

Chapter 1 – General Provisions

Chapter 2 – Journal's Functions

Chapter 3 – Organizational Structure

Chapter 4 – Scientific Board

Chapter 5 – Final Provisions

Attachment 1 – Submissions' revision procedure

Attachment 2 – Author's Statement of the originality of the Publication Template

Attachment 3 – Revision Form

Chapter 1

General Provisions

1. The Archives of Mechanical Technology and Automation Journal (hereinafter called the journal) is a quarterly journal, which signifies that it should be published four times a year. The journal is of a scientific character.
2. The journal is published in printed and electronic versions.
3. The basic language of publication is the English language.
4. The Publisher of the Journal is the Publishing Office of Poznan University of Technology (hereinafter called WPP – polish Wydawnictwo Politechniki Poznańskiej)
5. The Editor-in-Chief is appointed and dismissed by the Rector of Poznan University of Technology.
6. The journal applies to the provisions of Press Law and the Statute of Poznan University of Technology .
7. The central location of the journal is the Faculty of Mechanical Engineering and Management of Poznan University of Technology.

Chapter 2.

Journal's Functions

1. The aim of the journal is the exchange and popularization of scientific achievements (and integration) in the thematic scope specified in §2 nation- and worldwide.
2. The thematic scope of the articles published in the journal contains the broad sense of issues concerning technical science in the field of construction and operation of machines and problems of related fields of study, as long as they correspond with the basic topic of the journal.
3. The editorial office manages the organization of the journal's operation and the substantial and technical aspects of the publishing procedure.
4. The journal's operation is financed by own resources (incomes), subsidies and the prospective support of sponsors.

Chapter 3 – Organizational Structure

1. The organizational structure of the journal includes: The Editorial office and the Secretarial Office.
2. The Editorial Office contains of: the editor-in-chief, the deputy editor, scientific editors, the language editor, the statistical editor, the members of the Scientific Board, the Rector and the Dean of the Faculty of Mechanical Engineering and Management of Poznan University of Technology.
3. The editor-in-chief function can be held by an individual of a full legal capacity, being a polish citizen and not deprived of public rights.
4. The term of Editorial Office is 4 years.
5. The editor-in-chief is appointed by the Rector Poznan University of Technology, based on a positive vote conducted during the Editorial Office's sitting, where absolute majority of votes in the presence of at least one-third of the members of the Editorial Office entitled to vote is necessary.
6. In the case of a temporary inability of the Editor-in-Chief to perform according to his responsibilities, the Deputy Editor performs on his behalf.
7. In case of a permanent inability of the Editor-in-Chief to fulfill his responsibilities, his function is held by the Deputy Editor until a new Editor-in-Chief is appointed, of which he informs the other members of the Editorial Office, the Manager of the Publishing Office and the Rector of the University. The Rector, in agreement with other members of the Editorial Office, presents a candidate for the Editor-in-Chief's office.
8. Decisions concerning the operation of the journal are made by the Editor-in-Chief, and he is especially responsible for:
 - a) conducting the works of the editorial office according to the provisions of law,
 - b) financial matters,
 - c) announcing the Editorial Office's Sittings,
 - d) appointing to and dismissing from the functions of the scientific, language and statistical editors and the members of the Scientific Board
 - e) accepting the material for printing and its preliminary verification according to the standards of good practices in the articles' revision, including the elimination and exposure of scientific dishonesty,

- f) organizing and the stability of the publishing process four times a year and updating the website
 - g) the process of revision of the articles, including the substantive selection of reviewers according to the standards of the journal and provisions of attachment 1,
 - h) preparing the annual report of the office's operation and presenting in during and editorial sitting,
 - i) other responsibilities resulting from the Editorial Office's operation, not mentioned in this Statute.
9. A candidate for the function of Scientific Editor (Section Editor, Associate Editor, Subject Editor) may be an individual of documented scientific achievements of the given field (subfield) and related sciences, who qualifies the manuscripts at the stage of selection of reviewers and formulates the conclusions and suggestions for the Editor-in-Chief, who manages the following stages of the articles' revision process.
 10. A candidate for the function of the Statistical Editor may be an individual of an education in analysis and statistical methods.
 11. A candidate for the function of the Language Editor may be an individual for whom the basic language of publication is the native language and of an education in philology of the given language (native speaker).
 12. The candidates for the Scientific, Statistical and Language Editors are proposed by the Rector after receiving their written permission.
 13. The Scientific, Statistical and Language Editors are appointed and dismissed by the Editor-in-Chief after a vote during the Editorial Office's sitting, where an absolute majority of votes in the presence of at least one-third members entitled to vote is necessary.
 14. The responsibilities of the Secretarial Office contain the administrative matters.
 15. For the financial management of the journal, the Dean of the Faculty of Mechanical Engineering and Management is responsible.

Chapter 4

Scientific Board

1. The members of the Scientific Board are proposed by the Editor-in-Chief.
2. The Scientific Board contains of at least 10 members of recognized competences and wide knowledge in the journal's field of topic.
3. The participation of members of the Scientific Board of foreign scientific or teaching institutions has a minimum of 50% share in the overall number of members.
4. The Scientific Board is approved and appointed by the Rector on the application of the Editor-in-Chief.
5. The responsibilities of the Scientific Board include the substantial verification and qualification of the submitted articles for review, following the commission from the Editor-in-Chief.

Chapter 5

Final Provisions

1. Statute is valid as of the date of resolution.
2. Statute should be signed, including the date and location, by the Rector Of Poznan University of Technology and the Editor-in-Chief immediately after the resolution.
3. Statute should be, without delay, published on the journal's website.