

# Principles for Preparing a Scientific Publication

**Journal: "Systemy Logistyczne Wojsk" / "Military Logistics Systems" (SLW)**

*Version: 2026. Applicable from issue 1/2026.*

## Purpose of the document

This document sets out the technical and editorial principles for preparing a manuscript for the journal "Systemy Logistyczne Wojsk" / "Military Logistics Systems" (SLW). It does not replace the journal policies; rather, it explains how they should be applied when preparing a manuscript.

Before submitting a manuscript, authors should also read the following sections of the journal website: **Aims and Scope, Submit a Manuscript, Fees & Waivers, Peer Review and Editorial Decisions, Publication Ethics, Publication Originality Procedure, Copyright & Licence and Open Access Policy.**

A manuscript that does not meet the basic scholarly, formal, language, technical, ethical or editorial requirements may be returned to the authors for correction before further processing or rejected during initial editorial screening.

## 1. Types of submissions accepted by SLW

SLW primarily publishes the following types of submissions:

- original research articles;
- review articles;
- case studies;
- book and monograph reviews - in accordance with separate requirements;
- other materials accepted by the Editorial Office, provided that they fit the journal profile.

The manuscript should make a clear contribution to logistics, logistics systems, supply chains, readiness, resilience, transport, supply, maintenance, infrastructure, data or logistics management.

Interdisciplinary manuscripts, including those in security studies, cyberspace, space studies, history, political science and public administration, and management and quality sciences, are considered only when they provide a clear logistics contribution.

Book and monograph reviews are not standard scholarly articles. They should be prepared in accordance with the separate document "Requirements for Book and Monograph Reviews".

## 2. Language, length and format

Element	Requirement
Language	The manuscript must be prepared in English. British English is preferred and should be used consistently throughout the text.
Length	Recommended length of a scholarly article: 20,000-40,000 characters with spaces, including references.
File format	The manuscript should be prepared in .doc or .docx format.
Page format	A4, margins 2.5 cm.

Text layout	Times New Roman, justified text, line spacing in accordance with the current SLW article template.
Paragraphs	First-line indent of 1 cm in body-text paragraphs.
Submission	The manuscript must be submitted via the Editorial System in accordance with the "Submit a Manuscript" instructions.

### 3. Author details, affiliations and e-mail addresses

Authors are required to provide complete and up-to-date identification and affiliation details.

Author details should include:

- full name;
- full institutional affiliation;
- country of affiliation;
- official e-mail address associated with the affiliation;
- ORCID, if the author has one; authors are encouraged to generate it independently (<https://orcid.org/register>);
- identification of the corresponding author.

Authors should provide **official affiliation e-mail addresses**, such as addresses in the domain of the university, institute, research unit, public administration body, military institution or company with which the author is affiliated.

It is not recommended to provide only private or commercial e-mail addresses, such as Gmail, Hotmail, Outlook, Yahoo and similar services, if the author has an official affiliation e-mail address. A private e-mail address may be used as a supplementary address only when the author does not have an active affiliation e-mail address or where there are justified technical, organisational or formal reasons.

If an author has no institutional or corporate affiliation, they may indicate their affiliation as "**Independent Researcher**", providing their city and country. In such a case, the author should provide an ORCID iD, if available, and a current correspondence e-mail address.

Authors should not indicate an affiliation with an institution with which they have no current relationship or an affiliation that they are not authorised to use. The Editorial Office may ask the author to confirm their affiliation, provide an official institutional e-mail address or explain their status as an independent researcher.

The corresponding author is responsible for the accuracy of all co-authors' details and for obtaining their consent to submit, revise and publish the manuscript.

### 4. Double-blind peer review and file anonymisation

SLW applies a **double-blind peer review model**, in which authors and reviewers remain anonymous to each other.

If the Editorial Office requires an anonymised file for review, authors should remove the following from the manuscript:

- authors' full names;
- affiliations;
- e-mail addresses;

- ORCID identifiers;
- acknowledgements that may reveal author identity;
- information on funding, projects or units where such information may identify the authors;
- file metadata identifying the author;
- self-citations written in a way that reveals authorship, for example "in our previous research...".

Authors must not conceal identifying data by changing the font colour to white, using hidden text, comments, text boxes, headers, footers, file metadata, tracked changes, file names, document properties or any other technical solutions.

Before submitting an anonymised manuscript file, authors should check the document and, in particular:

- remove author details from the body of the file;
- remove author details from headers, footers, comments, footnotes and text boxes;
- remove or anonymise document metadata;
- accept or remove tracked changes if they may reveal the authors;
- check that the file contains no hidden text, text written in white font or content that is not visible at first glance;
- check that the file name does not contain the author's name, affiliation or institutional abbreviation.

The Editorial Office may return the manuscript for technical correction if the anonymised file reveals the authors' identity or contains hidden data that breach the principles of double-blind peer review.

Author details should be entered in the Editorial System or provided separately in accordance with the Editorial Office's instructions.

After peer review has been completed and the article has been accepted for publication, authors should complete the final version with author details, affiliations, acknowledgements, funding information and all other required statements.

## 5. Text formatting

The manuscript should be prepared using the current SLW article template. The template contains the basic styles and fields that authors should complete or remove before submission.

Element	Formatting
Article title	Times New Roman 12 pt, bold, centred, uppercase.
Labels "Abstract" and "Keywords"	Times New Roman 11 pt, bold.
Abstract and keywords text	Times New Roman 11 pt, line spacing 1.15.
Body text	Times New Roman 12 pt, line spacing 1.5.
Headings	Times New Roman 12 pt, bold, no full stop at the end, left-aligned.
Tables and figures	Title/caption Times New Roman 11 pt; source Times New Roman 10 pt, line spacing 1.15.
References	Times New Roman 11 pt, line spacing 1.15; section titled References.
Emphasis	Use sparingly. Bold is preferred.

Bullet points	Use consistently and only where they improve readability. Simple bullet points are preferred.
Spaces and manual formatting	Use regular spaces and the styles provided in the SLW template. Do not use non-breaking spaces, multiple spaces, tabs, manual line breaks or manual hyphenation to force the layout of the text. Final text wrapping will be handled during technical editing and typesetting.
Equations	Equation numbers right-aligned in round brackets.
Book and journal titles	Use italics in accordance with the reference style.
Quotations	Place quotations in quotation marks and provide the appropriate bibliographic citation.

Authors should not create unusual styles manually, over-format the text, use multiple fonts or include decorative graphic elements. The Editorial Office may return the manuscript for correction if formatting hinders assessment, editing or production.

## 6. Article structure

A standard scholarly article should include the following sections:

1. Title;
2. Author details - in the final version or in accordance with the Editorial Office's instructions;
3. Abstract;
4. Keywords;
5. Introduction;
6. Literature Review / State of Research;
7. Materials and Methods / Methodology;
8. Results / Analysis;
9. Discussion;
10. Conclusions;
11. References;
12. Final statements, in particular: Author Contributions, Funding, Data Availability Statement, Conflict of Interest Statement, Use of AI Tools, Ethics Approval / Consent where applicable, and Acknowledgements where applicable.

Depending on the nature of the article, the Editorial Office may allow a different structure, provided that it is methodologically justified and does not hinder evaluation of the text.

## 7. Title, abstract and keywords

The title should be precise, concise and consistent with the content of the article. It should indicate the research problem, analytical scope or main object of the study. Titles that are overly general, journalistic or promotional should be avoided.

The **abstract** should be **200-250 words** and include:

- research problem;
- research gap;
- aim of the article;

- method;
- key findings;
- conclusions;
- contribution of the article to logistics or logistics systems.

The abstract should be complete and understandable as a stand-alone description of the article, as it may be made available in indexing databases independently of the full text.

Authors should provide **5 keywords** - no more and no fewer. Keywords should be separated by semicolons, for example: military logistics; supply chain resilience; transport security; crisis management; logistics systems

Keywords should be specific, consistent with the content of the article and useful for indexing. Authors should not merely repeat words from the title if this does not improve the discoverability of the article.

## 8. Introduction

The Introduction section should include:

- justification of the research problem;
- identification of the research gap;
- aim of the article;
- research questions or hypotheses, where applicable;
- scope of the study;
- relevance of the topic to SLW;
- clear indication of the logistics contribution;
- brief information on the structure of the article.

Each abbreviation should be defined at first use. Abbreviations should be used consistently throughout the manuscript. In English-language manuscripts, a period should be used as the decimal separator, for example 2.14. Detailed rules on units, numbers and equations are provided in section 13.

## 9. Literature Review / State of Research

The Literature Review / State of Research section should critically discuss current national and international literature relevant to the research problem.

The literature should be:

- current;
- reliable;
- relevant to the research problem;
- substantively justified;
- connected with the methodology, data, results or discussion;
- situated in the national and international state of knowledge.

Authors should avoid:

- excessive self-citation;
- artificial expansion of the reference list;
- citations unrelated to the article content;
- citation padding;
- citation swapping;

- citations added solely to increase the number of citations of an author, research group, institution or journal.

SLW publications may be cited only when they are substantively related to the topic of the article. Citing SLW is not a formal requirement.

## 10. Materials and Methods / Methodology

The Materials and Methods / Methodology section should describe:

- research perspective;
- adopted assumptions;
- methods used;
- data and their sources;
- research sample, where applicable;
- research tools;
- analytical procedure;
- validation method;
- study limitations.

The description of the method should make it possible to assess the reliability of the research procedure and, where the nature of the study allows, to repeat or verify the analysis.

If AI or machine learning tools form part of the research methodology, authors should describe their name, version, input data, parameters, manner of use, validation procedure and limitations.

## 11. Results, analysis, discussion and conclusions

The **Results** / **Analysis** section should present research findings or analysis in a clear, structured and verifiable manner. The results should follow from the adopted method and be connected with the aim of the article.

The **Discussion** section should interpret the findings in relation to the literature, practice, study limitations and implications for logistics and logistics systems. Authors should explain what is new, what has been confirmed, what remains uncertain and why the findings matter.

The **Conclusions** section should respond to the aim, research questions or hypotheses. It should include the key conclusions, article contribution, practical implications, study limitations and directions for further research.

Authors should not introduce conclusions that do not follow from the data, analysis or discussion presented in the article.

## 12. Tables, figures and visual materials

Tables, figures, charts, maps and photographs should be directly related to the article content, legible and properly described.

Each table and each figure must be referred to in the text before it appears or immediately afterwards. Tables, figures and equations should not be left without discussion in the text.

Tables should be numbered consecutively. The table number and title should be placed above the table, for example:

### **Table 1. Risk factors in the logistics system**

The source of the table should be provided below the table, for example:

**Source: own elaboration**

Figures, drawings, photographs, maps, diagrams and charts should be numbered consecutively. The figure number and title should be placed below the visual material, for example:

**Figure 1. Structure of the logistics system**

The source of the figure should be provided below the visual material, for example:

**Source: own elaboration**

Do not place a full stop at the end of a table title, figure title or source.

Visual materials should use a balanced colour palette and remain legible in greyscale. Excessively bright colours, decorative use of colour and combinations that hinder readability should be avoided.

Photographs and scans should have a resolution of at least **300 dpi**. Vector graphics are preferred where possible.

Authors are responsible for obtaining rights, permissions or licences for third-party materials. If a table, figure, map, photograph, chart, diagram, dataset or other material has been reproduced or adapted from another source, the source must be indicated and the authors must have the right to use the material.

### 13. Numbers, units and equations

Units of measurement should be provided in accordance with the International System of Units (SI), where applicable. Units commonly used in logistics, transport and technical studies, such as km, km/h, h, min, t and L, may be used provided that they are used consistently.

A space should be inserted between the numerical value and the unit symbol, for example 10 kg, 25 km, 20 °C. Unit symbols should not be italicised or pluralised.

In English-language numerical data, a period should be used as the decimal separator, for example 2.14. Five-digit and longer numbers may use a comma as the thousands separator, for example 12,680.

Mathematical equations should be prepared as editable Word equations or in another editable equation editor. Equations should not be inserted as images.

Displayed equations should be numbered consecutively with Arabic numerals in round brackets, right-aligned, for example (1), (2), (3). In the text, refer to them as equation (1), equations (2)-(3), etc.

All symbols should be defined immediately below the equation when they first appear. Notation should be consistent throughout the manuscript. Variables should normally be italicised, while standard mathematical functions, units and chemical symbols should be set in upright type.

### 14. Citations and references

Citations and references should follow **Taylor & Francis Reference Style X: Harvard**.

In-text citations should follow the author surname + year pattern, without a comma between the surname and the year, for example:

- (Smith 2025, p. 77);
- Green and Jones (2024, p. 50);
- (Wilson et al. 1997, p. 20).

Page numbers should be provided for direct quotations and for precise references to specific data, tables, figures, arguments or passages.

Where three or more authors are cited, in-text citations should use the first author's surname followed by **et al.**

The reference list should include only items cited in the article. Do not include sources that are not referred to in the text.

References should be arranged alphabetically by author surname. Where several works by the same author are cited, they should be arranged chronologically. Works by the same author from the same year should be distinguished as **2025a**, **2025b**, etc.

DOI should be provided where assigned. For online sources, provide the URL and access date in the following format:

**[Accessed day Month year]**

Sources should be current, relevant and substantively justified. The literature should reflect the national and international state of knowledge concerning the research problem.

Excessive self-citation, citation padding, citation swapping and other forms of citation manipulation are unacceptable.

Examples of reference formats

Source type	Format
Article in journal	Author, A. and Author, B., Year. Title of article. <i>Journal Title</i> , volume(issue), page range. DOI.
Book	Author, A., Year. <i>Title of book</i> . Place of publication: Publisher.
Chapter	Author, A., Year. Title of chapter. In: B. Editor, ed. <i>Title of book</i> . Place of publication: Publisher, page range.
Report	Organisation, Year. <i>Title of report</i> . Place of publication: Publisher. Available from: URL [Accessed day Month year].
Dataset	Author, A., Year. Title of dataset [dataset]. Repository. Available from: DOI/URL [Accessed day Month year].
Legal act	Institution, Year. Title of legal act. Available from: URL [Accessed day Month year].

## 15. Final statements

The manuscript should include the relevant final statements. If a given section does not apply to the article, an appropriate formula should be provided, for example **Not applicable** or **This research received no external funding**.

Section	Example wording
Author Contributions	Conceptualisation: A.B.; Methodology: C.D.; Writing - original draft: A.B.; Writing - review & editing: all authors.
Funding	This research received no external funding. / This research was funded by [name], grant number [number].
Data Availability Statement	Data are available in [repository], DOI/link. / See section 17 for further examples.
Conflict of Interest Statement	The authors declare no conflict of interest. / The authors declare the following conflict of interest: [description].
Use of AI Tools	The authors did not use generative AI tools in preparing this manuscript. / See section 16 for further examples.

Ethics Approval / Consent	Ethics approval was obtained from [committee], decision no. [number]. / Not applicable.
Acknowledgements	Optional. Include only where justified and with consent of acknowledged persons.

For multi-author articles, the contribution of all authors should be indicated. For a single-author article, the following wording may be used:

**The author confirms sole responsibility for the conception, preparation and approval of the manuscript.**

## 16. Use of generative AI tools

Authors may use generative artificial intelligence tools only as auxiliary support and in accordance with SLW policy.

Basic language, grammar, punctuation, technical or formatting correction does not require separate disclosure in the manuscript.

Use of generative AI tools beyond basic language correction, editing or formatting should be disclosed in the manuscript in the **Use of AI Tools section**.

Authors are responsible for verifying all information, citations, data, interpretations and conclusions generated or suggested by AI tools. AI tools may not be listed as authors or co-authors.

Example wording:

**The authors did not use generative AI tools in preparing this manuscript.**

or:

**The authors used [tool name/version] for [purpose]. All AI-assisted outputs were verified by the authors.**

If AI or machine learning tools form part of the research methodology, they should be described in the methods section, including the tool name, version, input data, parameters, manner of use, validation procedure and limitations.

## 17. Research data

Where the nature of the study allows, authors should indicate where data, code, models, questionnaires, supporting materials or other resources enabling verification of the results are available.

If data cannot be shared, authors should provide the reason, for example legal restrictions, security, confidentiality, personal data protection, classified information, legally protected secrets or obligations towards third parties.

Example wording:

**Data are available in [repository], DOI/link.**

**Data are available from the corresponding author upon reasonable request.**

**Data cannot be shared due to [legal/security/confidentiality/personal data protection restrictions].**

**No datasets requiring availability disclosure were generated or analysed in this study.**

## 18. Ethics approval, sensitive data and protected information

If the study involves human participants, surveys, interviews, human-subject experiments, personal data, sensitive data or materials that may identify individuals, the relevant ethics committee approval, participant consent or legal basis for data processing should be indicated.

For research concerning defence, security, critical infrastructure, public administration, enterprises or other sensitive areas, authors must comply with regulations on classified information, legally protected secrets, personal data and restrictions on data sharing.

The manuscript must not contain classified information, legally protected secrets or data disclosed in breach of the law.

Example wording:

**Not applicable.**

**Ethics approval was obtained from [committee], decision no. [number], date [date]. Participant consent was obtained where required.**

**The study was conducted in accordance with applicable legal and institutional requirements. Participant data were anonymised/pseudonymised where required.**

## 19. Third-party materials

Authors are responsible for the lawful use of third-party materials in the article, in particular:

- photographs;
- maps;
- figures;
- diagrams;
- tables;
- charts;
- data;
- text excerpts;
- standards;
- documents;
- graphic signs;
- other legally protected materials.

If a specific item requires permission, a licence or source attribution, authors must obtain the relevant rights before submitting the article and mark the material appropriately in the manuscript.

If a specific item is not covered by the Creative Commons licence applied to the article, this must be clearly indicated in the caption, footnote or another appropriate place in the article.

## 20. Copyright, licence and self-archiving

Authors retain economic copyright in the article and, if the text is accepted for publication, grant the Publisher a non-exclusive licence in accordance with **the Copyright & Licence policy**.

Articles accepted for publication from issue 1/2026 onwards are made available under the **Creative Commons Attribution 4.0 International licence (CC BY 4.0)**, unless otherwise indicated for a specific item.

Authors may deposit the preprint, Author Accepted Manuscript and Version of Record in accordance with the SLW self-archiving policy.

Copyright and licence information is completed in the final version of the article by the Editorial Office.

Example wording after publication:

© The Author(s), [year]. This article is published in "Systemy Logistyczne Wojsk" / "Military Logistics Systems" under the Creative Commons Attribution 4.0 International licence (CC BY 4.0).

## 21. Submission completeness

Before submission, authors should make sure that the manuscript is complete and includes:

- full text prepared in accordance with the current SLW template;
- article type;
- title in English;
- abstract of 200-250 words;
- 5 keywords separated by semicolons;
- author details, affiliations, official e-mail addresses and ORCID, where applicable;
- clear logistics contribution;
- complete article structure;
- numbered tables, figures and equations with titles/captions and sources;
- complete reference list consistent with in-text citations;
- all required final statements;
- information on third-party materials and permissions, where applicable;
- file in .doc or .docx format;
- anonymised file version, if required by the Editorial Office.

Authors should remove from the template all technical instructions, comments, examples and auxiliary fields that are not part of the final manuscript.

## 22. Most common reasons for returning a manuscript for technical correction

The Editorial Office may return a manuscript for correction before further processing if:

- the text has not been prepared using the current SLW template;
- the manuscript does not include an abstract, keywords, references or required statements;
- there is no clear logistics contribution;
- the text does not meet basic language requirements;
- the reference list does not follow the required style;
- the text contains uncited sources or citations without corresponding reference-list entries;
- tables, figures or equations are not referred to in the text;
- sources of tables, figures or data are missing;
- visual materials are illegible;
- the file contains author details despite the anonymisation requirement;
- authors have not provided official affiliation details or have not justified the use of a private e-mail address;
- required information on data, funding, conflicts of interest, AI or ethics approvals has not been completed;
- the manuscript contains instructions or auxiliary fields left from the template;

- the file contains hidden author data, text written in white font, hidden text, comments, tracked changes, metadata or other technical elements that may identify the authors despite the anonymisation requirement;
- an author has indicated an affiliation that they are not authorised to use or has not explained their status as an independent researcher if they have no institutional affiliation.

Returning a manuscript for technical correction does not mean acceptance for publication or referral to peer review.

## **23. Contact**

Questions concerning the principles for preparing a scientific publication should be addressed to the Editorial Office:

**redakcjaslw@wat.edu.pl**

*Last updated: 8 June 2026*