

OVERVIEW of the PUBLISHING PROCESS

of the Editorial Office of scientific journals published by Wydawnictwo Uniwersytetu Przyrodniczego we Wrocławiu (the Publisher)

1. Editorial Office shall only accept articles that are the Author(s) original work in a given scientific discipline within the Publisher's profile and which present scientific work related to research, design, construction, conceptual ideas, methodology, theoretical and monographical approaches.
2. The Author(s) guarantee(s) that none of the material in the article has been previously published, nor included in any other manuscript and that this article is not under consideration for publication elsewhere, nor has it been submitted or accepted in another publication in any form as defined in the Act of 4 February 1994 on copyright and related rights (Official Journal no. 24, item 83).
3. The procedure of reviewing the articles is consistent with the recommendations of the Ministry of Science and Higher Education.
4. By submitting the article for publication in the journal the Author(s) agree to the review process.
5. The Author(s) shall submit(s) the article to the Editorial Office via e-mail together with the statement form that none of the material in the manuscript has been published before, that the article is not under consideration for publication elsewhere, nor has it been submitted or accepted in another publication in any form, and that in case the article is selected for printing the Author(s) agree(s) their personal data and the full content of the article be disclosed both in paper and electronic version of the journal and available over the Internet. The statement shall be signed by all the co-authors of the article.
6. **In addition to the complete electronic document containing text, images and tables, the Author(s) shall submit supplemental files with tables and images containing descriptions in file format of programmes they were produced in (source files). The tables and images should be editable.**

In order to follow good practices in science and social responsibility, the Publisher shall require the Author(s) of the publication to declare in the statement form the contributions to the work of each of the Authors. The Authors are liable for submitting false information.
7. Any forms of scientific misconduct, violations and breaches of ethics and good practices in science shall be documented and disclosed on the website of the Publisher. They shall be also communicated to the institutions the Authors are employed in, as well as to other Publishers of a given scientific discipline, as well as to scientific and academic journals.
8. After the article is accepted by the editorial office as being in line with the journal's profile, the content editor shall choose two independent reviewers from outside the unit. The reviewers shall be renowned authorities in a given field, and they shall guarantee that:
 - their opinion is independent,
 - there is no conflict of interests: in particular the reviewer has no private or professional relations with the Author of the article,
 - the reviewer keeps confidential both the content of the material and their opinion about it.
9. In the event that the text is produced in a foreign language, one of the reviewers shall be an affiliated person from a foreign academic institution based in a country other than the country of the Author.
10. After choosing the reviewers, the editorial office provides them with the article without revealing the name(s) of the Author(s) and the academic unit they are employed in. Together with the article the reviewers receive a review form and are informed about the date of its completion.
11. The reviewed manuscripts are confidential and anonymous. Reviewers are not allowed to make any use of their content before the publication.

12. The reviewers do not receive any remuneration for reviewing the articles for the journal Acta Scientiarum Polonorum and Zeszyty Naukowe Uniwersytetu Przyrodniczego we Wrocławiu (the WUELS Journals).
13. In the event that the review is negative, the article contains some questionable content, or there is a breach of law or good academic practices, personal details of reviewers remain classified and may be revealed only at Author's request and reviewer's approval.
14. The list of reviewers is published in the last issue of the journal in a given year and on the journal's website.
15. The reviewers submit their reviews in an electronic format to the editorial office e-mail address attached to the review form. After the review is submitted, the publisher's secretary:
 - informs the Author about this fact (in case the review requires no changes or only minor editorial changes),
 - forwards the review with reviewer's comments to the Author, who then introduces relevant changes to the manuscript; in the event that the Author disagrees with certain points of the reviewer – they prepare their answer and submit it to the editorial office,
 - after the Author introduces the changes to the manuscript, the article is forwarded to the reviewer for the second time – if the reviewer states that another review is necessary.
16. The final decision to put the scientific article to print is made by the editorial office after analysing the reviewer's comments and the final version of the article submitted by the Author.
17. The corrected article together with relevant statement forms should be submitted to the editorial office within the period stated by the editor. **Otherwise the publication of the article in a given journal issue is cancelled.** Author may disagree with the reviewers' suggestions, and in such case they are required to explain the reasons of not complying with the comments.
18. In case the review disqualifies the article, the content editor makes a decision whether the manuscript is rejected or forwarded to another – third reviewer.
19. After the final version of the article is typeset and proofread, it is submitted for the final proofreading to the Author.
20. Then the article is put into print.
21. Commissioned articles and non-scientific texts do not require being reviewed and are qualified for printing directly by the content editor.

CLOSING COMMENTS

- The editorial board advises all interested Authors to familiarize themselves with terms on the website of the Ministry of Science and Higher Education, such as: "ghostwriting" and "guest autorship" ("honorary autorship").
- Editors reserve the right to shorten and perform stylistic adjustments to the texts, as well as the right to return the materials that are not prepared according to the aforementioned procedure without examination.
- Authors shall not receive remuneration for their publications.
- The publisher shall invoice the publication within the period of 30 days of the date of printing the issue.

For more information on the procedures and publication printing process please contact the Publishing House Director dr Ewa Jaworska: ewa.jaworska@up.wroc.pl, or the Publishing House Secretary: Grażyna Kwiatkowska: wyd@up.wroc.pl