

Guidelines for good practices in research integrity and publication ethics

The Editorial Team of “The Archives of Automotive Engineering – Archiwum Motoryzacji” have adopted and are observing the rules of publication ethics in compliance with the guidelines of the Committee on Publication Ethics (COPE), and the ethical application of artificial intelligence (AI) tools. We encourage authors to get acquainted with details of the COPE’s rules of ethics, available from <https://publicationethics.org/>.

Statement of Ethics

The Editorial Team are very particular about the elimination of any signs of scientific unconscientiousness, of both the authors and the reviewers. Therefore, we are systematically implementing the most transparent and clear rules that would make it possible to counteract any indications of violation and infringement of the principles of ethics that should be observed in science.

All persons involved in the publishing process of the scientific quarterly „The Archives of Automotive Engineering – Archiwum Motoryzacji” (the editorial team, the authors, the reviewers, language editors, the publisher) are obliged to get acquainted with and follow the rules of publication ethics specified below.

The duties of the Editors and Editorial Board

- The publishing policy adopted by the editorial team of the journal “The Archives of Automotive Engineering – Archiwum Motoryzacji” is to ensure a professional and transparent publishing process.
- The Editor-in-chief shall be accountable for all materials published in the journal and the decision to accept or reject a manuscript shall be based on the reviewers evaluation as regards its importance, originality, clarity, as well as the relevance of the manuscript to the subject matter of the journal.
- The editor is under obligation to evaluate the received manuscripts only in terms of scientific value and originality and must not be guided by the attitude towards the author’s race, gender, nationality, sexual orientation, religion, or beliefs.
- The editor must not under any circumstances disclose any information regarding the received manuscripts except for the author/authors, reviewers (or potential reviewers), editorial consultants (translators, language editors) and the publisher.
- The Editorial Team shall oblige all persons involved in the publishing process to report all possible conflicts of interest. In case any conflicts of interest are disclosed after the manuscript is published, appropriate action shall be taken, including e.g. errata, and if necessary withdrawing publication or publishing correction/clarification.
- The publisher, in compliance with the recommendations of the Polish Ministry of Science and Higher Education, makes every effort to eliminate ghostwriting and guest authorship. In order to counteract cases of ghostwriting and guest authorship the editorial team requires from the authors the statements to the effect.

- The publisher is obliged to follow established procedures in matters of copyright, including right of paternity, and right of attribution.
- The publisher is entitled to withdraw manuscript in case of any indications of violation and infringement of the principles of publication ethics.

The duties of the Authors

- The author shall submit original In each case when the text refers to research or elaboration of a given problem proposed by other authors, the referred-to fragment should be cross-referenced and/or included as a quotation. All publications used shall be enlisted in the references. Faking research results and plagiarism are deemed unacceptable.
- The author is obliged to present the outcome of their research in a well-founded, honest and thorough way and to the objective interpretation of research results.
- The author guarantees that the copyrights transferred to the publisher are not in any way encumbered or limited by any rights of third parties and that using the works by the publisher does not violate any rights of third parties.
- The author is responsible for the disclosure of all actual contributors and obliged to declare other author's percentage contribution to the manuscript.
- The article shall include all information necessary to identify the source of the data, and the author is obliged to scientific integrity.
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- All matters regarding copyrights are subject to the regulations of publishing agreements between the author and the publisher
- All cases of confirmed scientific dishonesty, including ghostwriting and guest authorships will be exposed and documented by the editors who will pass information about such dishonesty to relevant institutions (the author's place of employment, scientific societies, etc.).
- The author is obliged to immediately notify the publisher about any major errors and inconsistencies found in the text, in order to correct the errors in the next issue or a reprint.

The duties of the Reviewers

- The reviewer prepares reviews for the publisher
- Scientific publications are reviewed by researchers from Polish and foreign academic centers specializing in issues raised in a given publication.
- The reviews are performed in accordance with the double-blind peer review model, meaning that the authors do not know the identity of the reviewers and vice versa.
- The reviewer is obliged to comply with the agreed delivery deadline.
- It is unacceptable to disclose the work to third parties. The reviewed papers as well as their reviews are confidential. The reviewed work cannot be used by the reviewer for his personal needs and benefits.

- The reviewer is obliged to formulate reviews in a substantive and objective manner.
- In case of noticing significant similarities between the reviewed text and other papers, the reviewer is obliged to report this fact to the publisher.
- The review must be made in writing, ending with an unambiguous opinion on the admission/rejection of the work or admission for publication, provided that certain changes are made.

Publisher's responsibilities

- Upon suspicion or confirmation of research misconduct (e.g., plagiarism, data fabrication, undisclosed AI usage), the publisher collaborates with the Editor-in-Chief to clarify the matter, issuing errata or retracting the article as necessary.
- The publisher adheres to copyright procedures and reserves the right to retract a manuscript in cases of ethical breaches.

Review procedure

The manuscript review process begins with an initial screening by the Editorial Board, which verifies the submitted material's alignment with the journal's scope and the requirements outlined in the "Guidelines for authors" (<http://www.aaejournal.com/Guidelines-for-authors,4619.html>). Following the initial screening, three independent reviewers, unaffiliated with the authors, are appointed to conduct the assessment. The assignment of an additional reviewer occurs if a single negative review is submitted. This entire process adheres to a double-blind methodology, guaranteeing that authors and reviewers remain anonymous to one another. Reviewers get 50 Euro for each completed review. The entire review and editorial decision process, including author responses to feedback, is managed digitally. Each year, the journal publicly acknowledges all reviewers who have contributed to its editorial team.

A comprehensive description of the review procedure for The Archives of Automotive Engineering can be found at: <http://www.aaejournal.com/Reviewing-procedure,1582.html>.

Anti-plagiarism procedure

Every submitted manuscript undergoes a mandatory similarity check using the iThenticate system. The report generated by this system is meticulously analyzed. Detection of significant similarities will necessitate the author providing explanations or implementing requisite corrections. Persistent breaches of ethical principles, such as plagiarism, will result in the manuscript's rejection or the retraction of an already published work, in strict accordance with the guidelines of the Committee on Publication Ethics (COPE).

Copyright and intellectual property

The Archives of Automotive Engineering – Archiwum Motoryzacji, committed to the widest possible dissemination of scientific knowledge, publishes all articles under an open access form, utilizing the Creative Commons Attribution (CC BY) license. This means that authors retain

full copyright to their work while simultaneously granting anyone the right to freely copy, distribute, and even commercially utilize the published articles. This is permissible provided that the original author and publication source are always appropriately credited. This approach enables readers and other entities to effectively use research findings, thereby contributing to the accelerated development of science and knowledge transfer within the field of automotive engineering.

Citation and Referencing Guidelines

Correct citation and referencing of literature are fundamental to scientific publication and constitute a shared responsibility among authors, editors, and reviewers. Authors are expected to avoid excessive self-citation of their own work. It is recommended that the number of self-cited works does not exceed one for every twenty cited literature entries. Concurrently, editors and reviewers must not require authors to add citations to their articles without strong, scientific justification. The issue of inappropriate citation, including phenomena such as "citation stacking" and "citation cartels," has been comprehensively addressed by the Committee on Publication Ethics (COPE), which has developed a discussion document with recommendations for best practices.

Data Sharing

The Archives of Automotive Engineering – Archiwum Motoryzacji actively promotes research transparency and reproducibility by encouraging authors to share their research data in accordance with FAIR principles (Findable, Accessible, Interoperable, Reusable). To facilitate this, authors are encouraged to:

- deposit raw research data in open-access repositories (e.g., Zenodo, Figshare);
- include DOI numbers for datasets directly within the paper text;
- provide a detailed description of data sharing methods, along with any licensing restrictions.

Research involving human participants

For manuscripts that present research involving human participants, it is obligatory for authors to obtain advance, informed consent for publication from all participants, which includes authorization for the use of their data and images. Confirmation of ethical committee approval and the study's compliance with recognized standards (e.g., the Declaration of Helsinki) must be provided. It is crucial to maintain participant anonymity by omitting any identifying details. Particular caution is required in studies involving vulnerable groups, such as children, refugees, or the elderly. It is incumbent upon authors to confirm within the manuscript that informed consent has been duly obtained. Authors must be cognizant that consent for participation in a study differs from consent for publication, with the latter being essential if the disseminated information might identify a particular individual. Consent forms are not required for initial submission but must be produced when requested.

Accessibility Policy

Committed to the principle of universal accessibility, The Archives of Automotive Engineering – Archiwum Motoryzacji strives to provide equal access to its published content for all readers, irrespective of their physical, sensory, or technological constraints. In line with its Open Access model, all articles are provided free of charge and can be accessed in PDF format via our website: <http://www.aaejournal.com>.

The Editorial Board strives to ensure the journal's website is compatible with screen readers and other assistive technologies. Authors should prepare their manuscripts in a way that boosts accessibility. This means using legible fonts, offering alternative text descriptions for figures and tables, and steering clear of elements that make it harder for people with disabilities to access the content.

Equity Policy

The Archives of Automotive Engineering – Archiwum Motoryzacji actively promotes the principle of equity within its publication framework. We pledge to provide equivalent treatment to all authors, reviewers, and readers, dissociated from considerations of gender, race, nationality, sexual orientation, religion, socioeconomic status, or any other defining characteristic.

The Editorial Board actively opposes all forms of discrimination and bias, judging manuscripts solely on their scientific merit using objective criteria. We also strive for diverse reviewers and editorial board members to ensure a broad scientific and cultural perspective.

Policy on Violations and Sanctions

The Archives of Automotive Engineering – Archiwum Motoryzacji views all breaches of publication ethics and editorial policy, including those involving AI tools, as serious transgressions. These violations undermine scientific integrity, publication credibility, and the trust of the academic community.

This policy applies to all stages of the publication process and involves authors, reviewers, and editors. Every violation is handled individually, with strict adherence to due process, following the COPE Plagiarism flowcharts (<https://publicationethics.org/guidance/flowchart/plagiarism-submitted-manuscript>).

Violations of publication ethics and editorial policy encompass, but are not limited to::

- the unauthorized copying of content, data, or ideas from other sources without appropriate citation, including instances of self-plagiarism;
- the presentation of fabricated or manipulated research data;
- the omission of genuine contributors or the inclusion of individuals who did not provide substantial input to the work's development;
- the failure by authors, reviewers, or editors to declare potential conflicts of interest;

- the generation of significant manuscript sections, fictitious data, or the manipulation of images without adequate description within the research methodology;
- the unauthorized disclosure of unpublished manuscript content to third parties or its input into AI tools by reviewers or editors;
- non-adherence to copyright regulations, manipulation of research outcomes, undisclosed funding sources, or any other conduct inconsistent with the principles of scientific integrity.

Upon the suspicion or confirmation of publication ethics violations, the Editorial Board will undertake the following measures:

- Editor-in-Chief, supported by the editorial team, will rigorously analyze the reported claim or evidence, employing anti-plagiarism systems or other verification tools;
- all authors, reviewers, or editors implicated in the matter will be required to furnish explanations or provide supplementary documentation (e.g., records of AI prompts);
- subsequent to the collection of evidence, the Editorial Board will render a decision on the appropriate course of action, consistent with COPE guidelines, which may include issuing corrections or retracting the article.

Every instance of a violation will be meticulously documented and, where deemed appropriate, reported to pertinent institutions (e.g., the author's employer, scientific societies). In cases of article retraction, a formal retraction notice elucidating the reasons will be disseminated via the journal's website.

Authors bear ultimate responsibility for their manuscript's content, ensuring full compliance with publication ethics and AI policy. Should violations be identified, the following sanctions may be imposed:

- rejection of the manuscript at any point in the publication process if a violation, such as plagiarism, data falsification, or undisclosed AI use, is detected;
- retraction of a published article when serious violations come to light;
- notification of the author's employing institution, pertinent scientific societies, or other relevant organizations regarding the confirmed transgressions.

A temporary or permanent prohibition from publishing in the journal, the duration of which will depend on the gravity of the violation.

Reviewers must strictly adhere to the principles of confidentiality, objectivity, and timeliness. Any violation, such as disclosing a manuscript's content under review, submitting it to AI tools, or showing partiality, will lead to serious consequences. If such transgressions are identified, the reviewer will be excluded from the current review process and removed from the journal's reviewer list. Additionally, their employing institution may be notified of the ethical breach. This also results in a prohibition of future collaboration, meaning they'll lose the opportunity to participate in future review processes for the journal.

Upholding the highest principles of ethics, confidentiality, and objectivity is mandatory for all editors, including the Editor-in-Chief. Any breach of these standards—such as the misuse of AI tools, the revelation of confidential information, or partisan decision-making—will result in serious repercussions. Such infractions may lead to internal corrective actions, including, but not limited to, the cessation of editorial duties or the implementation of team-based disciplinary

protocols. Furthermore, the publisher shall be duly informed of all violations, potentially culminating in additional interventions, even alterations to the editorial board's composition. In instances where violations compromise the integrity of published articles, the Editorial Board is committed to maintaining transparency, and will accordingly publish errata or retract affected articles, ensuring readers are comprehensively informed of the rationale for such actions.

- To minimize the risk of violations, our journal employs these preventive measures:
- All manuscripts undergo plagiarism checks before review to ensure originality.
- Authors submit declarations of originality, detailing co-author contributions and confirming no conflicts of interest, which increases transparency.
- The journal's comprehensive policy is readily available on its website, <http://www.aaejournal.com>.
- Authors and reviewers are mandated to review the journal's policy prior to engaging in the publication process, ensuring a complete understanding of the governing principles.

The process for addressing violations adheres to COPE guidelines, particularly the Plagiarism flowcharts and other established protocols for research misconduct. The Editorial Board works in close cooperation with the publisher to ensure the prompt and effective resolution of issues, thereby safeguarding the integrity of publications.

Editorial Appeals Policy

Authors may appeal a decision to revise or reject their manuscript by submitting a formal, written appeal to the Editorial Board. Only appeals for manuscripts that have undergone the full scientific peer-review process will be considered; those rejected outright by the editorial team are not eligible for appeal. The corresponding author must submit the appeal, with all co-authors' consent, within one month of the decision date.

Within the appeal letter, it is imperative to thoroughly articulate the grounds for disagreement with the decision, offering a point-by-point response to all editor and reviewer observations that influenced the manuscript's rejection. Substantiating evidence (e.g., in cases of technical inaccuracies or perceived bias) must likewise be appended. A critical condition is that the manuscript shall not be submitted to any other journal concurrently..

All appeals are reviewed by the Editor-in-Chief or their appointed representative. The decision rendered subsequent to an appeal is definitive, and only a single appeal is permitted per submission. It is important to note that the reconsideration process does not guarantee manuscript acceptance and may necessitate an additional round of peer review.