

## Policy of the Of. Wyd. SMJiP

### About us

Oficyna Wydawnicza Stowarzyszenia Menedżerów Jakości i Produkcji - the Of. Wyd. SMJiP (Pub. House: Managers of Quality and Production Association) was created in 2011 as part of activities of mentioned Association.

The authors of the published works first of all the research workers of the Department Engineering and Safety, Faculty of Management, Czestochowa University of Technology (in accordance with the association status), but also eminent experts on the subjects from other scientific centers in Poland and from abroad. While the subjects of publications are focused around the broadly understood production engineering and management.

The Of. Wyd. SMJiP mainly publishes the following types of publications:

- scientific publications - presenting the results of scientific research (monographs, scientific articles published in journals, scientific articles published in conference materials),
- teaching publications - mainly supporting the teaching process of the Department and University (textbooks, scripts, auxiliary materials).

In the framework of the Pub. House there are published 3 journals: Production Engineering Archives, Zeszyty Naukowe Quality Production Improvement and Archive of Engineering Knowledge (Archiwum Wiedzy Inżynierskiej).

### Our offer

The Of. Wyd. SMJiP offer for potential authors cooperation in the field of the publication of scientific monographs and scientific articles. It provides professionalism, punctuality and flexible adaptation to the needs of customers.

Each text sent to be published is priced individually after getting acquainted with the whole or a representative sample of the material.

If necessary, the Of. Wyd. SMJiP offers also additional services such as typesetting and text makeup of monographs, designing the cover, as well as preparing the material for printing. Additional services are available at the customers' request.

Information on all publications prepared with the participation of the Of. Wyd. SMJiP are placed [on website of the Association](#).

### Statistics

Year	Type of publication			
	Monographs	Production Engineering Archives	Zeszyty Naukowe Quality Production Improvement	Archive of Engineering Knowledge
2011	1	X	X	X
2012	11	X	X	X
2013	8	1	X	X
2014	13	4	1	X
2015	10	4	2	X
2016	19	4	2	1
2017	20	4	2	2

**The ethics statements for the Of. Wyd. SMJiP are based on the Committee on Publication Ethics (COPE) Best Practice Guidelines for Journal Editors. For all parties involved in the act of publishing (the journal editor(s), the author, the peer reviewer and the publisher) should become familiar with the standards of ethical behavior used in the Of. Wyd. SMJiP.**

### **Protection policy/ publication ethic**

During the publication process, the Of. Wyd. SMJiP respects both protection policy and publication ethic.

[Protection policy](#)

[Publication ethic](#)

Other important standards respected by the Of. Wyd. SMJiP are:

### **Principle of fair play**

Race, gender, sexual orientation, religion, origin, nationality, or political beliefs of the authors of works submitted for publication will not affect their assessment by Editorial Board and Scientific Committee.

### **Confidentiality**

Editorial Board and Scientific Committee keep confidential all information about the works provided by their authors. Information on manuscripts will not be discussed or disclosed to unauthorized persons - nobody will learn about them except the Editorial Board and reviewers selected to review these works.

## **Publishing procedure**

### **For potential authors of the monograph**

1. Potential authors of the publication should contact directly with the Of. Wyd. SMJiP, to discuss the range of the service.
2. The manuscript should be sent to the address: [journalarchive@qpij.pl](mailto:journalarchive@qpij.pl)
3. Only original materials, unpublished so far, not submitted for publication in another publishing house, without infringing any copyrights, legal and material interests of others within the meaning of the Polish Act of 4.02. 1994 on copyright and related rights (Dz. U. Nr 24, poz. 83), are accepted for publishing.
4. During the publication process, the Of. Wyd. SMJiP respects, among others, [protection policy](#) and [publication ethic](#).
5. After reading the manuscript and discussing the range of the service, the publisher makes a decision regarding the publication of the received material.
6. If the material for publication is prepared by the author(s), he (they) must take into account the requirements set out in the contract with the publisher.
7. Author(s) can request additional services in the form of preparing material for printing. Then he (they) sends the material without formatting according to the publisher's requirements.
8. After receiving the material and determining the range of the services, the publisher specifies the price of the publication.
9. Materials published by the publishing house must be reviewed by at least two independent reviewers.
10. Author(s) must refer to the review and take into account the reviewers' comments in their manuscript. In some cases, he can convince reviewers to his idea.

11. Before sending to the printing house, the material is sent to the author(s), in order to make the last author's correction (acceptance).
12. Before printing the publication, author(s) is required to sign the [author's copyrights](#).

[oświadczenie autora \(współautorów\)/authors' copyrights](#)

### **For potential authors and reviewers of articles in the journal**

[PEA](#)

[QPI](#)

[AWI](#)

### **Procedure of reviewing the monograph**

1. The reviewing procedure is in line with the recommendations of the Ministry of Science and Higher Education of Poland.
2. After the publisher accepts the submitted material as compatible with the profile of the publishing house, one of the members of the Editorial Board selects two reviewers in the given scientific areas (in accordance with the double-blind review principle).
3. In the case of texts written in a foreign language, one of the reviewers will be a person affiliated with a foreign institution other than the nationality of the author(s) of the work.
4. Selected Reviewers guarantee: independence of opinions, confidentiality of the substantive content of the materials as well as opinions about them, according to Policy of the Of. Wyd. SMJiP.
5. The reviewer may prepare a review free of charge or for a fee (contract for specific work).
6. Publication reviews should contain at least the assessment of: adequacy of the publication title, clarity and correctness of the work structure, correctness of language, quality and usability of figures and tables, correctness and originality of the publication, correctness of the selection of quoted sources.
7. Personal details of the Reviewers are not public, and their declassification occurs only in special cases at the Author's request and with the consent of the Reviewer.
8. The reviewer submits the prepared review in a paper or electronic version to the publisher's address. In the case of a review not requiring corrections, or the need to introduce only minor editorial changes, the publication may be prepared for publication by one of the members of the Editorial Board. In case when Reviewer finds the necessity of introducing significant changes and re-reviews, the publication is sent to the Author(s) together with the comments of the Reviewer in order to make corrections. If the Author (s) disagrees with the Reviewer's position, he prepares a response to the review.
9. The final decision on the publication of the manuscript is made by the Editorial Board based on a careful analysis of the comments contained in the reviews.
10. In the event of a negative review of the publication, the Editorial Board decides to send the manuscript to another reviewer or about its disqualification.
11. Non-scientific texts do not require a review and the Editorial Board decides about their qualification for printing.

### **Manuscript's qualification / rejection criteria**

A review form (online, login required) is available on the website of the journal. The review must end with an unambiguous conclusion of the Reviewer regarding the to the approval of the article for publication or its rejection. The reviewer can specify in the review form whether the article should be:

- published without revision,
- published with minor revision,
- published with major revision,
- re-reviewed again after revision,
- rejected.

If there is a need of revision, the author(s) is obliged to correct the text, introduce additions and changes required by the Reviewers. After the revision, the Editors decide about manuscript's publication.

If the Reviewer in the review form indicated that the manuscript after the revision should be re-review, the manuscript after authors' correction is again subjected to the review process by the same Reviewers.

In the case of one negative review, the Editors choose a third Reviewer. In the case of two negative reviews, the manuscript is rejected.

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