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- plain text should be written in English;
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- the text should be subdivided into sections;
- **do not format text in any way**, except names of genus and species, which must be in italics (text will be formatted by technical editors after the review process is completed);
- reference list, figure and table captions should be enclosed after the main body text reference should be cited in text as follows: Many facts are presented by Novak and Smith (2008); This issue has been studied (Kowalski 2010); Such problem is observed in many publications (Wawrzyniak and Szczygieł 2001; Rybicki 2005; Mendecki et al. 2010);
- the references should be listed in the following ways (**if possible DOI index should be included**):

### Journal articles:

Albareello D. (2001) Detection of spurious maxima in the site amplification characteristics estimated by the HVSR technique. Bulletin of the Seismological Society of America 91, 4: 718-724, DOI:10.1785/0119990172

Arai H., Tokimatsu K. (2004) S-Wave Velocity Profiling by Inversion of Microtremor H/V Spectrum. Bulletin of the Seismological Society of America 94, 1, 53-63.

### Book:

Shearer P.M. (2009) Introduction to Seismology. Cambridge University Press. Second edition.

### Book chapter:

Kawase H. (2003) Site effects on strong ground motions. [In:] International Handbook of Earthquake and Engineering Seismology (ed. W.H.K. Lee, H. Kanamori, P. Jennings, C. Kisslinger). Academic Press London, San Diego, Burlington, 61, 1013-1030.

Online document:

Cartwright J. (2007) Big stars have weather too. (Website: accessed 26<sup>th</sup> June, 2007  
<http://physicsweb.org/articles/news/11/6/16/1>).

Software with copyrights for corporations:

Pangea Scientific (1990) SpheriStat, Version 2.2

Software with copyrights for specific authors:

Reiter F. & Acs P. (1996) TectonicsFP 1.75 computer software for structural geology.  
Innsbruck Univ., Innsbruck, Austria.

Dissertation:

Kossakowski J.W. (1995) Experimental research on aphids. Dissertation, University of Silesia

- optional notes can be placed after the references and should comprise e.g. a list of other materials which cannot be properly included among the references, like mining or unpublished materials, maps references and data sources.
- for references not published in English, but having an English summary, the title of the summary should be given;
- for references not published in English, without English summary, the original title must be translated into English and placed prior to the original title as follows:

Mocarz A. (1999) Principles of seismology (Podstawy sejsmologii). PWN, Warszawa (in Polish).

- materials in Cyrillic alphabet should be transcribed into Latin characters

**Artwork**

Figures, plates, and tables should be sent at full resolution only after the review process is completed, and then in separate files, in \*.tif, \*.bmp, \*.jpg (high quality) \*.svg, \*.eps and named Fig1, Fig2, etc. The text in graphs should be clear and easily readable. Use uniform lettering and sizing (min. font size 7 pts.) of your original artwork. All description should be inserted in the graphs. The figure resolution should be minimum 300 dpi (for color) and 600 dpi (for gray-scale). Those, which must be printed larger than page size should be avoided, folders are not accepted. Special care should be devoted to the arrangement of figures, drawings should made full use of the area. All maps should be indicated by northward arrow, metric scale, longitude and latitude. Try to reduce complicated legend: easily readable pictures are preferred. Use regular types of hatching and/or shading and arrange the picture economically in order to use all the area for data.

Photographic illustrations will appear as figures (or mounted figures, etc.), not as plates. Please, see to the careful aesthetic arrangement of your mounted figures: individual photo's should be compatible in tone and technique. Avoid large areas of background. All figures should be cited in the text in correct numerical order.

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Tables should be numbered and their maximum size is one page. Font size 7 pts. The tables should be sent as a separate file in \*.xls, \*.xlsx, \*.ods, \*.doc, \*.docx.

## Equations

Equations should be prepared in Microsoft Equation 3.0 or LibreOffice/OpenOffice Math and saved in separate file. The equations should be numbered consequently in accordance with their appearance in the text, in which their position should also be marked with the same number.

**Supporting material (Appendix)** will be printed at the end of the paper or added as separate files on the CTG website. Additional formats of supplements: html | htm | css | ico | js | pdf | png | jpeg | jpg | gif | xls | xlsx | doc | docx | csv | txt | ppt | flv | fla | mrc | mpg | mpeg | zip | mov | csv | wmv | rar | pptx | tsv | wma | avi | mp4 | m4v | cif | ogg | webm | oga | weba | acc | mp3 | epub | wav | odt | ods | odp | dot | dotx | m4a