

Publication Ethics Guidelines

“The Archives of Automotive Engineering – Archiwum Motoryzacji”

1. General Provisions

The publishing activities of the quarterly journal “The Archives of Automotive Engineering – Archiwum Motoryzacji” are conducted in accordance with the principles of research integrity, good publication practice, and the recommendations of the Committee on Publication Ethics (COPE).

The purpose of these guidelines is to ensure a transparent, fair, and impartial publication process, protect the integrity of scientific research, and guarantee the high quality of published works.

These guidelines apply to all persons involved in the publishing process:

- authors;
- reviewers;
- editors;
- members of the editorial team;
- the publisher.

All participants in the publication process are required to comply with the principles of research integrity, copyright protection, confidentiality, and accountability for their actions.

The Editorial Office does not accept any form of research misconduct, including in particular:

- plagiarism;
- self-plagiarism;
- fabrication or falsification of data;
- manipulation of research results;
- improper attribution of authorship (guest authorship);
- omission of persons who made a significant contribution to the publication (ghostwriting);
- citation manipulation;
- breach of the confidentiality of the peer-review process;
- undisclosed use of artificial intelligence tools in a manner that may affect the integrity of the publication.

2. Responsibilities of the Editorial Office and Editors

The Editorial Office is responsible for ensuring a professional, transparent, and ethically compliant publishing process.

Decisions to accept, reject, or advance an article to the next stage of the publication process are made by the Editor-in-Chief on the basis of:

- the scientific merit of the work;
- the originality of the results presented;
- its significance for the development of the discipline;
- its consistency with the journal’s scope;
- the opinions of independent reviewers.

The Editorial Office ensures that all submitted manuscripts are evaluated solely according to scientific criteria. Editorial decisions must not depend on factors such as:

- sex or gender;
- age;

- nationality;
- ethnic origin;
- religion;
- sexual orientation;
- political views;
- social status;
- the author's affiliation.

Editors are required to maintain the confidentiality of all materials received during the publishing process. Information concerning submitted manuscripts may be disclosed only to persons directly involved in the publication process, in particular:

- authors;
- reviewers;
- members of the editorial team;
- language consultants;
- the publisher.

The Editorial Office requires authors, reviewers, and persons involved in the decision-making process to disclose potential conflicts of interest. If a conflict of interest is identified after an article has been published, the Editorial Office takes appropriate action, such as:

- publishing a correction or clarification;
- publishing an explanatory notice;
- retracting the publication, where justified.

The Editorial Office takes measures to prevent ghostwriting and guest authorship. Authors are required to provide information on each person's contribution to the preparation of the publication.

The Editorial Office respects copyright and safeguards the rights of creators, including the right to authorship and the proper attribution of scientific contributions.

3. Responsibilities of Authors

Authors may submit for publication only original scientific works that do not infringe the rights of third parties.

Authors are required to:

- present truthful and verifiable research results;
- describe the research methods accurately;
- interpret the results objectively;
- properly identify all sources used;
- comply with the principles of proper citation.

Any information, results, ideas, or excerpts from publications by other authors must be properly acknowledged and included in the reference list.

The following are unacceptable:

- fabrication of data;
- falsification of results;
- selective presentation of data in order to confirm a predetermined hypothesis;
- claiming authorship of the achievements of others.

Authors are responsible for the content of the publication and the accuracy of the data presented.

In multi-author publications, the corresponding author confirms that:

- all listed authors made an actual contribution to the work;
- each co-author approved the final version of the manuscript;
- the order of authors reflects their actual scientific contribution.

Authors are required to disclose:

- sources of research funding;
- potential conflicts of interest;
- any required ethical or administrative approvals, where applicable.

If a significant error is discovered in an article after publication, the authors must promptly notify the Editorial Office and cooperate in preparing an appropriate correction, clarification, or retraction.

Authors are also responsible for the proper and transparent use of artificial intelligence tools in preparing the manuscript. AI tools may not be listed as co-authors, and responsibility for the article's content always rests with the authors.

4. Responsibilities of Reviewers

Reviewers play an important role in ensuring the scientific quality of published works and support the Editorial Office in making decisions on the publication of manuscripts.

Reviews are conducted by persons with appropriate scientific knowledge and experience in the subject area of the work being evaluated. Reviewers should have the expertise required to assess objectively the scientific merit, methodological soundness, and significance of the results presented.

The journal uses a double-blind peer-review procedure, meaning that authors do not know the identities of the reviewers and reviewers do not know the identities of the authors of the works being evaluated.

Reviewers are required to:

- maintain the confidentiality of the manuscript received and all information obtained during the review process;
- prepare the review within the agreed deadline;
- conduct an objective and independent evaluation of the work;
- formulate comments in a factual, constructive manner supported by scientific arguments;
- avoid comments concerning the author personally rather than the scientific content of the work.

Reviewers must not:

- use information contained in an unpublished manuscript for their own purposes;
- share the manuscript with third parties;
- copy or distribute excerpts from the work under review;
- use the manuscript's content in artificial intelligence tools.

If a reviewer determines that they:

- have a conflict of interest involving the author, institution, or subject matter of the work;
- lack sufficient expertise to evaluate the manuscript;
- are unable to prepare the review within the required deadline,

they should promptly inform the Editorial Office and decline the review.

The reviewer should inform the Editorial Office of any identified instances of:

- plagiarism;
- duplicate publication;
- improper citation;
- suspected data manipulation;
- other breaches of publication ethics.

Each review must conclude with an unambiguous recommendation regarding further handling of the manuscript:

- acceptance for publication;
- acceptance after the specified revisions have been made;
- re-evaluation following major revisions;
- rejection of the work.

5. Peer-Review Procedure

The peer-review process begins with a preliminary assessment of the manuscript by the Editorial Office. At this stage, the following are checked:

- the work's consistency with the journal's scope;
- the completeness of the documentation;
- basic formal requirements;
- potential issues concerning the originality of the text.

Manuscripts that meet the formal requirements are referred to independent reviewers with appropriate specialist expertise.

Reviewers should have no professional, financial, or personal relationship with the authors that could affect the impartiality of the assessment.

The editorial decision is based on the reviewers' opinions, the Editorial Office's assessment, and the article's consistency with the journal's thematic scope.

Where reviewers' opinions differ, the Editorial Office may refer the manuscript for an additional review.

Authors are given an opportunity to respond to the reviewers' comments and make the required changes within a specified period.

The Editorial Office publishes a list of persons who conduct reviews for the journal, while complying with personal data protection requirements and maintaining the confidentiality of individual review procedures.

6. Conflicts of Interest

To ensure transparency in the publication process, all persons involved in the publishing process should disclose potential conflicts of interest.

A conflict of interest may arise, among other things, from:

- financial relationships;
- scientific collaboration;
- professional relationships;
- personal relationships;
- scientific competition.

Authors are required to disclose sources of research funding and any circumstances that could affect the interpretation of the results.

Reviewers and editors should recuse themselves from the assessment or decision-making process where there is a risk that they may not remain impartial.

Disclosure of a conflict of interest does not automatically result in rejection of the publication; rather, it enables the Editorial Office to apply appropriate measures to ensure the objectivity of the process.

7. Anti-Plagiarism Procedure and Prevention of Research Misconduct

Each submitted manuscript is checked for text similarity using appropriate anti-plagiarism tools.

The similarity report is analysed by the Editorial Office, which evaluates the nature of the detected similarities.

The mere presence of textual similarities does not in itself establish a breach of ethical standards, as such similarities may result, among other things, from proper citation, the use of standard scientific terminology, or descriptions of commonly used research methods.

If significant similarities are detected, the Editorial Office may ask the author to provide:

- an explanation;
- additional citations;
- revisions to sections of the text;
- additional documentation.

Depending on the nature of the breach, the Editorial Office may continue the publication process after the matter has been clarified, refer the work for revision, reject the manuscript, or retract the published article.

8. Citation Integrity and Use of the Literature

Proper citation of sources is a fundamental element of reliable scientific communication.

Authors are required to:

- identify all sources used in preparing the work;
- avoid presenting the ideas or results of others as their own;
- use current and relevant literature;
- avoid excessive self-citation.

The Editorial Office acts to prevent citation manipulation, including coercive requests for unjustified citations, the creation of artificial citation links, and excessive reciprocal citation within groups of publications.

Reviewers and editors must not require authors to add citations solely to increase the citation counts of particular persons, journals, or research groups.

9. Research Involving Human Participants

Where a publication reports research involving human participants, the authors are required to comply with the applicable ethical standards.

Authors should ensure that:

- the required approvals from ethics committees or competent institutions have been obtained;
- participants have been informed about the purpose and scope of the research;
- participants' informed consent has been obtained, where required;
- data that could enable individuals to be identified have been appropriately protected.

Particular care should be exercised in research involving especially vulnerable individuals or groups.

Information confirming that the research complies with ethical requirements should be included in the manuscript.

10. Research Involving Animals

Where a publication reports research involving animals, the authors are required to comply with the applicable laws and ethical standards concerning animal welfare.

Authors should ensure that:

- the research has been approved by the competent ethics committee or another authorised body, where required by law;
- the research has been conducted in accordance with applicable national and international regulations and the principles governing the protection and welfare of animals;
- measures have been taken to limit the number of animals used and minimise their suffering and stress, in accordance with the 3Rs principle (Replacement, Reduction, Refinement), where applicable;
- the research procedures have been appropriately justified from both scientific and ethical perspectives.

Information confirming compliance with ethical requirements, including details of approvals obtained and relevant decisions of ethics committees, should be included in the manuscript.

11. Policy on the Use of Artificial Intelligence (AI) Tools

The journal “The Archives of Automotive Engineering – Archiwum Motoryzacji” recognises the development of artificial intelligence (AI) technologies as an important element of contemporary scientific activity, while emphasising the need for their responsible and transparent use.

The purpose of this policy is to ensure that AI tools are used in the scientific publication process in accordance with the principles of:

- research integrity;
- transparency;
- author accountability;
- protection of intellectual property;
- confidentiality of the publishing process.

The AI policy applies to authors, reviewers, editors, and all persons involved in the preparation, evaluation, and publication of articles.

11.1. Rules for the Use of AI by Authors

Authors bear full responsibility for the content of the submitted manuscript, irrespective of whether artificial intelligence tools have been used.

AI may be used only as a tool supporting the preparation of a publication, subject to human oversight and the obligation to verify all generated content.

Permitted uses of AI include in particular:

- language and stylistic editing of the text;
- improving the readability of the manuscript;
- translation support;
- assistance in organising content;
- support for computational or statistical analyses, provided that the manner in which AI was used is described in the work;
- preparation of graphical elements, provided that they form part of the research methodology and are appropriately documented.

Authors are required to independently assess the accuracy of AI-generated content, verify all data, information, and citations, ensure that the use of AI complies with copyright law, and inform the Editorial Office of any use of AI in preparing the publication.

Information on the use of AI should include:

- the name of the tool;
- the version of the tool, where available;
- the scope of its use;
- a description of the impact of AI on the preparation or conduct of the research.

AI tools may not be listed as authors or co-authors of a publication. Authorship requires a genuine intellectual contribution and responsibility for the content of the work.

AI must not be used to:

- generate substantial portions of a manuscript without significant author involvement;
- create fictitious research data;
- falsify or modify research results;
- create non-existent bibliographic sources;
- manipulate images, charts, or results in a manner that could mislead readers.

11.2. Rules for the Use of AI by Reviewers

Reviewers are required to maintain the complete confidentiality of materials received during the review process. The following are prohibited:

- uploading unpublished manuscripts to public AI tools;
- entering data, results, or information from the work under review into AI systems;
- using AI to prepare the substantive evaluation of a manuscript.

Scientific peer review requires independent expert judgement and personal accountability on the part of the reviewer.

AI may be used only for auxiliary purposes, for example to improve the language of the reviewer's own report, provided that:

- the manuscript's content has not been submitted to the AI tool;
- the reviewer retains full responsibility for the review prepared;
- the Editorial Office is informed of such use.

11.3. Rules for the Use of AI by Editors

Editors may use AI tools only in a manner consistent with the principles of confidentiality and the protection of intellectual property rights. AI may not replace editorial decisions or expert assessment.

The following are prohibited:

- making publication decisions solely on the basis of AI recommendations;
- submitting confidential manuscripts to unsecured AI systems;
- using AI to independently assess the scientific quality of an article.

Responsibility for all editorial decisions remains with the editors.

12. Copyright and Open Access Policy

The journal “The Archives of Automotive Engineering – Archiwum Motoryzacji” operates in accordance with the principles of Open Access, enabling the broad dissemination of scientific research results.

Authors retain copyright in their publications and grant rights to use the articles in accordance with the applicable Creative Commons licence.

Published articles may be copied, distributed, and used for scientific and educational purposes, provided that authorship and the publication source are properly acknowledged.

The Editorial Office respects copyright protection principles and acts to prevent all forms of unauthorised use of the works of others.

13. Accessibility Policy

The journal ensures equal access to published content for all users.

The Editorial Office takes measures to improve the accessibility of publications by:

- making articles available in formats that enable their broad use;
- ensuring the accessibility of the journal’s website;
- taking into account the needs of persons who use assistive technologies.

Authors are encouraged to prepare materials in a manner that improves accessibility, including by using clear tables and charts, providing appropriate descriptions of graphical elements, and avoiding solutions that make content difficult to access.

14. Equal Treatment Policy

The journal ensures equal treatment of all participants in the publication process.

Publication decisions are made solely on the basis of the scientific merit of the work. The Editorial Office opposes all forms of discrimination on the grounds of:

- sex or gender;
- age;
- nationality;
- ethnic origin;
- religion;
- sexual orientation;
- disability;
- social status;
- political views;
- institutional affiliation.

15. Procedure in the Event of a Breach of Publication Ethics

Where a breach of publication ethics is suspected or identified, the Editorial Office proceeds in accordance with COPE recommendations.

Each case is analysed individually, with due regard for:

- the confidentiality of the proceedings;
- the right of the parties concerned to provide explanations;
- the principle of objective assessment of the available information.

The procedure includes:

1. analysis of the report or evidence indicating a possible breach;
2. collection of additional information and a request for explanations from authors, reviewers, or other persons involved in the publication process;
3. assessment of the materials submitted by the Editorial Office;

4. implementation of appropriate remedial action.

Depending on the nature of the breach, the Editorial Office may:

- ask the author for an explanation or correction;
- require additional information;
- reject the manuscript;
- publish a correction or erratum;
- retract the article.

In cases of serious misconduct, the Editorial Office may notify the competent institutions, in particular the author's employing institution or relevant scientific organisations.

16. Sanctions for Breaches of Ethical Standards

Where a breach of publication ethics has been confirmed, the following measures may be applied:

With respect to authors:

- rejection of the manuscript;
- retraction of the published article;
- restriction of the possibility of publishing in the journal;
- notification of the competent institutions.

With respect to reviewers:

- termination of cooperation;
- removal from the list of reviewers;
- exclusion from participation in future review procedures.

With respect to editors:

- application of internal procedures;
- removal from editorial duties;
- organisational changes within the editorial team.

17. Appeals Against Editorial Decisions

Authors may appeal an editorial decision concerning a manuscript that has undergone the full peer-review process.

An appeal should:

- be submitted in writing;
- include detailed justification;
- address the comments of the reviewers and the Editorial Office;
- present scientific arguments supporting reconsideration of the decision.

Appeals are considered by the Editor-in-Chief or a designated person. The decision made following consideration of the appeal is final.

18. Publisher's Statement

The Publisher, together with the Editorial Office of "The Archives of Automotive Engineering – Archiwum Motoryzacji", is committed to maintaining the highest standards of research integrity and publication ethics.

The Publisher provides support in investigating suspected or confirmed cases of research misconduct and in taking measures to protect the integrity of publications.

All actions relating to the correction, clarification, or retraction of publications are carried out transparently and in accordance with international standards of publication ethics, in particular the recommendations of the Committee on Publication Ethics (COPE).

The purpose of all principles and procedures applied by the journal is to ensure the credibility of published research, protect authors, reviewers, and readers, and support the development of reliable scientific communication.