Forename Surname, Forename Surname[1]

University/Company

Forename Surname[2]

University/Company

Title of article

The text of the article should be written with a word processor that is compatible with MS WORD 2003 and later versions. Standard text should be written with the Times New Roman 12-pt font. The text should be aligned left, with1.5 spacing between the lines. The first line of each paragraph should be indented by 0.5 cm. There should be no extra spacing between paragraphs. Individual letters should be left at the end of lines.

The Author's/Authors' forename(s) and surname(s) should be given on the first page in the top left corner, as shown above. The information about the Authors' place of work and their academic degrees and other titles should be written at the bottom of the page as a footnote. Optionally a photo of the Author (head) may be placed in the top right corner. The photo of the Author and all other photos placed in the text (with the minimum resolution of 300 dpi) should be sent in a separate file, such as .jpg or .tiff.

The title of the article should be written with Times New Roman 14-pt. font with centre alignment. There should be one empty space left between the title and the first paragraph (1.5 spacing, 12-pt. font). In a peer-reviewed article the consecutive footnote number should be placed at the end of the title and the footnote should read as follows: Peer-reviewed article.

*The titles of chapters should be written with the **bold** Times New Roman 12-pt font with centre alignment, without giving the consecutive number. Before the title of a chapter one empty line should be left (even if the title starts the page) and after the title – one empty line (1.5 spacing, 12-pt. font).*

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[1] Academic degree, Forename Initial and full Surname, position/function, University, Faculty, Institute, Department or Company/Institution.
[2] Academic degree, Forename Initial and full Surname, position/function, University, Faculty, Institute, Department or Company/Institution.

Subchapters should be avoided. If necessary, the title of a subchapter should be written with the same font as the standard text, but it should be underlined, unnumbered, aligned left, spaced with one empty line (1.5 spacing, 12-pt. font).

1. PAGE FORMAT

The text of the article should bein the A4 format and with the following margins:

- top margin: 2.5 cm,
- bottommargin: 2.5 cm,
- leftmargin: 2.5 cm,
- rightmargin: 2.5 cm.

2. FORMULAS, FIGURES AND TABLES

Formulas should also be written with a 12-pt font in a word processor (or formula editor), with left alignment. The formula number should be written in brackets at the end of the line: $E = mc^2$ (1) where:

m – mass (kg), c – speed

of light (m/s).

The formula with the explanations can be spaced with one empty line (1.5 spacing, 12pt font)from the text. All variables, both in formulas and in the text should be written in italic type. The numbers of formulas in the text should also be written in brackets (1).

The title of the table should be positioned before the table, with its consecutive number given – the Times New Roman 12-pt font with left alignment should be used. See the example in Table 1 below. The table (aligned left) should be separated from the text with one line (1.5 spacing, 12-pt. font) before and after the table.

Table 1. The currency exchange rates on 15 June 2004.

Currency	Buying	Selling
EUR/PLN	4.5805	4.5865
CHF/PLN	3.0164	3.0194
USD/PLN	3.8055	3.8105

Source: conference materials.

Figures, photos, schemes, visualisations should be aligned left. They can be placed along the total width of the page. The caption under the figure:12-pt normal font (as in the text),aligned

left (e.g. Fig. 1. Caption or Photo 1. Caption.).The figure should be separated from the text with one line (1.5 spacing, 12-pt font) before and after the figure.

Fig. 1. The institution logo.

Source: The Author's material.

Photo 1. A picture of a horse.

Source:http://sisi22.galopuje.pl/foto_profil/13487.jpg (accessed on 10 June 2011).

The same marks should be used in figures as in the text. Figures, photos, schemes, visualisations must be pasted and formatted flush with the text. Additionally, all figures, photos, schemes, visualisations must be sent in separate files with appropriate extensions, e.g.
.jpg, .tif, .cdr, .xlxs, .xls).

The maximum length of the text in the article (without such supplements as tables, figures, photos, schemes, etc.) should not exceed 15,000 characters, including spaces. In the 'Logistyka' journal one page contains up to 5,000 characters in the text, including spaces (a standard A4 page consists of 1,800characters, including spaces, so one page in the journal

consists of 2.7standard pages). Pages in the article should not be numbered. It is not necessary to give the keywords.

Abstracts in Polish in English should be positioned after the text, before the list of references. They should be written according to the same standards as the main text of the article. The abstracts should be separated from the text and from the list of references with one line (1.5 spacing, 12-pt font). The words: **Abstract** (in Polish), **Abstract** (in English) and **the title in English** should be written with the **bold** Times New Roman 12-pt font with left alignment.

Abstract (in Polish)

This field should be used for the article abstract in Polish. The text in the abstract should be written with the Times New Roman 12-pt font,1.5 spacing. Paragraph format: left alignment, 1.5 cm left indentations. The abstract should not exceed the maximum length of 8 lines.

Title in English

Abstract (in English)

This field should be used for the article abstract in English. The text in the abstractshould be written with the Times New Roman 12-pt font,1.5 spacing. Paragraph format: left alignment. The abstract should not exceed the maximum length of 8 lines.

References should be listed in alphabetical order and written with the same 12-pt font as the text - see the example below. When making references to a particular item in thelist of publications, its number should be given in parentheses [1]. In this case no footnotes should be used. Please, use a uniform system of references to publications.

References

Iksiński J., Ygrekowski M., Zetowski A.: *The Guidelines for Formatting Articles for Publication in the Journal*, ILiM, Poznań, 2003.

Iksiński M.: The Guidelines for Formatting Articles for Publication in the Journal, 'Logistyka' No. 4/2010.

Preventing ghostwriting in the 'Logistyka' journal

One of the fundamental quality standards in science is honesty and reliability. Ghostwriting is a failure to meet these standards. It takes places when somebody made a significant contribution to the publication as one of the authors but this contribution is not revealed or that author's name is not listed in the acknowledgements in the publication. Guest authorship consists in attributing the authorship or co-authorship to the person whose contribution to the article was minimal or none at all. Therefore, to give our readers the guarantee that the
Authors of scientific articles published in 'Logistyka' present the results of their studies clearly, reliably and honestly (regardless of the fact whether they were the direct authors or they were assisted by other specialists or legal entities) the Editors:

1. demand that the Editor-in-Chief of the journal should be informed about the contribution of individual Authors of articles to their publication(the Authors' affiliation and contribution must be stated, i.e. the information who is the author of the concepts, assumptions and methods that were used when preparing the article). The Author that submits the article to the Editors is chiefly responsible for the reliability of the abovementioned information.
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3. shall document all cases of scientific dishonesty or unreliability, especially those violating and infringing the ethical rules in science.

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