

REGULATIONS FOR THE JOURNAL

ANNALS OF AGRICULTURAL AND ENVIRONMENTAL MEDICINE

PUBLISHED BY

WITOLD CHODŹKO INSTITUTE OF RURAL HEALTH

Based on §3, Clause 2, Point 9 of the Statute of the Witold Chodźko Institute of Rural Health, henceforth referred to as the 'Institute', §3, Clause 1, Point 1 (n) of the Organizational Regulations of the Witold Chodźko Institute of Rural Health and §1, Clause 6 of the Regulations of the Editors at the Witold Chodźko Institute of Rural Health, the Regulations bestowed upon the journal *Annals of Agricultural and Environmental Medicine*, further referred to as the 'Regulations'.

§ 1.

1. The journal *Annals of Agricultural and Environmental Medicine*, henceforth referred to as 'AAEM', is a scientific journal published by the Institute, and functions based on the Regulations of Editors at the Witold Chodźko Institute of Rural Health. These Regulations are bestowed by the Director of the Institute, as well as the generally accepted provisions.
2. AAEM has been registered by the District Court in Lublin , I Civil Division in the Register of Gazettes and Journals registered under Paragraph 110/15; 124/15.
3. AAEM is published in English.
4. AAEM is published exclusively in an electronic version.
5. In AAEM are published original articles, review articles, case reports and brief reports within the scope of problems concerning biological, physical and chemical health hazards, food and nutrition, and problems of public health in the rural environment.
6. Articles are submitted to AAEM via the internet platform of AAEM which functions under the address: www.aaem.pl.

§ 2.

1. The Editor-in-Chief of AAEM is appointed and dismissed by the Director of the Institute.
2. The Editor-in-Chief of AAEM is appointed for an indefinite time.

3. The Editor-in-Chief of AAEM directly manages the journal - including the making of final decisions concerning the contents of individual issues of the journal, manages the work of the Editorial Council of AAEM, directly cooperates with the Scientific - Programme Council and represents AAEM in contacts with external entities.
4. The Editor-in-Chief of AAEM cooperates in substantive issues with the Supervisory Editorial Board as a consultant to the advisory team.
5. Apart from the Editor-in-Chief, the Editorial Board includes: deputy editors, auxiliary editors, statistical editors, technical editors and a Secretary, who are appointed and dismissed by the Director of the Institute at the request of the Editor-in-Chief.
6. The Editor-in-Chief of AAEM appoints the tasks of the members of the Editorial Board.
7. Supervision of the proper functioning of AAEM from the organizational and technical aspects is exercised within the supervision of the Department of Editorial Services, by the Deputy Director of the Institute for Administrative and Social Matters.
8. Delineation of the direction of the programme of AAEM belongs to the Scientific-Programme Council of AAEM.
9. The Scientific-Programme Council of AAEM consists of a body of scientists and experts representing Polish or international scientific centres in the domains in which social and research activity is focused on the scope of substantive issues covered by AAEM.
10. Members of the Scientific-Programme Council of AAEM are invited to cooperate by the Director of the Institute.
11. The tasks of the members of the Scientific-Programme Council of AAEM include, among others:
 - a) expression of opinions with respect to the directions and tendency of development of the domains which constitute the platform for the functioning of AAEM;
 - b) performance of analyses and evaluations, and reviews of articles published in AAEM;
 - c) designing and supporting the development of AAEM;

- d) promotion of AAEM in scientific circles.

§ 3.

1. Articles submitted to AAEM are subject to the publication process in accordance with these Regulations.
2. Prior to the beginning of the publication process the author or authors of submitted articles are obliged to:
 - a) the payment of an editorial fee in the amount: 250 PLN, to the bank account on the AAEM website, providing name and surname of the author, and in the case of several authors, providing the name and surname of the author indicated for correspondence and the title of the submitted article, with the reservation that as the payment is considered as cash inflow on the bank account indicated on the AAEM website, this fee is non-refundable;
 - b) submit to AAEM a written certificate with the legible signatures of all authors, that the article has not been published anywhere previously, or submitted for publication to any other journal, an example of which is Annex No. 1 to these Regulations, and which is provided on the AAEM website;
 - c) submit to AAEM a written certificate with the legible signatures of all authors, concerning copyright transfer of the manuscript to the Institute, signed by the author(s) of the article, an example of which is Annex No. 2 to these Regulations, and which is provided on the AAEM website;
 - d) submit to AAEM a cover letter;
 - e) submit a potential declaration concerning willingness to use so-called quick-publication, referred to in §4.
3. Certificates referred to in Paragraph 2 (b) and (c) may also be provided in an electronic form, as a scan of the document signed by the author(s), with the reservation that original copies of the certificates should be immediately sent by post to the address of the seat of AAEM.
4. The submitted article should satisfy in all aspects the technical requirements in accordance with the guidelines described in the instruction for authors, provided on the AAEM website.

5. Articles must be submitted exclusively in English.
6. Compliance with all conditions referred to in Paragraph 2 (a), (b), (c), and (d) are the criteria for proceeding with the publication process.
7. The Editor-in-Chief of AAEM makes a preliminary assessment from the aspect of compatibility of the article within the scope of problems of AAEM, and in the absence of such compatibility has the right to reject the article.
8. After qualification of the article for further processing, the manuscript will be sent to at least two reviewers, with the reservation that the article should be reviewed by at least one reviewer from abroad.
9. Articles are reviewed anonymously, and subsequently the author(s) will become acquainted with the reviews without the surnames of the persons reviewing the articles being revealed.
10. Based on the review received, the Editor-in-Chief of AAEM makes the decision concerning acceptance or rejection of the article for publication in AAEM.
11. In the case when, according to the reviewers' comments, the manuscript requires correction, the Editor-in-Chief of AAEM may make the decision, after the necessary corrections have been made by the author(s), concerning the resubmission of the manuscript for further review.
12. An article which has been accepted by the Editor-in-Chief of AAEM is included in the registration process, and is ascribed a DOI number after receipt of the publication fee in the amount of 2,500 PLN to the bank account of the Institute indicated on the AAEM website, providing the name and surname of the author, and in the case of several authors, providing the name and surname of the corresponding author, the title of the submitted article, and the number ascribed to the manuscript, with the reservation that the payment is considered as cash inflow to the bank account indicated on the AAEM website.
13. An article ascribed a DOI number is published on the website of the journal and denoted as an accepted article, which awaits qualification for the specified issue of AAEM.
14. The reviewers who provided at least five reviews of articles in AAEM within 24 months prior to submission of the application have the right to apply to the Director of the Institute for exemption from the payment referred to in Clause 12.

15. The author(s) of articles accepted for publication are informed by e-mail concerning the positive decision about publication of the said article.
16. The author(s) of articles which have not been accepted for publication are informed of this by e-mail.
17. The lack of acceptance of a given article for publication cannot be the basis for the author(s) to demand reimbursement of the editorial fee referred to in Clause 2 (a).
18. The editorial fee referred to in Clause 2 (a) is a payment independent of the publication fee referred to in Clause 12, and is not a part thereof, and cannot be credited as such.
19. The author(s) have the right to make the payments referred to in Clause 2(a) and in Clause 12 in EUR, with the reservation that the amount of the editorial fee is 65 EUR, and the amount of the publication fee is 650 EUR, and these payments should be made to the bank account of the Institute indicated on the AAEM website for payments in EUR, providing the name and surname of the author, and in the case of several authors, the name and surname of the corresponding author, the title of the submitted manuscript, and the number ascribed to the article, with the reservation that the payment is considered as cash inflow on the bank account indicated on the AAEM website.

§ 4.

1. In the case when the article is of an innovatory or special character, and the author/authors have submitted the declaration of willingness to use so-called quick publication, the Editor-in-Chief may include such an article to the nearest issue of AAEM, after satisfying the remaining conditions of so-called quick publication, resulting from these Regulations.
2. In the case of submission of a declaration of willingness to use so-called quick publication, the author/authors of the submitted article are obliged to make all payments referred to in these Regulations at a double amount, also in the case of making payment in EUR, in accordance with the procedure described in §3, Clause 19.
3. The decision concerning the qualification of a given article for so-called quick publication is made by the Editor-in-Chief within 21 days from starting the publication process, and in the case of lack of such a decision or a negative decision, the article is passed on to the normal publication cycle, and a half of the increased publication fee, referred to in §3, Clause 12, is returned to the author/authors of this article.

4. The review of an article subject to so-called quick publication is made within three weeks from the day of qualification by the Editor-in-Chief of this article for so-called quick publication.
5. The article which has been qualified by the Editor-in-Chief for so-called quick publication is published in AAEM within eight weeks from the day of making the decision by the Editor-in-Chief, i.e. in the nearest issue of AAEM, subject to Clauses 6 and 7.
6. In the case of obtaining negative reviews of the article preliminarily qualified for so-called quick publication, §3, Clause 16 is applicable.
7. In the case of obtaining a review which necessitates the making of corrections to the article, the author/authors are informed by e-mail about the necessity for making corrections within a period specified by the Editor-in-Chief; however, not longer than 7 days from sending the e-mail notification.
8. In the case of making the necessary corrections, the Editor-in-Chief makes the decision concerning publication of the corrected article in the nearest issue of AAEM, or sending the article for repeated reviews, with the reservation that the procedure and deadlines, referred to in Clauses 4 and 5, are repeated, and in the case of a positive decision, after repeated reviews, the article is published in the nearest issue of AAEM.
9. Submission by the author/authors of the declaration of willingness to use so-called quick publication does not guarantee the acceptance of the given article for publication, and does not conflict the competences of the Editor-in-Chief, referred to in §3, Clauses 7.
10. Besides the stipulations described in this paragraph, the remaining procedures described in these Regulations apply to the article qualified for so-called quick publication.

§ 5

1. In the case of matters not settled by these Regulations, there shall apply the provisions in effect and Regulations by the Director of the Institute.
2. Changes to these Regulations may be made by the Director of the Institute on own initiative, or upon request by the Editor-in-Chief of the journal AAEM.
3. These Regulations shall enter into force upon signature.

4. The Regulations are available in English on the AAEM website.
5. On 31 December 2016, the Regulations for the Journal Annals of Agricultural and Environmental Medicine of 8 January 2016, introduced under provisions of the Regulation No. 6/2016, become null and void.