

Guidelines

Management and Production Engineering Review



Submission

Manuscripts are submitted here: https://www.editorialsystem.com/mper/journal/for_authors/

Please closely follow all instructions on the website regarding submission.

All articles published in Management and Production Engineering Review (MPER) are open access. In order to provide free access to readers, and to cover costs (copyediting, typesetting, long-term archiving, journal management, etc.) an article processing charge of 200 Euro + VAT (about 850 PLN/netto) for a 10-page article applies to manuscripts accepted for publication after peer review. Each additional page of the article (over 10 pages) costs 20 Euro +VAT (about 85 PLN/netto).

Review

The review of manuscripts is double-blind.

- Author names, ORCID codes and institutions must not appear in the submitted graphical abstract or manuscript.

Graphical abstract

A graphical abstract is a visual equivalent of a written abstract. It should help a reader quickly gain an overview of the research, and to quickly ascertain the purpose and results. The novelty of the research or anything unique about it should be included.

The graphical abstract must be submitted as a separate file. A diagram or infographic style is preferred. Comic style abstracts will not be accepted.

Formatting

1. Please reference the manuscript template below or online at <https://journals.pan.pl/mper>
2. Page size should be set at “A4” size.
3. Font sizes:
 - Head title: 17
 - Author names: 10
 - Affiliations: 8
 - Abstract and Keywords titles: 9
 - Abstract body and keywords: 10
 - Section title: 12
 - Body text: 10
 - References: 9
4. Use one space after periods and colons.

Keywords

Include 5-6 keywords, preferably taken from the IFAC keyword list.

Titles

1. Do not use all caps for any titles.
2. Do not use abbreviations in any titles unless they are unavoidable.

Units

1. Use either complete spellings or abbreviations of units exclusively – do not use both. For example, do not mix “10m²” and “ten meters square/ten square meters”.
2. Spell out units when they appear in text.
Incorrect: ...ten GB.
Correct: ...ten gigabytes.
3. Do not use a comma (,) as a decimal separator.
Incorrect: 0,25
Correct: 0.25
4. Use a zero before decimal points: “0.25”, not “.25”.

Figures

1. Place figure captions below figures.
2. Large figures may span across both columns.
3. Insert figures after they are cited in the text.
4. “Figure” should be abbreviated as “Fig.” in figure captions and when inside parentheses, and spelled in full within the body of the text.
5. **Figures should be sent/attached as independent, graphical files (eg. pdf, gif, jpg), minimum 300 dpi.**

Tables

1. Place table captions above tables.
2. Large tables may span across both columns.
3. Insert tables after they are cited in the text.
4. “Table” should never be abbreviated anywhere in the manuscript.
5. Color in tables will not be visible in the physical publication, but may be visible online.
6. Tables should not include exterior vertical lines on the left or right (see manuscript template).
7. **Tables should be sent/attached as independent, editable files (eg. MS Word).**

Conclusions

A conclusion section is required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Acknowledgements

If an acknowledgement section is included, it should appear after conclusions.

Citations and References

1. Follow the American Psychological Association (APA) style for citations and references (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

Grammar

1. Do not write in the first (I, me, we, us, our), second (you), or third (he, she, they, etc.) person. For example, "We have proposed..." is incorrect. This phrase should be "The authors have proposed...".
2. Hyphenate complex modifiers in order to avoid confusion: (e.g. heavy-metal detector, not heavy metal detector).
3. Do not use contractions (e.g. don't, can't, didn't).
4. Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract.

Common mistakes

1. The abbreviation "i.e." means "that is", and the abbreviation "e.g." means "for example".
2. Be aware of the different meanings of such homophones as "affect" and "effect", "complement" and "compliment", "discreet" and "discrete", "principal" and "principle".

Paper Title

Name SURNAME¹, Name SURNAME², Name SURNAME³

¹ Affiliation (University, Department, Country, ORCID-only online)

² Affiliation (University, Department, Country, ORCID-only online)

³ Affiliation (University, Department, Country, ORCID-only online)

ABSTRACT

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Keywords

Include a list of 5-6 keywords, preferably taken from the IFAC keyword list.

Introduction

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Literature review

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Corresponding author:

Name SURNAME

Street address

City, Country, Postal Code

(+4877) 423-40-31

mper@univtech.eu

Part 1

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Table 1. Table type styles

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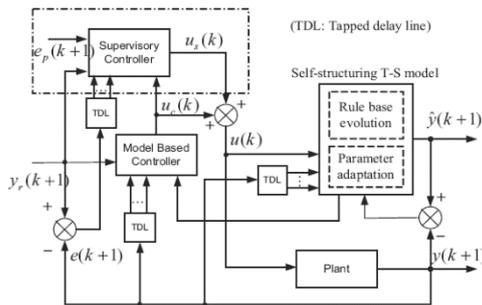


Fig. 1. Overall control structure

Part 3

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Materials & Methods

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Results

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Discussion

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Conclusions

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Acknowledgments

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References

- [1] Surname, I. (Year). *Title*. Publishing House, Country.
- [2] Surname, I., Surname I., & Surname I. (Year). *Title*. Publishing House, Country.
- [3] Surname, I., Surname, I., & Surname, I. (Year). Title. *Journal*, 8(3), 121-131. DOI:
- [4] www.webpage , [date of access ..]