**13th Symposium SCIENCE – TECHNOLOGY – MANAGEMENT**

Kielce, 29-30 September 2016

Author guidelines for the preparation of papers

**Technical information**

1. **Text:** written in MS Word (program version not older that Word 97-2003)
2. **Abstract:** font face *Times New Roman (italics)* - 10 pt, from 150 to 230 words, single line spacing;
3. **Summary:** font face *Times New Roman (italics)* - 10 pt, at the end of the document, length of ca. 100 words, single line spacing;
4. **Paper:** font face Times New Roman - 11 pt;
5. **Line spacing:** single line spacing throughout the paper;
6. **Margins:** upper – 5,3 cm, bottom – 5,4 cm, left – 4 cm, right – 4 cm.;
7. **Length of the paper:** up to 12 pages;
8. **Spacing between:** titles of chapters, titles of subchapters, before and after illustrations and formulas - 12 pt;
9. **Citations:** in square brackets e.g.: [3];
10. **Reference to illustrations:** by means of an abbreviation (fig. 5);
11. **Illustrations:** in black and white, caption and source positioned under the illustrations;
12. **Text in a table:** 10 pt, 6 pt spacing from top edge, 6pt spacing from bottom edge, caption above and source under the table ;
13. **Formulas:** numbered in parentheses, e.g.: (1);
14. **References:** in a consecutive order, numbers of cited sources in square brackets e.g.: [1].

Text formatting template

ARTICLE TITLE (14 pt)

Forename SURNAME[[1]](#footnote-1), Forename SURNAME[[2]](#footnote-2)

(11 pt, footnote with Author's affiliation)

ABSTRACT (11 pt)

*In this essay, I discuss the implications of the debate over offshoring for our collective understanding of international business and management theories.*(10 pt)

# INTRODUCTION (11 pt)

As the previous two essays illustrate, there is considerable divergence over the causes and consequences of offshoring[8].

# CHAPTER TITLE (aligned to the left, 11 pt)

In 1966, Vernon described a theory of international competition known as the international product life cycle model (PLC).

## Subchapter title (aligned to the left, 11 pt)

Offshoring also has implications for strategic management[7].

# ILLUSTRATIONS



**Figure 1.** Style „Caption under the figure” (10 pt)

Source: Author's own elaboration. (9 pt)

# TabLES

**Table 1.** Style „Table - title” (10 pt)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | table | table | table | table |
| 2 | Tablea | table | table | table |
| 3 | Table | table | table | table |

Source: Author's own elaboration. (9 pt)

# FORMULAS

 (1)

where: r - machined surface radius, x - feed direction coordinate,-cutting edge inclination angle, - clearance angle.

BIBLIOGRAPHY (11 pt)

1. Kowalski E., *Modelowanie zjawisk falowania*, Postępy Technologii Maszyn i Urządzeń No. 19, 1995. (10 pt)
2. Kowalska A., Nowak J., Skrzypek Z., *Eksperymentalna weryfikacja modeli konstytuowania chropowatości powierzchni toczonych*, Archiwum Technologii Budowy Maszyn. KTBM PAN Poznań, vol. 8, 1990.
3. Kowalski E., Kowalska A., Skrzypek J., *Eksperymentalna weryfikacja modelu konstytutywnych*, Proceedings from the 2nd International Conference *„Influence of Production Engineering on the Surface Layer*”, Gorzów Wlkp. – Lubniewice, 1993.

1. mgr inż. Henryk Kowalski - Kielce University of Technology, Faculty of Management and Computer Modelling, Aleja Tysiąclecia Państwa Polskiego 7, 25–314 Kielce, PL. [↑](#footnote-ref-1)
2. dr inż. Jacek Jeziorak – name of institution (9 pt). [↑](#footnote-ref-2)