

PROCEDURE

to receiving, reviewing and publishing scientific papers (articles) submitted to „**Ingineria automobilului - Automotive Engineering - rIA**” and „**Romanian Journal of Automotive Engineering - RoJAE**” Journals

A. Founding *The SIAR Register of the Scientific Reviewers (evaluators, reviewers) for the submitted scientific papers (articles) that are proposed for publishing in the SIAR Journals*

- a. we hereby found ***The SIAR Register of the Scientific Reviewers (evaluators, reviewers) for the submitted scientific papers (articles) that are proposed for publishing in the SIAR Journals*** (briefly: *The SIAR Register of the Scientific Reviewers SIAR-RRS*);
- b. In RRS, the SIAR members that wish to take part to the scientific reviewing process of the articles that are submitted for publication within rIA and RoJae Journals can voluntarily apply and sign up only if they had the scientific title of *University Professor* or *University Associate Professor*);
- c. to ensure a minimum of 3 (three) members covering a competency field, RRS could contain in that field - but only exceptionally and only limited to a one-year period - *University Lecturers* as well; this exception can be annually prolonged if the condition imposed by item **b** can not be met;
- d. it is strictly necessary that the person that applies for RRS to be an English Language user with respect to the specialty terminology, at least at B2/C1 level according to: <http://europass.cedefop.europa.eu/ro/resources/european-language-levels-cefr>
- e. signing up for RRS consists in accepting, by the asked person, the direct request issued by the SIAR Secretariat; the reviewer must previously state its competence within the specified domains/specific issues of the Automotive Engineering and Transportation (or connected to) within he or she intends to develop the reviewing activity;
- f. the SIAR Secretariat distributes the scientific papers to be reviewed according to the competency fields of the reviewers, considering an as even as possible distribution;
- g. a reviewer can deny a paper if it exceeded its competency field or due to some other fair reasons;
- h. every year, in September, each reviewer updates its availability to be kept within the RRS by sending to the SIAR Secretariat an electronic message in this respect;
- i. consecutive denial of 3 (three) reviewing requests automatically leads to excluding the involved reviewer from RRS; a new application form can be submitted to RRS no sooner than 2 (two) years from exclusion;
- j. the persons enrolled in RRS bind themselves to carefully, unbiased and fairly analyze and review the submitted articles; if a possible conflict of interests occurs, the review should be denied without detailing the reasons;

B. Procedure

- a. SIAR Journals will publish scientific papers (articles) of the SIAR members; scientific papers of foreign authors will also be published, regardless to their SIAR membership.
- b. Romanian author(s) elaborates the scientific paper (article) in English Language (preferable also in Romanian Language so they can also be published in the ***Ingineria Autovehiculului*** Journal) using the template posted on the SIAR's and Journals' sites (***Paper Templates***); when submitting a paper (article), it should be accompanied by the ***Paper's Title***, an ***Abstract*** and a set of ***Keywords***, both in English and Romanian Language;
- c. foreign authors are expected to submit the paper in English Language only;
- d. the author (corresponding author) submits the paper (article) via e-mail to the SIAR Secretariat (siar@siar.ro) using a Microsoft Word format (formatted according to the ***Paper Template***);
- e. accompanying the paper (article), the author (correspondent author) is expected to send a ***Copyright Transfer Form***, signed by the author (all co-authors);
- f. the photos of the author(s) will be submitted in separate file(s); a common file containing the co-authors' professional and scientific titles, affiliation (working places and full addresses), e-mail addresses, phone numbers and corresponding addresses will also be submitted; should any author(s) deny publishing his/her photo, he / she will mention it to SIAR office via e-mail;

- g. SIAR office prints the received papers (articles) and the necessary annexed documents; if the papers/documents are incomplete, SIAR Secretariat asks for their completion; if all the necessary documentation is complete;
- h. only the articles that respect the preliminary requirements (defined above) will be registered in a special register, namely “Register of the papers to be published in SIAR’s Journals”;
- i. the process of evaluation / review of the works proposed for publication in the RIA / RoJAE takes place in peer-review system according to the scheme below (<https://www.elsevier.com/reviewers/what-is-peer-review>):



- j. SIAR Secretariat issues copies of the submitted papers (articles), having no names of author(s) or any element that could identify them, and making impossible (within reasonable limits) any connection between the paper’s content and the author(s)’s identity.

- k. the papers (articles) will be sent towards 2 (two) peer-to-peer reviewers that are members of the RRS panel; the main rule is that the reviewers should be members of different institutions than the author(s)'s one(s); SIAR office will mention the reviewer the deadline to review the paper (article); a reviewer isn't suppose to know the identity of the other reviewer;
- l. SIAR office receives the reviews and informs the author(s) about possible requests to modify / improve the paper (article);
- m. the authors(s)'s answer containing the altered papers (articles) will be re-sent to the reviewers;
- n. a paper (article) can find itself in the following situations: (i) accepted; (ii) maximum 3 (three) times returned for correction / improvement; (iii) rejected from the very beginning or after 3 (three) returns;
- o. should a paper (article) receive two different opinions from the two reviewers (a positive and a negative one), the reviewers will be separately informed and asked for a new review; should the divergence persist, the SIAR Secretariat will ask for a third opinion from a different reviewer upon the last version of the paper (article); the third reviewer's opinion will prevail (the two-out-of-three opinions system);
- p. the rejection reasons of one / both reviewers will be delivered to the author (correspondent author) without disclosing the reviewer(s)'s identity.
- q. when issuing a review with respect to a specific paper (article), a reviewer should comply the annexed criteria and reviewing sheets (*Evaluation criterias – CE_rIA_03; Evaluation Form – FE_rIA_03*);
- r. the names of the reviewers, as members of the RRS panel, are printed on the *Impressum* of the SIAR's Journals;
- s. SIAR office yearly updates and publishes a list of the RRS reviewers' panel on the sites of the SIAR Journals.

C. Publishing

- a. SIAR's Journals will only publish the reviewed papers (articles) that have passed the previously described procedure;
- b. when republishing previously presented and published papers (articles) from SIAR Congresses / Conferences, the reviewing procedure is not applicable since the papers (articles) have already been reviewed by the acceptance committees of the congresses / conferences; in this situation, in the end of the article should be mentioned that it has been presented and published within a SIAR Congress / Conference.
- c. SIAR Secretariat will provide the dates of receiving, reviewing and accepting for publishing for the published papers (articles).

Professor Dr.-Eng. Minu MITREA
General Secretary of SIAR
v3, July 6, 2020