

Transport and Telecommunication

Author Guidelines

Author Guidelines provide key information for authors considering manuscript for submission to the Transport and Telecommunication journal (TT journal).

1. General Acceptance and Publication Criteria

The article must contain the results of original research corresponding to scientific fields covered by the journal. It is strictly forbidden to submit a manuscript elsewhere simultaneously with the submission to the journal. By submitting the manuscript, authors agree to the good science practices, meaning that manuscript strictly does not contain fabrications, falsifications, plagiarisms, or inappropriate data manipulations. Plagiarism check will be performed to all submissions. No direct quotes are allowed, with duly quoted paraphrasing being the only acceptable way of referencing to other authors. The research goal must be clear, pertinent, and achievable. Study design and methodology must be accurate, and results presented correctly.

Methodology, study design and procedures must be transparent. Any flaws and ambiguities in methodology and study design will put the results under question, leading to the manuscript being rejected from publication by the journal.

2. Before Submission

Authors must prepare manuscripts using the Transport and Telecommunication manuscript template, available at the TT Journal webpage at the Paradigm Publishing Services portal [<https://reference-global.com/journal/TTJ>]. It is also available upon request to the Publication Manager. In both cases, the Template is available for download in .docx (Word) format. The template provides a detailed and full information regarding the format and structure of the submission. Manuscripts are accepted only in English. Only manuscripts of no more than 15 pages (in the format of the Template) will be accepted.

3. Submission

All manuscripts are to be submitted via the Transport and Telecommunication Institute (TSI) Open Journal System portal: <https://ojs.tsi.lv/index.php/ttj>. The author must register in the system in order to submit a manuscript. Step-by-step instructions are available at the OJS TSI Portal after registration. Authors submit their manuscripts as Word files in doc or docx formats. All submissions must include two versions: a full version and anonymised version for the review.

4. Manuscript Status

After submission of manuscripts, the author will receive a confirmation e-mail. Subsequent inquiries about manuscript could be addressed to the Editorial Board via the Open Journal System internal communication. Please, use the name of manuscript and assigned manuscript reference number in all communication. Otherwise, the journal retains right not to respond to the inquiries.

5. Review Procedure

All manuscripts submitted for publication to the journal are thoroughly reviewed. Journal is committed to applying full standards of a rigorous double-blind peer-review process. The Editorial board organizes the peer-review process with at least two review reports per manuscript obtained. The Editorial board will make a final decision based on the reports, with the following possible options: Accept for publication, Accept upon major revision (rewrite & resubmit), Accept upon minor revision, or Reject from publication. Both reviews have to be positive decision for overall decision to be positive. At least one reject decision by the reviewer means a full reject of the manuscript. Authors will be informed about the decision by the e-mail sent via the TSI OJS portal. The time to review and make a decision is extremely variable since it is sometimes difficult to find suitable reviewers, and there may be delays in receiving reviewer reports. The Editor-in-Chief and the Editorial Board make all efforts to minimize the time from submission to first decision. The journal aims to make a first decision (after review) within 60–90 days, but cannot guarantee this, since the processing time can vary depending on the number of submissions, and other factors. Upon receiving major or minor revision decision, authors are granted a

right to respond to the comments of the reviewers and resubmit manuscript for a second round of the double-blind peer review. Authors have to resubmit the new version of the manuscript within three weeks (21 days) since getting a previous decision. The resubmission is done via the TSI OJS portal. If deadline was not met, the journal retains the right to reject submission upon decision of the Editorial board.

6. Rejection of Submission

Editorial board reserves the right to reject any submission. In particular, any submissions with unclearly formed goal and objectives of the study, lack of innovativeness (discovery, new knowledge), poor quality of images, wrong and incorrect interpretations, methodological errors, such as inadequate or biased sampling, poor study design and illustrations, poor statistics, will be rejected. Any previously published article will not be considered for publication. Publications must be properly proofread for English language (the working language of the journal), as any grammatical, or substantial deficiencies, poorly communicated content, will lead to rejection of the manuscript. Failure to follow any of journal's instructions regarding content, language, or formatting of the submission will lead to rejection of the manuscript.

7. Author's Appeal

The author has the right to appeal if he/she considers that a decision on Rejection was incorrect. To appeal a decision, the author must email the Editor-in-Chief, giving reasons why the decision was wrong. The author must provide clear justification for making an appeal. The appeal will be considered by a member of the Editorial Board who was not involved in the original decision.

8. Article Processing Charge (APC)

To cover the costs of processing the original manuscripts, we have introduced the processing fee, applicable for all papers accepted for publication after August 1, 2024. The standard review and related technical process fee is 300 EUR plus VAT if applicable, which amounts to 363 EUR. The waivers or discounts are not available. The only currency accepted for payment is the euro.

The invoice for APC is issued only for accepted articles and is payable exclusively by bank transfer. Transport and Telecommunication Journal is not a commercial project, and the applied processing fee covers only the costs associated with the preparation of the manuscript for publication in open access, namely, copyediting, technical editing,

and services relating to the publication of the journal issues. The owner of the journal Transport and Telecommunication Institute does not receive the profit from the processing fees.

Special note regarding VAT

According to the legislation of the Republic of Latvia, article processing charges (APCs) are subject to VAT at rate of 21%. VAT is included if authors pay APC as natural persons. The institutions and organizations from the European Union countries do not pay VAT.

9. Copyrights

This journal provides immediate open access (free of charge) to its content under the Creative Commons BY NC ND 4.0 license. Authors who publish with TTJ retain all copyrights and agree to the terms of the CC BY NC ND 4.0 license. Everyone has free and unlimited access to the full-text of all the articles published in TTJ. No special permission is required to reuse all or part of article published in TTJ including figures and tables if proper citation of the original publication is given.