

Regulations for a scientific journal ***„Journal of Economics and Management”***

I. GENERAL PROVISIONS

§ 1

The journal entitled 'Journal of Economics and Management', henceforth referred to as JEM, publishes results of original research in the field of economic sciences, in the disciplines of economics, finance and management science.

§ 2

The University of Economics in Katowice, henceforth referred to as the University, is the publisher of JEM.

§ 3

Only original works of scientific research and results of own research, considerations and scientific thinking, not previously disseminated, may be published in JEM.

§ 4

JEM publishes scientific papers, book reviews, bibliographic notes of monographs published by the University employees. The texts of other publications intended for submission to JEM shall be approved by the Editor-in-Chief, following the recommendations given by the Editorial Board.

§ 5

JEM's original (reference) version is a manuscript. The electronic version is placed on the journal's website and in the Silesian Digital Library.

§ 6

JEM uses the following numbers: ISSN – 1732 – 1948 and DOI – 10.22367/jem.

§ 7

All the works published in JEM are covered by Creative Commons Attribution-NonCommercial International Licence CC-BY-NC.

§ 8

JEM is published on a quarterly basis.

II. ORGANIZATION OF JEM EDITORIAL TEAM

§ 9

The JEM's collegial body is the Editorial Team, the composition of which shall be approved by the Rector, following the recommendations regarding candidates given by the Editor-in-Chief of JEM, except for reviewers who are appointed by the Editor-in-Chief on a case-by-case basis for reviewing specific works.

§ 10

1. **The Editorial Team** consists of:
 - a) Editor-in-Chief,
 - b) Editorial Assistant,
 - c) Statistical Editor,
 - d) Editorial Board Members
 - e) Editorial Advisory Board Members,
 - f) Editorial Review Board.
2. The Editorial Board consists of the Editor-in-Chief, the Editorial Assistant, the Statistical Editor and the Editorial Board Members.
3. The Editorial Team members cooperate and make decisions by electronic means.

§ 11

The Editor-in-Chief of JEM oversees and coordinates the Editorial Team's activities. His/her tasks include, in particular:

1. cooperation with the Editorial Assistant, the Statistical Editor, Editorial Board Members and Reviewers within day-to-day activities conducted by JEM,
2. cooperation with the Editorial Board Members within the strategic activities conducted by JEM,
3. management over day-to-day operations related to the publishing process, from the acceptance of manuscripts submitted to JEM, through the appointment of reviewers and day-to-day contacts with reviewers and authors, to the approval to authors' manuscripts for printing,
4. approving individual issues of JEM for printing.

§ 12

The Editorial Assistant is responsible for the organizational activities of the Editorial Team. His/her tasks include, in particular:

1. managing the publishing process, from the acceptance of manuscripts submitted to JEM, through the appointment of reviewers, day-to-day contacts with reviewers and authors, to the approval to authors' manuscripts for printing,
2. cooperation with the Publishing House of the University of Economics in Katowice, handing over the material for editing and typesetting,
3. supporting the Editor-in-Chief in day-to-day activities.

§ 13

The Statistical Editor conducts a preliminary examination of the works submitted to JEM in terms of the correct use of statistical methods.

§ 14

The Editorial Board members support the Editor-in-Chief in his/her day-to-day work and aim to ensure good quality of JEM. Their tasks include, in particular:

1. supporting the Editor-in-Chief in management over day-to-day operation of the publishing process,
2. evaluation of specific JEM editions,
3. supporting the Editor-in-Chief in the selection of reviewers,
4. writing reviews of the works
5. writing additional opinions on the works in case of discrepancies in reviewers' evaluations
6. writing additional opinions on the works, following their revision by their authors, in case of any doubts the Editor-in-Chief may have regarding the revisions
7. performing any additional activities for JEM, as required on a day-to-day basis
8. promoting JEM in reputable academic centres in Poland and abroad
9. encouraging authors to publish their original works in JEM.

§ 15

The Editorial Advisory Board determines and gives its opinion on the most important directions for future activities to be undertaken by JEM in the context of development of economic sciences. Their tasks include, in particular:

1. supporting the Editor-in-Chief in strategic activities related to the publishing of JEM,
2. indicating new directions for the thematic areas to be addressed by the works published in JEM,
3. strengthening the reputation of JEM in the academic community in Poland and worldwide,
4. encouraging renowned international authors to publish their original works in JEM,
5. encouraging renowned international authors to start cooperation with JEM by acting as reviewers of the works.

§ 16

Reviewers are appointed on a day-to-day basis by the Editor-in-Chief, out of the experts from the Editorial Review Board. Their task is to evaluate the works assigned to them for review in a reliable and objective manner. The composition of the Editorial Review Board is presented on the website of JEM

§ 17

Any appeals against decisions of the Editor-in-Chief and the Editorial Board are examined by the Vice-Rector for Science and Academic Affairs.

III. PUBLISHING PROCEDURE AND RULES OF REVIEWING MANUSCRIPTS IN JEM

§ 18

The author submits a manuscript to JEM electronically. The manuscript must comply with the technical, editorial and substantive requirements, which are provided on the JEM website.

§ 19

The Editor-in-Chief conducts a preliminary selection of the manuscript based on the criterion of its conformity with the JEM profile as well as technical, editorial and substantive requirements. If the paper does not meet the preliminary selection criteria, it is rejected by the Editor-in-Chief. If the paper meets the preliminary selection criteria, it will be subjected to a peer review procedure. If any statistical methods are used in the paper, it will be evaluated by the Statistical Editor and it will not be released for further review unless the Statistical Editor gives a positive opinion. If the opinion given by the Statistical Editor is negative, the Editor-in-Chief decides whether to reject the paper.

§ 20

The Editor-in-Chief appoints two independent reviewers from outside the author's research unit, and at least one of the reviewers shall be affiliated to a scientific institution outside Poland.

§ 21

The review is based on a review form and ends with the reviewer's recommendation for publishing the paper in its present form, or publishing it after taking into account improvements (minor or major) and sending it for re-review, or rejecting the paper. The review form is available on the JEM's website.

§ 22

If one of the reviews is negative, the Editor-in-Chief decides whether to reject or refer the paper to another independent reviewer or a member of the Editorial Board for an additional opinion which should be the basis for a decision about the rejection or the acceptance of the paper.

§ 23

A positively reviewed manuscript with the reviews is sent to the author. The author should respond in writing to the comments given by the reviewers and the Editor-in-Chief, stating whether he/she fully agrees with the comments contained in the review or accepts them only to a certain extent, while justifying his/her decision for every comment separately. The author electronically returns three documents to the Editorial Board: a revised manuscript, a document with the answers to the reviewers' and the Editor's-in-Chief comments and a statement on the transfer of copyright.

§ 24

The Editor-in-Chief examines the author's responses to the comments made by himself/herself and by the reviewers and the revised manuscript, and makes a decision whether to approve the manuscript for publication, have it revised further or reject it. Before making a final decision the Editor-in-Chief may ask a member of the Editorial Board who is an expert in the field for their opinion.

§ 25

The review is based on the principle of anonymity (double-blind review process) which means that neither the reviewer nor the author of the paper know their respective identities. The names of the reviewers of individual papers are not disclosed. The author has the right to get acquainted with the content of the review only.

§ 26

A list of reviewers is published separately for each calendar year on the JEM website.

IV. PREVENTION OF SCIENTIFIC MISCONDUCT

§ 27

The Editorial Board complies with the principles of copyright ethics, as indicated in the COPE (Committee on Publication Ethics) guidelines, as well as the recommendations issued by the Ministry of Science and Higher Education in Poland.

§ 28

The Editorial Board acknowledges that any cases of 'ghost writing' or 'guest authorship' are manifestations of scientific misconduct. Any detected cases of such misconduct are disclosed and documented. 'Ghost writing' shall be understood to mean a failure to disclose a person who has made a significant contribution to the publication by the author of the paper (or in the acknowledgments of the publication). 'Guest authorship' shall be understood to mean presenting a person who has made a negligible contribution or no contribution to the publication as the author or a co-author of the publication.

§ 29

The Editorial Board acknowledges that any forms of plagiarism, which involves taking somebody else's ideas, research findings or words without giving their correct source or auto-plagiarism, which involves having the fragments of one's own texts which have been published before republished as new ones, are manifestations of scientific misconduct. Any detected cases of such misconduct are disclosed and documented.

§ 30

The Editorial Board also acknowledges that any cases of fabricating (making up) or falsifying (changing or ignoring) any research findings included in a paper to be published are also manifestations of scientific misconduct. Any detected cases of such misconduct are disclosed and documented.

§ 31

The Editorial Board believes that any cases when the same paper is sent to more than one journals for publication or is withdrawn after it has already been approved for publication in JEM are manifestations of unethical behaviour.

§ 32

The Editorial Board requires the determination of the percentage contribution of the author/authors to the paper along with their affiliation. Responsibility for this information shall be borne by the author submitting a manuscript to JEM.

§ 33

The authors of manuscripts are obliged to provide information about the sources of funding for their publications, contributions from scientific institutions, associations and other entities ('financial disclosure').

V. FINAL PROVISIONS

§ 34

The Editorial Board reserves itself the right to make amendments in the submitted manuscripts.

§ 35

The Editorial Board reserves itself the right to select the published manuscripts and the right to prevent the manuscript from publication in case of plagiarism.

§ 36

The Editorial Board neither returns nor archives the submitted manuscripts.