

PAPER EDITORIAL REQUIREMENTS

CONCRETE DAYS 2021

Papers shall be sent before – (the date will be given soon).

Page Format: A4 210 x 297 mm, 12 ÷ 14 pages

Texts:

Software: MS WORD

Type: Times New Roman CE, or ARIAL CE,

Type Size:

Chapter titles: 14 pt. bold

subtitles: 12 pt. bold

text: 12 pt. normal pictures,

tables title: 12 pt. normal any other kind of text 12 pt. normal

Adjustment:

titles: to the left

text: to the left

(double-sided adjusting is allowed but do not use text braking using key combination: SHIFT+ENTER nor)

Spacing: between lines: single

Paragraphs: before and after „0”

Please do not use:

- styles, headlines

-wider spacing created by using space button more than once

(during re-formatting SPACE marks won't be removed and there will be „holes” left in text)

-word individual partitioning using „-”

(during re-formatting pauses won't be removed and they will left in text)

-Colors in text (all colors will be converted into gray scale)

-text braking using key combination: shift + enter

-page and section dividing marks

-using SPACE key to create paragraphs

(during re-formatting SPACE marks won't be removed and there will be „holes” left in text)

Please use:

-to spacing between lines please use ENTER key (singly line)

-paragraphs – 1 x TAB key

-to create punching please do use pause („minus) or graphic symbol„•” (symbol

code left alt 0149 – from numerical keyboard)

(during re-formatting other symbols will be removed)

PICTURES

Pictures, draws, schemes please archive in separate files – **do not place any pictures (including scanned) in MS WORD document.** Please mark only number and title of picture in text.

Picture and draw format: max wide = 124mm

File format: CDR, JPG, TIF, PSD

Resolution: 250 - 300 dpi (photos and scanned pictures)

In case of lack of conditions to scan pictures please deliver the original to organization office. These materials will be returned after used.

All papers in electronic format should be sent (with printed format attached) to the organization office:

Polish Cement Association
ul. Lubelska 29, 30-003 Krakow, Poland
e-mail: dnibetonu@polskicement.pl
fax: +48 12 423 33 45, tel. +48 12 423 33 55

or via e-mail with printed copy via conventional letter.

Editors do not take responsibility for corrected paper in case they do not received printed copy.

In case of any questions please send them to the office with note „redakcja” or via e-mail.

Artur Darlak
artur.darlak@polskicement.pl

Krakow, 01-01-2020

office:
Polish Cement Association

