

Guidelines for authors and review procedures for publications in the "Journal of Poznan University of Technology" of Organization and Management

Prepared by the Editorial Committee on the basis of uniform principles for evaluation of scientific journals from 25 November 2011 and 29 May 2013, "Fundamental principles of peer review of publications in journals" and the brochure published by MNiSW (Ministry of Science and Higher Education) titled "Good practices in peer review procedures in sciences" (<http://www.nauka.gov.pl>)

1. In the "Journal of Poznan University of Technology" scientific articles are published. Prior to submitting their work to the Editor authors should make sure that it meets the basic criteria for scientific accuracy and originality.
2. For the article to be accepted for publication, it must be the result of unpublished studies never previously appearing in any publication. The author should attach to the application a declaration of originality of the work, and of the fact that it is currently not in the process of another publishing procedure.
3. Articles submitted for publication should meet the editorial guidelines set out on the journal's website at <http://www.zeszyty.fem.put.poznan.pl>. They should be sent to the Editors' e-mail address: zeszyty.fem@put.poznan.pl.
4. The formatted text should not exceed 15 pages.
5. After receiving the electronic version of the article the Editors reserve the right to send it back in case of the article not fulfilling editorial guidelines, until full compliance with the guidelines is achieved. Only after obtaining approval the Author provides two copies of the printed manuscript along with the completed declaration to the Editors.
6. The content editors qualify the submitted works and, in consultation with the Editor-in-Chief, select reviewers.
7. Selection of articles for the next issue of the journal is approved in each case by the Scientific Council on the basis of titles and abstracts.
8. The current composition of the Scientific Council and the list of reviewers are posted on the journal's website and on the third page of each issue of JPUT (Organization and Management series).
9. Each article submitted for publication in JPUT (Organization and Management series) is reviewed by two independent reviewers outside of the organization. Reviewers are selected by the science editors of JPUT; names of reviewers of individual publications (numbers) are not disclosed.
10. A principle is followed that at least one of the reviewers of publications in a foreign language is affiliated with an institution operating in a country other than the country of origin of the author.
11. A model is adopted in which the author(s) and reviewers do not know each other's identity (so-called double-blind review process).
12. In the case of original works, whose authors have used statistical methods, the article is forwarded to the evaluation of the statistical editor in order to confirm the accuracy of application of these methods.
13. To ensure the integrity of published articles the Editors employ a barrier to ghostwriting¹ (to secure originality of scientific publications). Therefore it is requested to disclose in a declaration:

¹ „Ghostwriting” is not disclosing the contribution of one of the authors to the creation of the publication or the lack of crediting the author; „guest authorship” is attributing authorship or co-authorship to a person who has not participated in the creation of the publication or their participation in the work was negligible.

- The contribution of individual authors in the creation of the publication (with their affiliations and contributions),
- Source of financing of the publication, contribution of scientific-research institutions, associations and other entities.

All detected cases of scientific misconduct (ghostwriting and guest authorship) will be unmasked and the relevant parties (institutions employing the authors, scientific societies, associations, scientific editors, etc.) will be informed.

Editors have the task of documenting all forms of scientific misconduct, especially violations and breaches of ethics enforced in the sciences.

14. It is permitted for the Editors to send the publication title and abstract to the future reviewer at their request in order to enable their decision on whether they will review and if within the designated deadline.
15. Each of the reviewers signs a review contract, which obliges them to form a review within the designated deadline.
16. The review must be in writing and end with an explicit conclusion on whether the article should be accepted or rejected for publication.
17. Reviews which are unacceptable clearly do not meet the substantive and formal requirements of scientific reviews, including reviews that are perfunctory, dominated by unsubstantiated criticisms or unsubstantiated praise or lacking a logical connection between the content and the conclusion (i.e., strongly critical reviews, but with a positive conclusion or vice versa).
18. The basis for acceptance or rejection of the publication is primarily the rating of:
 - originality of the problem,
 - its conformity with the subject of JPUT (Organization and Management series),
 - completeness of the developed topic.
19. A detailed review form is available on the website <http://www.zeszyty.fem.put.poznan.pl>.
20. The content of the reviews is communicated to the author of the submitted publication without disclosing the information of the reviewer. The author is obliged to respond to the comments contained in the reviews, and if necessary - should make the required changes.
21. After obtaining two positive reviews the article is submitted for evaluation to the language editor.
22. The comments of the language editor are forwarded to the author, to take into account in the preparation of the article.
23. Only articles that comply with the comments of the reviewers, the language editor and (if it is necessary) the statistical editor will be published in JPUT (Organization and Management series).
24. The editors reserve the right to move the article to the next issue of JPUT when reviewing and linguistic corrections procedures take a considerably long time.
25. The initial version of the journal is in print form. Starting from issue 58, articles published in JPUT (Organization and Management series) are also posted on the journal website.

DECLARATION

I,, as the main author of the text sent to the Editorial Board of the Journal of Poznan University of Technology titled:
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declare, that (please mark the answer):

- the article is completely original and does not infringe on any third party rights,
- does not constitute a work published previously or submitted for printing,
- it is not currently participating in any other publishing proceedings,
- I consent to publish the text beyond the initial version - in book form, also on the website of the Journal of PUT (Organization and Management series),
- I agree to the Editors making the necessary changes to the work, resulting from editorial development,
- copyright to the work is not limited, and I transfer to the Publisher the exclusive right of publishing this work in book form.

I declare that the contribution of the authors in the submitted text is as follows (please indicate the names and percentages):

- Concept:
- Assumptions:
- Methods:
- Analysis of results:
- Conclusions:
- Other (specify)..... :

The source of financing the publication, (contribution of scientific-research institutions, associations and other entities) is:

.....
.....

.....
Author's name and last name (legibly)

REVIEW FORM
JOURNAL OF POZNAN UNIVERSITY OF TECHNOLOGY

Series: _____

Day _____

Reviewer _____

Academic title, name and last name

Workplace name and address _____

REVIEW OF SCIENTIFIC ARTICLE

	Yes	No	No opinion
1. Is the article consistent with the journal topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the article title correspond to its content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the subject of the article current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the presented results and methods opening up new perspectives or areas of research and applications in the given field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the author clearly state what he/she has achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the article properly edited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the selection and analysis of references relevant and sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the number of references with the Impact Factor indicator sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the article language correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the summary properly formatted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the key words selected correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is foreign language terminology correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is there consistent use of SI units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are diagrams and figures chosen properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. The quality of included information is:

very good

good

average

poor

16. The expected interest in the article is:

wide

narrow

none

17. The usefulness of publishing:

necessary publication

desirable publication

unnecessary publication

18. Is the article suitable for publishing?

yes, in its current form and volume

yes, after complying with editorial corrections

yes, after complying with substantive corrections

yes, after a complete redrafting

no, the article is not suitable

Please place specific comments within the text. Any additional comments can be made below or in a separate document.