

Instructions to Authors

Submission of papers

Authors are requested to submit their original manuscript and figures in electronic form to the Editorial Office e-mail: biuletyn@pan.pl.

At the beginning of the editorial procedure, preferably pdf file (an acceptable form for reviewers), then a source file with the final version of the article should be submitted.

Papers appearing in the Bulletin must be also recommended for publication by members of Board of Co-editors. Authors may also send papers directly to the address of Editorial Office. In this case the Editor-in-Chief will arrange recommendation of papers.

All contributions are read by two or more referees to ensure both accuracy and relevance, and revisions to the script may thus be required. On acceptance, contributions are subject to editorial amendment to suit house style.

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere, and that if accepted it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher. Material not accepted for publication will be returned only by on request.

Types of contributions

Original high-quality research papers; short communications for rapid publication, letters to Editor. Translated material, which has not been published in English, will also be considered. This journal also publishes industrial news, updates conference reports, book reviews, and a calendar of forthcoming events. Contributions of this type should be sent to the Publisher.

Manuscript preparation

1. The **manuscript** should be written in clear and concise English. Manuscripts should be double-spaced with wide margins on one side of white paper. Good quality printouts with a font size of 10 or 12 pt are required. The corresponding author should be identified (include a fax number and e-mail address). Full postal addresses must be given for all co-authors. Authors should consult a recent issue of the journal for style if possible.

2. A self-contained **abstract** of approximately 100-200 words; with at least three keywords, for indexing purposes.

3. Follow this order when typing manuscripts; title, authors, affiliations, abstract, keywords, main **text**, acknowledgements, appendix, references, figure captions and then tables. Do not import the figures or tables into your text. The corresponding author should be identified with an asterisk and footnote. All other footnotes (except for table footnotes) should be identified with superscript Arabic numbers. The main text of paper should be divided into **sections** and subsections (if needed the **subsections** may be divided in paragraphs). These parts of the text should have relevant **headings** numbered accordingly by only one number (I.) or two numbers (1.1.).

4. All measurements and data should be given in **SI units**, or if SI units do not exist, in an internationally accepted unit.

5. It is helpful to identify **Greek symbols** by name in the margin the first time they appear. Abbreviations and acronyms should only be for unwieldy terms and names which occur frequently in the manuscript.

6. **Equations and formulae** should be typewritten wherever possible. Equations should be numbered consecutively with Arabic numbers in parentheses on the right-hand side of the page.

7. All publications cited in the text should be presented in a list of **references** following the text of the manuscript. In the text refer to references by a number in square brackets or the line, and the full reference should be given in a numerical list at the end of the paper. References should be given in the following form:

1. K. Sankarasubramanian and P.A. Venkatakrishnan, "CCD-based polarization interferometric technique for testing waveplates", *Optics & Laser Technology* 30 (1), 15-21 (1998).
2. M. Bom and E. Wolf, *Principles of Optics*, Pergamon Press, Oxford, 1989.
3. P. Apostoli and A. Kanda, "Cantorian sets, fuzzy sets, rough sets and fregean sets", *Bull. Pol. Ac.: Tech.* 50 (3), 247-276 (2002).
4. D.A. Scriber, M.R. Kruer, and J.M. Killiany, "Infrared focal array technology," *Proc. IEEE* 79, 66-85 (1991).

8. All **illustrations** should be provided in camera-ready form, suitable for reproduction (which may include reduction) without retouching. Photographs, charts and diagrams are all to(be referred to as "Figure(s)" and should be numbered consecutively in the order to which they are referred. They should accompany the manuscript, but should not be included within the text. All illustrations should be clearly marked on the back with the figure number and the author's name. All figures are to have a caption. Captions should be supplied on a separate sheet.

Line drawings. Good quality printouts produced in black ink on white paper are required. All lettering, graph lines and points on graphs should be sufficiently large and bold to permit reproduction when the diagram has been reduced to a size suitable for inclusion in the journal. Dye-line prints or photocopies are not suitable for reproduction. Do not use any type of shading on computer-generated illustrations.

Photographs. Original photographs must be supplied as they are to be reproduced (e.g. black and white or colour). If necessary, a scale should be marked on the photograph. Please note that photocopies of photographs are not acceptable.

Colour. Colour will be charged at current printing costs.

9. **Tables** should be numbered consecutively and given a suitable caption: each table should be typed on a separate sheet Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters. No vertical rules should be used.

Electronic submission

Authors should submit an electronic copy of their paper with the final version of the manuscript. The electronic copy should match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Only files confirming to the following guidelines will be accepted:

- Word files,
- figures in Postscript (ps or eps) or tif format should be included as separate files,
- LaTeX files are also accepted along with a Rich Text Format (RTF) file of the paper,
- All files should be archived and compressed into a single file using WinZip before e-mailing.

Proofs

Proofs will be sent to the author (first named author if no corresponding author is identified of multi-authored papers) and should be returned within 48 hours of receipt.