# Title of piper (bold, 24-point font; space before the title: 24 pt, space after the title: 6 pt; left justified, no indentation, single line spacing)

J. Smith1, O. K. Duncan2 (First initial and last name; bold, 11-point font; space before the paragraph: 6 pt, space after the paragraph: 6 pt; left justified, no indentation, line spacing: 1.15)

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(Affiliation: institution, city, country; e-mail in parentheses for corresponding author only; formatting: italic, 11-point font, without spaces before and after the paragraph, single line spacing, left justified, hanging indentation: 0.25 cm)

Abstract (bold, italic, 13-point font, space before the headline: 18 pt, space after the headline: 6 pt; left justified, no indentation)

Important information: the paper title, authors’ names, affiliation, abstract and keywords should fit in exactly one page.

Body text formatting: 11-point font, without spaces before and after the paragraph; full justified, first line indentation: 0.75 cm, line spacing: 1.15.

General guidelines. Manuscripts should be prepared as Microsoft Word file, written in English with Times New Roman font, without pagination. Paper size: 17.60 × 25.01 cm, top and left margins: 2.5 cm, bottom and right margin: 2.0 cm. It is recommended to arrange the manuscript according to following order: title, authors and affiliation, abstract and keywords on the first page, next numbered sections as Introduction, Material and Methods, Results and Discussion, Summary and Conclusion, and unnumbered sections as Acknowledgements (optional) and References.

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***Keywords******(bold, italic 11-point font,*** ***space before the paragraph: 6 pt; left justified, no indentation)***

example: water supply, wastewater removal, designing, monitoring (11-point font, space before the paragraph: 6 pt; left justified, no indentation, single line spacing)

## Introduction (all numbered headlines formatting: bold, 13-point font; space before the headline: 18 pt, space after the headline: 6 pt; left justified, hanging line indentation: 0.63 cm, left indentation: 0.63 cm; numbered)

Body text formatting: 11-point font, without spaces before and after the paragraph; full justified, first line indentation: 0.75 cm, line spacing: 1.15.

Citing references in the text. Citations to sources should be placed within the text in parentheses by giving the author’s surname and the year of publication, separated with a comma (Smith, 2017). All citations have to be listed in the section “References” at the end of the manuscript.

If a work has two authors, both last names should be cited every time the reference occurs in the text (Fibey and Allbov, 2013). If the source has more than two authors, the surname of the first author should be followed by “et al.” (Suchorab et al., 2016).

If two or more references are included within the same parentheses, they should be ordered chronologically and separated with semicolons (Widomski et al., 2012; 2013; Iwanek et al., 2015; Smith, 2017).

If two or more references by the same author published in the same year are cited, the references distinguished by adding a, b, c, etc. after the year, both in the text and in the references list (Smith, 2015a).

If the author’s name occurs naturally in the sentence, the year only should be given in parentheses, e.g. “Smith (2017) improved that …”, “Fibey and Allbov (2013) claimed …”. In the case of three or more authors, only the last name of the first author followed by "et al." should preceded the year of publication, e.g. “The results obtained by Iwanek et al. (2015) suggest …”.

## Materials and Methods (formatting as all numbered headlines)

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* 1. Subheading (optional) – first level (bold, 13-point font; space before the subheading: 6 pt, space after the subheading: 3 pt; left justified, hanging line indentation: 0.75 cm; multi-level numbered)

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* + 1. Subheading (optional) – second level (bold, 13-point font; space before the subheading: 6 pt, space after the subheading: 3 pt; left justified, hanging line indentation: 1.15 cm; multi-level numbered)

Figures. All figures must be numbered in the order in which they appear in the manuscript (Fig. 1, Fig. 2, etc.). In multi-part figures, each part should be labeled (Fig. 1a, Fig. 1b, etc.). If a figure is prepared in color, please note that it will be in color only in the online version. In the printed version it will be in black-and-white, thus this version also has to be clear. The maximum width of a figure is 13.1 cm. Size of digits and letters in figures should not be greater than size of the body text font and smaller than a font size of the figure caption. The caption formatting is given in the exemplary figure (Fig. 1).

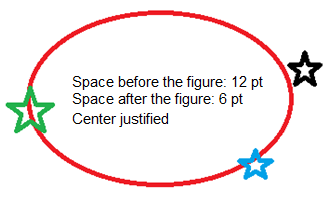


Fig. 1. Caption formatting: 10-point font, space before the caption: 6 pt, space after the caption: 12 pt; center justified

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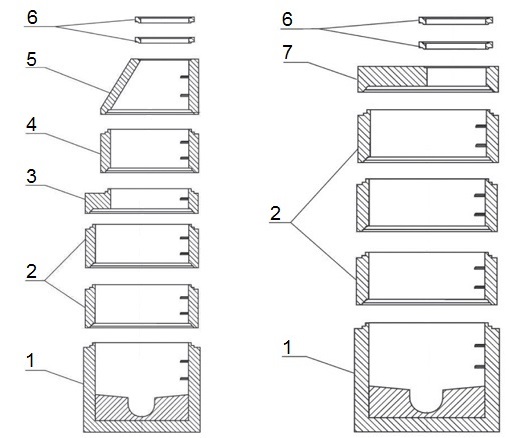


Fig. 2. Figure title (Smith, 2012):   
1 – legend, 2 – legend, 3 – legend, 4 – legend, 5 – legend, 6 –  legend, 7 – legend

Equations and symbols. Use the equation editor to insert an equation in the text. Equations should be numbered consecutively with equation numbers in parentheses positioned in the right margin, using the tab.

(1)

where: *a* – symbol [unit], *x* – symbol [unit] and *b* – symbol [unit].

Equations should be referred as “Eq. (1)” inside a sentence or as “Equation (1)” at the beginning of a sentence. Symbols used in an equation should be defined directly below the equation (as in the example above) or before the equation appears. Each symbol should be defined only once.

Mathematical symbols should be typed in italic. Units of measure and chemical symbols can’t be italicized.

## Results and Discussion (formatting as all numbered headlines)

Tables. All tables must be numbered in the order in which they appear in the manuscript (Tab. 1, Tab. 2, etc.). A single table can’t be larger than one page. Cells should have all borders visible (1/2 pt). Height of a single row should equal 0.45 cm. Table text formatting: 11-point font, without spaces before and after the paragraph; left justified, no indentation, single line spacing. Bold fonts and vertical direction of text are acceptable. A title of a table should be typed just above the table. The table title formatting is given in the example (Tab. 1).

Table 1. Table title formatting: 10-point font, space before the caption: 6 pt, space after the caption: 12 pt; full justified, hanging line indentation: 1.26 cm

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| 31 | 11 | roadway | factory | sanitary | 7.24 | 13 | 3 | 4 | **3.5** | SC |
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| 33 | 11 | roadway | factory | sanitary | 7.68 | 12 | 4 | 4 | **4** | SC |
| 34 | 3 | roadway | factory | storm | - | 13 | 5 | 5 | **5** | SC |
| 35 | > 11 | sidewalk | - | storm | 7.82 | - | 4 | 3 | **3** | SC |
| 36 | 3 | roadway | factory | sanitary | 7.9 | 13 | 5 | 4 | **4.5** | SC |
| 37 | 3 | roadway | factory | sanitary | - | 13 | 5 | 4 | **4.5** | SC |
| 38 | 3 | greenery | factory | sanitary | - | 13 | 5 | 4 | **4.5** | SC |
| 39 | > 11 | roadway | in-situ | sanitary | 7.64 | 13 | 2 | 2 | **2** | L, C |
| 40 | 8 | roadway | factory | storm | - | 13 | 5 | 5 | **5** | - |
| 41 | > 11 | roadway | in-situ | sanitary | - | 8 | 2 | 2 | **2** | L, C |

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Table 2. Example

|  |  |
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| **Soil type** | **Saturated hydraulic conductivity**  **[m/day]** |
| Gravel | 30-30 000 |
| Clear sand | 0.3-300 |
| Silty sand | 0.03-30 |
| Silt, loess | 3.0∙10-5-0.3 |
| Glacial till | 3.0∙10-8-0.03 |
| Unweathered marine clay | 3.0∙10-8-3.0∙10-5 |

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## Summary and Conclusions (formatting as all numbered headlines)

Bullet points are acceptable:

* A bulleted item can be a complete sentence terminated with a full stop.
* A bulleted item can be a part of a sentence and then it should be terminated with a semicolon “;”.
* The last item should always be terminated with a full stop.
* Bullet points formatting: 11-point font, without spaces before and after the bullet point (exception: space after the last bullet point – 6 pt); full justified, hanging indentation: 0.75 cm, line spacing: 1.15.

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Acknowledgments (optional; formatted as the heading ”Abstract”)

Acknowledgments text has to be formatted as the body text. Acknowledgments are not necessary.

References (formatted as the heading ”Abstract”)

1. Fibey K., Allbov S.: *Water Distribution Networks*. KJCPress, London 2013.
2. Iwanek M., Kowalski D., Kwietniewski M.: Badania modelowe wypływu wody z podziemnego rurociągu podczas awarii (Model studies of a water outflow from an underground pipeline upon its failure). *Ochrona Środowiska*, 37(4), 13-17, 2015 (in Polish).
3. PN-EN 1917:2004. Studzienki włazowe i niewłazowe z betonu niezbrojonego, z betonu zbrojonego włóknem stalowym i żelbetowe (Concrete manholes and inspection chambers, unreinforced, steel fibre and reinforced) (in Polish).
4. Smith, J.: Problems of water network systems maintenance. *Technical Journal*, 7(1), 9-13, 2015a.
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7. Suchorab, P., Iwanek, M., Florek, M., Błoński M., Malec A.: Analysis of a condition of exploited concrete sewerage manholes. In: Sobczuk, H., Kowalska, B. (eds.): *Water Supply and Wastewater Removal*, 197-208, Politechnika Lubelska, Lublin 2016.
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10. www.germann.org (March 2017)

List of references has to be arranged in the alphabetical order of authors’ names, formatted as in the examples above. If a cited publication is not written in English, type the title in original language (in Latin alphabet) and the translation to English in parentheses, and give information about original language at the line end in parentheses (as in the examples No 2, No 3 and No 9 above). The journals’ titles should not be neither translated nor abbreviated.

Make sure that all listed references are cited in the body text and vice-versa.