positive reviews of independent reviewers.

- After the article is approved for publication by the Editorial Board, the Author will be informed about the date of payment transfer.

- ACE is a non-profit organization and all fees are calculated solely to cover costs.

- The authors are asked to provide data for the invoice.