ARTICLE TITLE, CENTERED, SPACE BEFORE 54 P., TIMES NEW ROMAN 14 FONT, BOLD, CAPITALS, NO HYPOINTMENTS; THE ARTICLE TITLE SHOULD CONTAIN NO MORE THAN 12 WORDS

Name SURNAME[1], Name SURNAME[1*] and Name SURNAME[2] (centered, space before 54 points, TNR 12 font, single line spacing)

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Summary: Cannot be longer than 250 words. You can check the number of words in the summary using the Microsoft Word WORD STATISTICS command from the TOOLS menu. Justified text, space before 30 points, TNR 12 font, single line spacing.

Keywords: 3 to 5 keywords (phrases), justified text, space before 6 points, TNR 12 font, single line spacing.

1. Introduction – first level of numbering (left justified, space before 42 points, space after 30 points, TNR 14 font, bold, single line spacing)

The Editorial Committee, ensuring a high standard of publications, recommends that authors follow the standards introduced by the American Psychological Association and included in the Publication Manual of the American Psychological Association®. More information on the website: http://www.apastyle.org.

Articles prepared in accordance with the guidelines of the American Psychological Association should have certain permanent elements (depending on the nature of the publication), i.e.: Introduction, Methods, Results, Discussion, Summary and Bibliography. It is also permissible to include Attachments in the form of Figures and Tables and additional information in the form of Acknowledgments (they should be placed after the Bibliography).

2. Page settings, formatting, footnotes - first level of numbering

Article length: minimum 5 pages with spaces and with figures, bibliography and summaries. To set up a page in Microsoft Word, we use the PAGE SETUP command from the FILE menu. We assume the following settings:

- Paper size: A4 (210x297 mm).
- Margins: top: 2.5 cm, bottom: 2.5 cm, left: 2.5 cm, right: 2.5 cm.
- For binding 0 cm, header 1.25 cm, footer 1.25 cm.

The header on even pages contains the data of the authors of the article (first name initial, optionally middle name and surname) and the page number. The title of the article and the page number are placed on odd pages (FILE menu, PAGE SETUP command, LAYOUT tab - select both items, i.e. header and footer). If the title of the article is longer than 45 characters, it should be given only in a shortened form with an ellipsis, e.g. *Supporting the fight against fires and explosions in hard coal mines through science -* the entire title has 82 characters, so we truncate it and the heading appears: *Supporting through science fire fighting...* (number of characters including spaces 44). To count characters, we can use the Word WORD STATISTICS tool from the TOOLS menu. Remember to mark with a block those sentences in which you want to count the number of characters or words. If we execute the command without selecting a block of text, Word calculates the word count for the entire document. In the header, the title of the article, authors and page numbers are written in TNR 12 font.

Formatting text (FORMAT menu, PARAGRAPH command):

- paragraphs: 0.63 cm,
- line spacing for the main text: 1.3.

The text of the article is justified, written in TNR 12 font, with multiple line spacing of 1.3.

3. Tables, drawings and formulas – first level of numbering

Tables, figures and formulas, continuous numbering in the text.

3.1. Tables - second level of numbering (left justified, space before and after 12 points, TNR 12 font, bold, single line spacing)

The numbering of tables should be continuous and aligned to the left, space before 12 points, bold. The title of the table in the next line, also left-aligned, written in font 12 TNR, italic. The text in the tables should be written in TNR 10 font, with single line spacing. You should avoid dividing tables between pages, but if necessary, mark its continuation above the

table with an abbreviation (e.g. cont. Table 1). It is recommended that the table occupies the entire width of the page (in table settings 98-100%). Headings should be bold. Use a single line for the table border and interior 1/2 p thick. It is preferred to place the tables vertically, but if it is more advantageous to place the table horizontally, then the table head should be located on the left side of the column (parallel to the left margin). In such a situation, the live page remains unchanged.

If the table is borrowed from a publication, the data source should be provided below it. Do not place tables as drawings, but as Microsoft Word tables. The text must include a reference to a given table (Table 1).

Table 1.
Table title (left justified, TNR 12 font, italic, single line spacing))

No.	Header in capital letter	
	small letters	small letters
Capital letter		

Note: Explanations of the abbreviations used in the table and additional information important for the reader should be provided here, such as the source of data, symbols, markings

Source: Smith, 2017 (justified text, 6-point spacing, TNR 11 font, single line spacing).

3.2. Drawings – second level of numbering

Objects embedded in the document, such as charts, drawings and photos, should be centered. In the case of diagrams consisting of several objects, they should all be grouped. Objects inserted into the work should be legible. Charts, diagrams, drawings and photos should be inserted without a border, with the exception of maps. Photos

and drawings should be optimized before pasting (in graphics programs designed for this purpose) so that they are not too large. Raster graphics (scanned images) should be saved in one of the following formats: JPG, BMP, PNG, or TIFF. The optimal resolution for color and black and white photographs is 300 dpi, and for line drawings max. 600 dpi.

You should avoid embedding OLE objects from non-standard programs, i.e. AutoCAD, MathCAD.

The caption is placed under the drawing, justified, in TNR 12 font with single line spacing. Extended captions, consisting of the main caption and explanations of drawing details, should have a width equal to the width of the text. Continuous numbering is required. The distance between the object and the text above it (the so-called light) should be 12 points. Remember to refer to a given figure in the text (Figure 1).
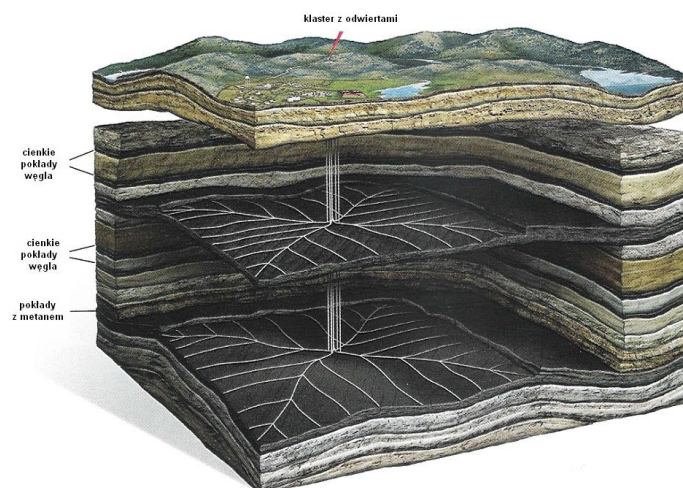
Figure 1. Extensive systems of multi-gear wells, drilled from one cluster to several coal seams. Source: Smith, 2017 (justified text, TNR 11 font, single line spacing).

3.3.   Formulas – second level of numbering

Formulas should be aligned to the left. Each formula should have a number written in Arabic numerals in round brackets (placed on the same line as the formula), aligned to the right edge of the page. For easier formatting, it is best to enter the formula in the table with invisible edges.

$$\sum_{x=1}^{n}(x \cdot \lambda_1) - \frac{\sqrt[3]{\alpha - \beta}}{\bar{x} - 2\lambda^2} \qquad\qquad\qquad (1)$$

The following symbol sizes should be considered:
- normal: 12,
- sub/upper index: 7,
- sub/superscript: 5,
- symbol: 18,
- subsymbol: 12.

Patterns in the form of drawings must not be inserted in the work, each pattern should be editable, i.e. it should allow for changes. When referring to the numbering of formulas in the text, the same notations should be used as for formulas (1).

When using measurement abbreviations, a space must be placed between the number and the unit.

4. Citations

The text uses the Harvard footnote style (Smith, 2017) or (Smith and Bradley, 2017). In the case of more than three authors, we write down the surname of the first one

and add the abbreviation et al. (Bradley et al., 2017).

For authors with the same surname, use the first initial of the name

and optional middle name (Smith, J. and Smith, A.B., 2017). If the initials of two authors' names are the same, we use the full name (Smith John, 2017).

If several items by the same author from the same year appear in the article, then we use the calculations a, b, c... starting with the item that is first in the bibliographic list (Smith, 2017a).

In the case of multiple references in one footnote, the notation (Smith, 2017; Bradley et al., 2017) should be used.

In the case of several items by the same author, the notation (Smith, 2016, 2017a, 2017c) should be used in the same point.

When citing an article from an online source with a known author/institution, we use the notation (UN, 25/11/2017), but without a known author (Anonymous, 25/10/2017).

Page numbers should only be given when quoting in the text (Smith, 2017, p. 23); (Smith, and Bradley, 2017, pp. 23-32).

Bibliography – without numbering, left justified, space before 42 p., space after 30 p., TNR 14 font, bold, single line spacing

The list of bibliographic items should be justified and written in TNR 12 font with multiple line spacing every 1.3 (formatting as for the main text). The list should be arranged alphabetically by authors' surnames and numbered. Formatting bibliographic items:

Books
- Surname, N., Surname N. and Surname, N. (Year). *Book's title*. Place: Publisher.
- Surname, N. (Year). *Book's title*. Retrieved from http://www.xxxxxxx

Chapters in collective works
- Surname, N. (Year). Chapter title. In N. Surname and N. Surname (Eds.), Title of the book (pp. xx-xx). Place: Publisher.
- Surname, N. (Year). Chapter title. In N. Surname and N. Surname (Eds.), Title of the book (pp. xx-xx). Retrieved from http://www.xxxxxxx

Reports
- Surname, N. (Year). Title of the report (Report No. xx). Place: Publisher.

Journal articles from DOI
- Surname, N., Surname N. and Surname, N. (Year) Title of the article. *Magazine title*, *Volume, pp-pp. doi: xx.xxxxxxxxxx

Journal articles without DOI (if not assigned)
- Surname, N., Surname N. and Surname, N. (Year). Title of the article. *Magazine title, *Volume*(Issue), pp-pp. Retrieved from http://www.xxxxxxx
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Master's theses and doctoral theses (unpublished)
- Surname, N. (Year). *Title of the work* (Doctoral dissertation or master's thesis). Name of the university, faculty, city.

Sources and websites
- Surname, N. (Year, Month, Day). Title. Retrived from http://www.xxxxxxx
- Page title. (Year, Month, Day of access). Available online http://www.xxxxxx

Conferences and Symposia (if the article has been published, formatting should be used as for an article in a magazine or a chapter in a collective work)
- Surname, N. (Year, Month). *Title of the presentation or poster*. Paper or poster session presented at Name of the Conference/Symposium, Location.

* Enter only the number, without Volume/Issue