

## **EDITORIAL AND PUBLISHING POLICY OF A SCIENTIFIC JOURNAL „ACTA MECHANICA ET AUTOMATICA"**

1. Scientific journal "Acta Mechanica et Automatica" is published quarterly by the Mechanical Engineering Department of Bialystok University of Technology.
2. Department of Mechanical Engineering bears the costs of publishing. However, the Rector of the Bialystok University of Technology may decide to co-finance the magazine from his/her reserves. The journal may also be subsidized by an adequate ministerial department or from other sources. The journal does not have article processing charges (APCs) nor article submission charges.
3. The Journal covers topics of mechanics, machines construction and operation, automatics and robotics, bio-cybernetics and biomedical engineering.
4. Articles shall be sent to the editorial board in electronic form (\*. doc/docx files and \*. pdf files), in compliance with the official form posted on the website of the journal ([www.acta.mechanica.pb.edu.pl](http://www.acta.mechanica.pb.edu.pl)). A model form can be found in Attachment 1.
5. Submitted manuscripts shall be typewritten in English.
6. Editor-in-chief (or his/her deputy) is responsible for an article's compliance with the journal's thematic scope and redirects the article to the corresponding Thematic Editor.
7. Thematic Editor proposes the candidate for the reviewer and, if necessary, verifies authors' compliance with the conditions stated in the Review and approves or disapproves the manuscript for printing.
8. Editor-in-chief (or his/her deputy) is entitled to appoint the reviewers and to verify authors' compliance with conditions stated in the Review. In justifiable cases, the Editor-in-chief may delegate their powers to a member of the Editorial Board specialising in a given subject.
9. A prerequisite for publication of the paper are positive reviews. The review form can be found in Attachment 2. The reviews are compiled by two independent reviewers employed by another entity than the authors of the assessed work (at least one of the reviewers must be affiliated with an institution based in a country other than native to the author ). Identity of the reviewers shall not be disclosed to authors. Identity of the authors shall not be disclosed to reviewers.
10. As a condition of publication of the article authors are obliged to submit signed declaration that they hold copyrights to texts, tables and drawings present in the paper. Author's declaration form is in Attachment 3.
11. Editorial Board recognize as the authors any person who contributed to the creation of a publication (substantive contribution). Details of these people, along with their affiliation, should be placed in the header of the article. In the case of contributions in kind, financial, etc..., name of such persons should be in the acknowledgments of the publication. It is utterly unacceptable to include as an author any person who was not involved in the creation of the publication or whose contribution was insignificant.
12. The authors of the submitted manuscript are required to send the Editorial Board a statement on the contribution of individual authors and any research institutions in the preparation of the publication, as well as on the source of its financing . The statement form is in Attachment 4.

13. Any attempts to introduce scientific misconduct, especially falsification of research or research results or to other scientific fraud, as well as breach of the Copyright Act and related laws will be exposed, and relevant institutions notified about the fact.
14. The final decision as to the approval of the manuscript for printing takes the Editor-in-chief (or his/her deputy).
15. Once a year, a list of reviewers who reviewed the works submitted for publication in a given year is published in the last issue of the journal. The list of reviewers is also published on the journal's website ([www.acta.mechanica.pb.edu.pl](http://www.acta.mechanica.pb.edu.pl)).
16. Editor-in-chief (or his/her deputy) may decide on posting of the submitted to the Editors disputes or remarks concerning the articles printed in the journal . The journal may also contain book reviews, conference reports or advertising material.
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