

**RULES OF DECIDING ON ACCEPTING OR
REJECTING PAPERS SUBMITTED FOR
PUBLISHING IN JOURNAL
ACTA ELECTROTECHNICA ET INFORMATICA**

§ 1

Fundamental Provision

(1) Presented in this document are rules governing the process resulting in accepting or rejecting papers to be published in the ACTA ELECTROTECHNICA AND INFORMATICA (hereinafter "AEI") journal.

§ 2

Form and Author of the Paper

(1) Author or a collective of authors of a paper (hereinafter the "author") submit the paper to be published (hereinafter the "paper") in the form and to the address stipulated in the "Instructions for Authors".

(2) If the author is a collective considered for hereto purposes will be that member of the authorial collective that has been appointed by the collective to communicate with the AEI editors.

(3) "Instructions for Authors" are compiled by the AEI publisher and the present Rules appear in each AEI issue and also in the AEI Internet presentation.

§ 3

Registration of Paper and Assessment of the Paper

Formal Aspects

(1) The executive editor (hereinafter the "executive editor") assigns a registration number to each paper submitted to the AEI editorial board. The allotted reg. number presents a unique brief paper identifier used during the paper processing by the AEI editors.

(2) Meeting of the formal aspects as stipulated in "Instructions for Authors" (§ 2, Sub. 3) is assessed by the executive editor.

(3) If the paper fails to meet formal requirements set forth in "Instructions for Authors", the executive editor invites the author to remedy the deficiencies. If the author fails to eliminate the faults the executive editor decides that the paper is inappropriate to be published in AEI due to non-adhering to formal requirements stipulated in the "Instructions for Authors", and advises the decision to the author in writing.

(4) Decision of the executive editor pursuant to the above issue 3 stating that the paper is improper to be published in AEI due to non-adhering to formal requirements stipulated in the "Instructions for Authors" can be reconsidered by the AEI editorial board Chair (hereinafter the "editorial board Chair"). The Chair's decision is communicated by the executive editor to the author in writing.

§ 4

Nominating the Paper Reviewers

(1) If the executive editor decides that the paper meets formal requirements as stipulated in the "Instructions for Authors" or if the paper is approved by the editorial board Chief pursuant to § 3 Sub. 4, once the paper is registered the executive editor turns the paper over to an AEI editorial board such member that effective in the same or similar field that corresponds

with the professional focus of the paper (hereinafter "pertinent member of the editorial board") along with an application that he/she nominated three reviewers of the paper.

(3) By not later than 14 days from delivery of the application the pertinent editorial board member proposes three reviewers and s/he can be one of them. Holding in this respect is the rule that neither of the paper reviewers can act at the author's workplace. Considered for the author's workplace is a working unit such as the department.

(4) If the editorial board member fails to nominate reviewers within the stipulated time limit, and is s/he fails to do so even when repeatedly requested to do so by the executive editor the executive editor requests another member of the editorial board to propose reviewers, and advises the fact to the editorial board Chair.

§ 5

Reviews of Papers

(1) The executive editor submits the paper along with a request for elaboration of reviews to reviewers nominated by the pertinent member of the editorial board. At a time s/he requests him/her that in case s/he refuses to review the paper s/he suggested another reviewer for him/her, being intimately aware of the paper problems.

(2) The review is elaborated following the rules set out in the "Manuscript Review Form" that is attached as Exhibit 1 hereto.

(3) If a reviewer declines the offer to review a paper and also fails to nominate a stand-in reviewer the executive editor invites the pertinent editorial board member to propose a new reviewer.

(4) The obligation of the reviewer who accepted the task to review the paper is to elaborate the review by not later than 28 days from accepting the paper and to deliver his/her review to the executive editor. If the reviewer fails to deliver the review to the executive editor within the time period the executive editor requests him/her again to elaborate the review. If the reviewer fails to submit his/her review within 28 days from the second call of the executive editor to elaborate and submit the review the executive editor either requests the pertinent editorial board member to nominate another reviewer or nominates him/her under his/her authority. If the originally nominated reviewer submits his/her review after the decision of the executive editor it will be understood that the original reviewer has declined the invitation of the executive editor to elaborate review of the paper.

(5) In the review, the reviewer has to positively express if s/he recommends to accept the paper for publishing in AEI or not or if s/he suggests that the paper was reworked and submitted for the second review.

(6) If the reviewer recommends to rework the paper and then submit it for the second review s/he shall state his/her reservations to the paper or possibly his/her recommendations in his/her review.

(7) The executive editor submits the reviews, without disclosing names of reviewers, to the author. If a reviewer suggested to rework the paper and then to submit it for the second review the executive editor

invites the author to rework the paper to reflect observations of reviewers. The executive editor submits reworked paper to all reviewers for the second review.

(8) The second review of a paper can be performed only once. In case of the second review the reviewer must positively express that s/he recommends to accept the paper for publishing in AEI or not.

(9) Performance of both the first and second reviews is a voluntary activity that cannot be deputized and is not remunerated. List of reviewers stating their names and names of their workplaces are, for the respective calendar year, publicized in the 4th issue of AEI.

§ 6

Decision on Accepting or Rejecting a Paper for Publishing

(1) A paper is accepted for publishing in the AEI if it is approved by at least two out of three reviewers to be published in the AEI provided the author has, by signing the “Representation and Authority“, agreed with the terms and conditions of publicizing in the AEI stipulated by the AEI publisher. The executive editor advises the author on accepting the paper for publishing in the AEI in writing.

(2) If a paper is not approved to be published in the AEI by at least two out of three reviewers following the second review the paper is not accepted for publishing in

the AEI. The executive editor advises the author on the fact in writing.

(3) If a paper is by two out of three reviewers accepted for publishing in the AEI but the author of such paper fails to sign the “Representation and Authority“ to agree with the terms and conditions of publicizing in the AEI as stipulated by the AEI publisher the paper is not accepted for publishing in the AEI. The executive editor advises the author on the fact in writing.

(4) The executive editor decides on the volume and issue of the AEI in which will be an accepted for publishing paper publicized, whilst the basic criterion is the order in which were papers accepted for publishing and their allotted registration numbers. The executive editor advises the author on the fact in writing.

§ 7

Final Provisions

(1) Any subjects pertaining to the process of deciding on accepting or rejecting papers for publishing in the AEI not specifically treated herein are finally and irrevocably decided by the Chair of the editorial board.

(2) The present Rules have been, pursuant to the AEI editorial board rules of procedure, approved by the editorial board on 13.6.2008.

(3) The present Rules are attaining full force and effect on the day of their approval by the editorial board.

June 13, 2008
Košice, Slovak Republic

Prof. Ing. Linus Michaeli, DrSc.
Chair of the Editorial Board