

**PROCEDURE OF QUALIFYING SCIENTIFIC PAPERS FOR PUBLICATION
IN SCIENTIFIC JOURNALS
OF THE COMMITTEE ON AGRICULTURAL ENGINEERING OF THE POLISH
ACADEMY OF SCIENCES (Polish: KTR PAN)
AND THE POLISH SOCIETY OF AGRICULTURAL ENGINEERING**

Recent update: 2015-02-05

1. An article sent to the Editor's office should be an original compilation of the Author/Authors concerning a scientific discipline which is represented by the Journal, relating to experimental, design, construction, conceptual, methodology, theoretical or monograph issues.
2. The Author send to the Editor's office (by e-mail) an article along with **declaration**, stating that:
 - a. the paper has not been published before and presently is not involved in any other publishing proceedings and it does not infringe copyrights, legal and material interests of other people pursuant to the act of 4.02.1994 on the copyright and the related acts (Journal of Laws, No 24, Item 83) and
 - b. in case of qualifying the article as suitable for printing, the author agrees to make his/her personal data and a publication available on the web site of the Journal.

It is required to reveal the contribution of particular authors to the publication in order to keep to decency in science and a social responsibility (the so-called "ghostwriting" barrier), while, the Author reporting the article is mainly responsible.

Notice: Declarations should be downloaded from the website <http://ir.ptir.org> – Declaration.

3. All manifestations of scientific negligence, breaking and infringing rules of ethics and decency in the science **will be reported and revealed on the website of the Journal**. Moreover, institutions employing the Authors, as well as other Journals related to the particular scientific discipline will be also informed.
4. Articles are formally evaluated by the Editor's office (conformity with the journal's profile and technical requirements) and directed to the subject editors, who suggest two independent Reviewers from outside the Editorial Committee, Scientific Council and from the unit, in which the Author is employed. Finally, the Reviewers are appointed by the Editor- in -Chief after a possible consultation with other subject Editors.
5. The procedure of review is in accordance with recommendations described in the brochure of the Ministry of Science and Higher Education titled: "Good practice in reviewing procedures in science", Warszawa 2011 available on the web site of the Journal. A model, in which authors and reviewers are anonymous, is applied.
6. Reviewers are selected from among the authorities recognized in a given field, but the selected Reviewer - preferred with a scientific title of a professor or habilitated doctor - must guarantee independence of opinion, no conflict of interest, expressing itself in particular with lac of personal relations or business relations with the Author of an article and maintaining confidentiality concerning the substantial content of materials as well as opinion on them.
7. In case of texts which were written in a foreign language, at least one Reviewer is appointed from a foreign institution other than the Author's nationality.

8. The Editor directs an article to the selected Reviewers without giving the name/s of the Author/s and his/their affiliations; the editor encloses a current review form and determines a deadline (max. 2 weeks).
9. The reviewed projects are confidential and anonymous. The reviewers must not use information on the project before it is published.
10. The review should be made in writing and should have a final conclusion, determining whether the project can be published or rejected.
11. The Reviewers are usually not remunerated for reviewing articles for the KTR PAN journals.
12. The Reviewer's personal data may be revealed only upon the Author's request and after the Reviewer's agreement in case of a negative review or an article containing disputable elements.
13. The list of reviewers is published at the end of each year on the web site of the Journal.
14. Reviewers send the prepared reviews to the Editor's office address and then the Secretary of the Editor's office:
 - sends them to the Author, who corrects the article and in case of proofs, with which he disagree, he prepares answers to the review and sends them with a corrected version of an article to the Editor's office,
 - sends the corrected article back to the Reviewer - if, in his opinion, the article requires to be reviewed one more time.
15. The article corrected should be sent by the Author to the Editor's office within 10 days from the moment he/she received it. Otherwise, the article will be withdrawn from publishing in the particular issue.
16. The Editor's office decides whether the scientific article will be printed. A final decision is taken on the grounds of analysis of proofs included in the reviews and the final version of the article provided by the Author. In case of a disqualifying review, the Editor-in-Chief rejects the article or directs it to the third Reviewer.
17. Articles, which have been accepted for publishing are corrected, adjusted, that is abridged, re-formatted, etc. by the editor cooperating with the Author. The final version, after the text has been made up, is sent back to the Author in order to make an author's revision (only absolutely necessary changes are admissible).
18. After the author's revision, the article is sent for printing.
19. Articles, which were ordered and non-scientific texts do not require revision and are qualified for printing directly by the Editor-in-Chief.

FINAL COMMENTS

- The Editor's office recommends all interested Authors to familiarize with the following definitions, which can be found on the web sites of the Ministry of Science and Higher Education, inter alia: „ghostwriting” and „guest authorship” („honorary authorship”).
- The Editor's office has the right to abridge and stylistically adjust texts and to return materials which were prepared against the above-mentioned rules without considering.
- The Authors are not remunerated for publications.
- The Journal agrees to make out an invoice for publishing the article within 30 days from the date of printing the issue.

Any information on the procedure and printing a publication or a monograph in the AE Journal are provided by the Secretary of the Publisher: dr hab. inż.

Maciej Kuboń, the Institute of the Agricultural Engineering and Computer Science, Department of Production Engineering and Power Engineering, University of Agriculture in Cracow, tel/fax (12) 662-46-99, e-mail: Maciej.Kubon@ur.krakow.pl . Any information in regard to the PIR journal is provided by dr inż. Halina Jankowska-Huflejt, Manager of the Publishers Department in the Institute of Technology and Natural Sciences in Falenty, tel. 22 720 05 98, e-mail: H.Jankowska@itep.edu.pl, or secretary dr inż. Andrzej Seliga: A.Seliga@itep.edu.pl.

Scientific Board
of the KTR PAN Journals