

FACULTY OF BIOTECHNOLOGY AND FOOD SCIENCES

is pleased to invite you to take part in the BACIF 2025 conference
which will result in a scientific monograph published by
Lodz University of Technology Press
entitled:

A Monograph on Biologically Active Compounds in Food

EDITORIAL REQUIREMENTS

1. Responsibilities of the author(s)

- It is the responsibility of the authors to ensure that the submitted manuscript is free from plagiarism or self-plagiarism, i.e. does not contain material previously published or is not under consideration for publication elsewhere;
- For multi-author chapters, the author submitting the article/chapter is responsible for ensuring that all co-authors, if any, were equally involved in the preparation of the manuscript, as well as being named in the manuscript;
- The author submitting the chapter should ensure that all co-authors have approved the manuscript. In addition, the submitting author is responsible for proofreading after the review process and ongoing collaboration with the scientific editors of the monograph.

2. Language and style of the chapter/scientific paper:

- The manuscript should be edited in accordance with the guidelines of scientific style (orderly and logical composition of the text, absence of colloquial expressions, precise use of scientific terminology, observance of the principle of clarity and conciseness of statements and use of correct punctuation in extended and multi-part sentences);
- The language and layout of the work should be adapted to the purpose of the publication and its form and genre structure (monograph, textbook, script, etc.);
- The chapter/scientific paper must include a description of the scientific apparatus – precisely elaborated footnotes and a bibliography;
- Each graphic element (model, diagram, chart, table, photograph, etc.) must be signed and accompanied by a description of the sources;
- In the text, first-person narration should not be used. It is appropriate to write impersonally ('can be noted', 'it is proposed', 'will be analysed', etc.). The impersonal form and passive voice are often used (e.g. 'It has been found that...', 'A number of studies have been carried out which...');
- In original works (monographs, scientific articles) the past tense is mostly used;
- All foreign-language borrowings should be conjugated and an apostrophe should be used when a word ending in a vowel in its pronunciation needs to be conjugated (e.g. 'fanpage'a', 'software'u', 'Kennedy'emu' but 'gameplaya', 'Kaya') with exceptions regulated by the Polish Orthographic Standard;
- Each chapter should be divided into three parts: 1. Introduction – purpose, scope, methodological assumptions, thesis; 2. Analysis and research part; 3. Summary (conclusion).

3. Volume and structure of the chapter

- Author's or multi-author's peer-reviewed scientific article of a volume of at least one publishing sheet (16 A4 pages), published in an edited collective work as a chapter, i.e. a longer (independent) fragment of a book;
- The chapter/paper should be a minimum of 40,000 characters of standardised text with footnotes and bibliography, i.e. 1 publication sheet;
- Each chapter should consist of fixed elements in the following order:
 - Name(s) of author(s);
 - Institutional affiliation and e-mail address. If the article is written by two or more authors the data must be placed next to the name of each author;
 - Title of the paper;
 - Abstract (200-250 words);
 - Keywords (5-7);
 - Text of the paper with tables, illustrations, diagrams, drawings and other graphic objects inserted where appropriate;
 - Bibliography (according to the rules described below).

4. Editorial and technical requirements – formatting rules

Documents must be formatted in a standard way, without any embellishments or special characters (hard space, soft enter, etc.).

No text may be written in capital letters (using CapsLock) and title inscriptions must not end with a full stop.

No bold, boldface or coloured font may be used in the text.

Main text:

Times New Roman or other serif font available in the system (sans-serif fonts may be used for e-books), 11 points, single line spacing, first line indentation 0.7 cm (set the indentation of the first line in a paragraph at 0.7 cm without using tabs), adjusted text.

Citation blocks and footnotes:

Times New Roman 10 point, single spacing, paragraph indentation after footnote number adjusted on text.

Bibliography: Times New Roman, 10 points, single spacing, adjusted text.

Chapter titles and subtitles:

Chapter titles and subtitles should be written in a graded font of different sizes, according to the hierarchy of the different parts (numbering is acceptable): first degree – 16 points, second degree – 14 points, third degree – 12 points, fourth degree – 11 points.

Each chapter should start on an odd-numbered page.

Titles should be centred or start from the left edge of the text. Abbreviations and brackets are not used in titles. Footnotes are not applicable for titles.

Other rules:

- margins: top 2.0 cm, bottom 2.5 cm, left 2.5 cm, right 2.5 cm;
- font – Times New Roman – headline and metadata: 12 pt., Text: 11 pt., Abstract and keywords – 10 pt.;
- paragraph spacing: 1.0 line;
- numbering of chapters and subchapters preserving the hierarchy of content;
- indentation of the first line of each paragraph by pressing the tab key once;
- no spaces after paragraphs;
- figures, screenshots, etc. should be in high resolution;
- longer verbatim quotes in text column: font 10 pt., indentation: left 1.2, right 1.2.

The text can be prepared in Microsoft Word or Adobe InDesign.

5. Footnotes, bibliography, description of sources:

- **Harvard style** should be used and footnotes and bibliography should be created on its basis in all chapters;
- Each footnote or entry in the bibliography must be original;
- Neither footnotes nor bibliographic addresses may be copied from another publications, websites or an electronic version of another book or paper;
- Metadata in bibliography managers (such as Mendeley) are not bibliographic addresses – they must not be copied verbatim;
- Bibliography arranged alphabetically by authors' surnames is always placed at the end of the chapter.

Structure of footnotes and bibliography in the Harvard system – examples

For single-author works:

In-text:

(Cohen 2002: 56)

In bibliography:

Cohen R., (2002), *Advanced acting: style, character and performance*, McGraw-Hill Higher Education, Boston.

Book edited by:

In-text:

(Tuman 1992:3)

In bibliography:

Tuman M.C. (ed.), (1992), *Literacy Online. The Promise (and Peril) of Reading and Writing with Computers*, University of Pittsburgh Press, Pittsburgh.

For a publication included in a journal:

In-text:

(Kalleberg 2011:45)

In bibliography:

Kalleberg A.L., (2001), *Organizing flexibility. The flexible firm in a new century*, 'British Journal of Industrial Relations', vol. 1, no. 39, pp. 43–49.

For publication (chapter, paper) in a collective work:

In-text:

(Guo, Jin, Sun, Li, Li, Shi, Cao 2021:4)

In bibliography:

Guo S., Jin Z., Sun F., Li J., Li Z., Shi Y., Cao N., (2021), *Vinci: An intelligent graphic design system for generating advertising posters* [in:] Kitamura Y, Quigley A., Isbister K., Igarashi T., Pernille B., Drucker S. (eds.), *CHI '21: Proceedings of the 2021 CHI Conference on Human Factors in Computing Systems*, Association for Computing Machinery, New York, pp. 1–17.

For a publication placed on the Internet:

In-text:

(Pianin 2001)

In bibliography:

Pianin E., (2001), *As coal's fortunes climb, mountains tremble in W.Va; energy policy is transforming lives*, online <https://www.washingtonpost.com/archive/politics/2001/02/25/as-coals-fortunes-climb-mountains-tremble-in-wva/2eaf1ce5-dd91-4781-a869-4ae8f4f00467/> (access: 4.10.2024).

Ways of describing sources:

If the drawing, photo, table comes from the author.

Source: author's own work.

If the author used a drawing, photo, table from someone else's work (processing it him/herself).

Source: author's own work on the basis of: M. Omilanowska, Świątynie handlu. Warszawska architektura komercyjna doby wielkowiejskiej, Instytut Sztuki PAN, Warszawa 2004, p. 231.

If the author used a drawing, photo, table under quotation rights.

Source: M. Omilanowska, Świątynie handlu. Warszawska architektura komercyjna doby wielkowiejskiej, Instytut Sztuki PAN, Warszawa 2004, p. 231.