# GUIDLINES FOR

# ABSTRACT

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1. FIRST PARAGRAPH

Please, produce your abstract according to these guidelines and follow these instructions carefully. It is obligatory to use the English language only. This template can help you edit the abstract. It is obligatory to use only the nonstandard page size i.e.   
16.5 cm×23.5 cm; **with** **mirror margins option:** inner margin at **1.9 cm**, outer margin at **1.9** **cm**, upper margin at **1.85 cm**, and lower margins at **2.2 cm** (see ‘Page settings’ available in ‘File’ section). The abstract in \*.doc (or \*.docx) and \*.pdf file format should be uploaded using the Symposium webpage [SSK.p.lodz.pl](file:///C:\\Users\\Radek%20M\\AppData\\Local\\Temp\\SSK.p.lodz.pl). The text file should be named with the first author name. If an author sends more than one paper, the subsequent files should be named: **Smith1.doc, Smith2.doc**, etc. Please, follow this file\_name\_template!

The abstract text is to be produced using **Microsoft Word (**not older than **2003** version) and should consist of a **maximum of 2 pages**. Text within paragraphs should be typed in **10-point** Times New Roman font with single line spacing and should be justified on both sides. It also concerns references. The first line should always be indented by **0.75 cm**.

Table 1. Table captions should be placed as shown here

|  |  |
| --- | --- |
| F/Fcrit [-] | T/Tcrit [-] |
| 0.99 | 0.01 |
| 0.12 | 0.82 |
| 0.03 | 0.92 |

Names of tables, as in the case of Table 1, should be placed directly above the table on the left margin in **9-point** Times New Roman font. Line spacing between the paragraph text and a name of the table as well as figure and paragraph should be set to **10 pts**. The interval between tables, figures, and equations should be set to **10 pts.** The numerical values in the table should be centred and typed in **10-point** Times New Roman font. Please, prepare a table frame in a **0.5-point** line. Please use only integers in a table name, i.e.: Table 2, Table 3.

By numbering use only one of the following options:

1. Number in parentheses - interposition every **0.63 cm** (see ‘Format’->’Paragraph’).
2. small letter with parenthesis.

* dash,

**Note**: please do not use other symbols and pay your attention to the line format.

2. NEXT PARAGRAPH – CAPITAL LETTERS

All expressions or equations, e.g. Eqn. 1 should be typed using **Microsoft Equation Editor 3.0**, directly below the paragraph text, and numbered with integers: i.e.: (2), (3). Figures such as in Figure 1 should be black and white (grayscale) and must be sharp and scalable. The numbering of figures should be as follows: Figure 1, Figure 2, ....

 (1)

where:

a - see the notes concerning numbering (above),

b1 - the equation should be typed using a **10-point** Times New Roman font (upper and lower index in **5 pts** Times New Roman font, but symbols in **10 pts**),

c – the equation should be centred, with the equation number flush right (to the right margin),

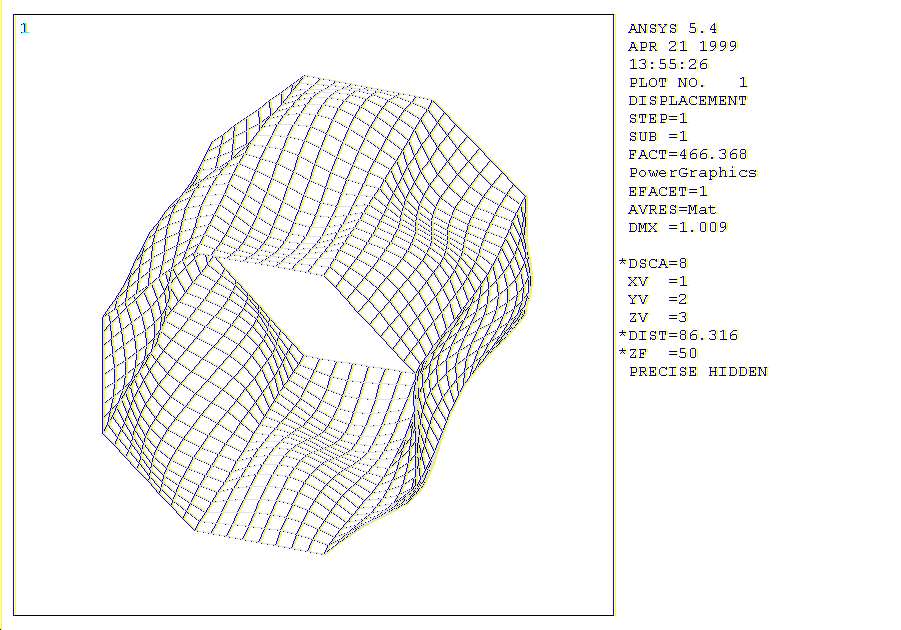
d - description of all variables of Eqn. 1 should be placed with **0.75 cm** indentation.

Fig. 1. Caption must be set below the figure and centred using **9-point** Times New Roman font. It concerns both figures and diagrams. Please do not finish the caption with full stop

Paragraph text…

If the presented work was made under a grant or project, the author can place acknowledgements here.

REFERENCES - CAPITAL LETTERS WITHOUT NUMBERING

1. Surname and first letter of a first name(s), Title, Editor, Venue, Year, pages.
2. Kowalski J., Nowak T., Stability of structures, PPWW, Lodz, 2000, pp. 130-142.