

# ACTA PERIODICA PUBLISHING POLICY

## 1. About the journal

**Journal name:** Acta Periodica

**ISSN:** 2063-501X

**Mission of the journal:** Providing publishing opportunities in Hungarian, English or German for researchers, lecturers, students, and their industry partners to present their R&D results in engineering, economic, management, and multidisciplinary fields.

**Journal dissemination frequency:** annually three-times, online

**Journal type:** proofread

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### Address of the Editorial staff:

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**Publisher:** Edutus University [www.edutus.hu](http://www.edutus.hu)

**Publisher HQ:** H-2800, Tatabánya, Stúdium tér 1., Hungary

**Responsible for publishing:** Rector of the Edutus University

## 2. Editorial and publishing process

Acta Periodica - journal of the Edutus University - has been published annually three times in online form on the official website of the University of Edutus at <https://www.edutus.hu/rolunk/acta-periodica/>, providing for researchers, university lecturers and their industrial partners as well opportunity to publish regularly in Hungarian, English or German language their research findings in engineering, economic, management, and multidisciplinary fields. Articles intended for publication have to be submitted by e-mail to the address of the editor ([vigh.laszlo@edutus.hu](mailto:vigh.laszlo@edutus.hu)) according to the instructions described in the formal requirements of the manuscripts to be submitted.

### Duties of the Editors

#### Editor

The editor will proofread the submitted manuscripts or help the editor-in-chief to select the reviewer experts. It has to make ensure that all manuscripts are reviewed solely on the basis of their scientific content, without discrimination of any kind, and with respect for free opinion and point of view. You have a duty to keep confidential any information you receive as an editor and may not use it for your personal purposes.

#### Responsible Chief:

The responsible editor performs the reading-editorial and print-out editorial tasks related to the publications of the journal, as well as ensures the regular online publication of the journal on the official website of the Edutus University at the <https://www.edutus.hu/rolunk/acta-periodica/> link. It is your duty to keep confidential any information that you receive as a responsible editor and that you may not use it for your personal purposes.

#### Editor-in-Chief

The editor-in-chief is responsible for managing the publishing process. In cooperation with the Scientific Editorial Board, it decides on the proofreadability of the submitted papers. If the papers meet the requirements set out in the Publishing Policy, the proofreading process can begin.

When starting the proofreading process, the editor-in-chief selects the reviewers and decides, based on the reviewer's opinion, which papers allowed to be published. Ensures that reviewer or editorial changes have actually been accepted by the author or the authors' representative on behalf of the co-authors. Responsible for current online publications. The responsible publisher of the journal is the Rector of the Edutus University.

The editor-in-chief makes it public if plagiarism or copyright infringement has taken place in any paper published in the journal. The Editor-in-Chief supports all initiatives to reduce research and publication misuse, and ensures that all suspected misuse is thoroughly and impartially investigated and taken the necessary steps.

### **Proofreading process (peer review)**

Each submitted and accepted paper is evaluated by two independent reviewers (who may be editors or external experts). The editor-in-chief selects the reviewers, ensuring that manuscripts submitted by members of the editorial board also receive a balanced review.

The peer review process is anonymous, therefore only the editor-in-chief and the editor coordinating the proofreading process know the identities of the authors and reviewer's. If none of the reviewers recommends the study for publication, the editor-in-chief refuses to publish the paper. If the opinions of the two reviewers are crucially different, the editor-in-chief shall request a third reviewer. The editor-in-chief ensures that the authors have access to the full reviewer's opinion, if does not contain offensive findings.

Main criteria of the peer review assessment:

a) In general:

<b>Code number of the article:</b>	
<b>Reviewer's name:</b>	
<b>Conclusion of the reviewer:</b> (please indicate with underlining the appropriate option)	<ol style="list-style-type: none"> <li>1. It can be published without changes</li> <li>2. It can be published with minor modifications</li> <li>3. After rewriting and restructuring, the article have to be reviewed again</li> <li>4. It has to be rejected</li> </ol>

b) Reviewer's score board (according to the school grades):

<b>New, original paper/study</b>	1	2	3	4	5
<b>The title is appropriate</b>	1	2	3	4	5
<b>Adequate abstract</b>	1	2	3	4	5
<b>The logical structure of the article acceptable</b>	1	2	3	4	5
<b>Correct and properly applied methodology</b>	1	2	3	4	5
<b>Correct interpretations and conclusions</b>	1	2	3	4	5
<b>Well-edited and displayed paper</b>	1	2	3	4	5

<b>Clear and understandable language</b>	1	2	3	4	5
<b>The size of the paper adequate</b>	1	2	3	4	5
<b>References and citations are correct</b>	1	2	3	4	5
<b>Total score number</b>					

- c) Brief summary of the reviewer in text (maximum 500-1000 characters) to justify the above scoreboard.

The final decision on the publication of the paper will be made by the editor-in-chief. You can only change your decision to accept the manuscript in case of emerging serious problems, from which you will inform the author (s) in detail.

The current status of the proofreading and publishing process can be found online for anyone who is entitled to it. Any deviation from the proofreading process described here shall be explained in detail by the editor-in-chief to the author (s) of the manuscript.

The editor will provide the author (s) with access to the electronic version of the published issue sending a download link at the same time as notifying the publication.

### **3. Data protection statement**

Edutus University considers it essential to protect the personal data provided to it or in its possession. We hereby inform you that the Edutus University has reviewed its processes and incorporated the provisions of the GDPR into its data management and data protection activities in accordance with the General Data Protection Regulation, which is mandatory from 25 May 2018. Users' personal data has been handled with the utmost care by Edutus University in the past, in accordance with the applicable data management regulations.

### **4. Formal requirements of the submitted paper**

#### **Checklist before submission**

- The Manuscript complies with the guidelines of the Formal Requirements for the Manuscript to be Submitted.
- The Manuscript has to be written in Microsoft Word (\*.doc, or \*.docx), \*.rtf, or \*.txt format.
- The submitted Manuscript has to send in two versions: with author(s) ID and without author(s) ID.
- The figures have to attached separately in editable format file as well (e.g. Excel, Power Point, EPS) to the submitted Manuscript.
- Preparing Author(s) Statement, signing and attached the scanned version to the submitted Manuscript and figures.

- Final deadlines for submission: in the current year for the journal volume 1 is January 30, for the journal volume 2. is July 31 and for the journal volume November 15.
- How to submit: by e-mail to [vigh.laszlo@edutus.hu](mailto:vigh.laszlo@edutus.hu), object of the message: Acta Periodica paper\_name of the author(s) without accent\_date of submission (e.g: Acta Periodica paper\_Mr. X.Y.\_July 31, 2020.).

## **Manuscript template**

### **Formal requirements for the Acta Periodica economical, management – and engineering scientific publications**

Title: Times New Roman 16 centered (see above)

Maximum size: 40 000 characters (one sheet, which is equal roughly 15 pages)

#### **REQUIREMENTS OF THE ABSTRACT**

The Abstract has to be written in maximum 15 rows. Please, indicate first the title of the paper, and the name of the author(s), scientific degree, position workplace and e-mail address.

Formal requirements:

MS Word format, A4 size paper, the left side, the right side, the upper and lower margins should be 2,5 cm (1 inch) both. The permitted letter type: Times New Roman 12 size, single line spacing, line alignment.

#### **REQUIREMENTS FOR THE CONTENT OF THE SUBMITTED PAPER**

The article has to send maximum 15 pages size, MS Word, or any other compatible format.

Mandatory structure of the article:

- a. Title, author(s) – name, institutions, position, e-mail address
- b. Abstract (maximum 15 rows) (see above)
- c. Introduction, aims
- d. Theoretical background of the issue, evaluation of the relevant literature
- e. Methodological tools
- f. Discussion of the issue/main research findings
- g. Conclusions
- h. Summary
- i. Reference list

The left, right, bottom, and top margins are all 2.5 cm. Font type to be used: Times New Roman, 12 point font size, one-and-a-half line spacing, line-separated alignment.

Headings should appear in bold at the beginning of the chapters and in italics at the beginning of the sub-chapters.:

#### **1. Chapter**

##### *1.1. subchapter*

The lists shall be considered as paragraphs and numbered in decimal order. Unmarked lists should begin with a dash.

#### **Figures and tables**

Also submit figures and tables built into the text. Indicate the exact place, title, source in the text and refer to them in the text of the manuscript. Figures and tables should be numbered in the middle, numbered and titled at the top, and the source or own name should be at the bottom.

Attach the figures (maps, diagrams, photos, etc.) to your manuscript in a separate file, preferably xls. format. Images must have a resolution of at least 300 dpi. Aim for readable dimensions on figure captions. The copyright of the illustrations is the responsibility of the manuscript author. For reasons of size, please include no more than 4-5 figures in a study.

## References

A literature reference is an author-type reference used in multidisciplinary scientific practice. It is sufficient to refer to the surname and year in the text. In the case of a literal link, the exact page number must also be indicated. If several publications published by the same author in the same year are included, they should be distinguished by a letter after the year. For example: (Csáki, 2002a) and (Csáki, 2002b).

## REQUIREMENTS FOR REFERENCE LIST

The literature sources used must be numbered consecutively.

For bibliography items, always include their doi IDs: copy the bibliography into the search engine at <https://doi.crossref.org/SimpleTextQuery>, the links (<https://doi.org/10.....> / ..... ) and copy it back to the manuscript file.

Examples for the given, different type literature sources (how and in which format should be presented them)

### Books:

*Virág Miklós*: Pénzügyi elemzés, csödelőrejelzés. Kossuth Könyvkiadó, Budapest, 1996

### Book chapters:

*Barkóczy Ilona*: A problémamegoldó gondolkodás. - In: Oláh Attila, Bugán Antal: Fejezetek a pszichológia alapterületeiből ELTE Eötvös Kiadó, Budapest, 2000. 115-133 o.

### Journal articles:

*Kerekes S.-Szlávik J.*: Zöld úton az EU felé? Harvard Business Manager 4/2000. 50-62.o.

### Online references:

*Farkas I.- Erdei E.-Magyar D.*: A környezet és az ember ökológiai integritásának zavara: az allergia és a parlagfű [www.okotaj.hu/szamok/22/ejog5.html](http://www.okotaj.hu/szamok/22/ejog5.html) 2012.03.31.

## 5. Publication Code of Ethics

Edutus University's journal Acta Periodica is published three times a year online, providing publication in Hungarian, English or German for researchers, lecturers, students and industry partners of Hungarian and foreign universities to present their research results in engineering, economic, management and multidisciplinary fields. The Scientific Editorial Board of the journal meets high standards of publication ethics. The journal is multidisciplinary in nature,

so Acta Periodica consciously strives to accommodate research findings from different disciplines, contributing to the diversity of the journal.

#### **Main publishing ethical principles of Acta Periodica:**

- **Publication decision:** the final decision on the submitted papers in a given volume of the journal is taken by the editor-in-chief, who carries out his work in accordance with the publishing guidelines and certain legal restrictions, in particular abstention from defamation, copyright and plagiarism. The editor-in-chief consults with the editorial staff and reviewers during the decision-making process.
- **Equal Opportunities and Correctness:** The editor examines the scientific added value and content of the manuscripts received, regardless of the authors' racial, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political beliefs.
- **Confidentiality:** the editor-in-chief and the members of the Scientific Editorial Board are forbidden to provide information about the submitted manuscripts to co-authors, reviewers, potential reviewers, other consultants and, as appropriate, the publisher.

#### **Duties of the reviewers**

Reviewers' opinions are sent to the editor-in-chief via the assistant editor. Reviewers form their objective and thorough opinion on the study in the light of the relevant, significant, and up-to-date literature. They will receive guidance and a review form to prepare their reviewer opinion. Acta Periodica encourages reviewers to report possible abuses in research or publication (e.g., falsification of data, second communication, plagiarism).

If they are unfamiliar with the field of study or find a conflict of interest, they should contact the editor-in-chief and may no longer participate in the review process. Reviewers' work is strictly confidential, and reviewers may not use the knowledge and information gained during proofreading for their own scientific purposes.

In the interest of proper and prompt proofreading, as a gesture to the authors, the journal does not solicit reviewers who have previously made regularly biased, negligent, or late-submitted reviewer reviews.

In summary: the ethical expectations for reviewers:

- **Valuable contribution to the editorial decisions:** the reviewer supports the editor-in-chief in making editorial decisions, helping the author in improving the quality of the submitted paper in the publishing process.
- **Speed:** all invited reviewers, if they feel that they are not sufficiently prepared in the research field of the study, or know that fast proofreading is impossible on their part, report this fact to the editor-in-chief and request their exemption from the proofreading process.

- **Confidentiality:** the reviewer must keep all manuscripts received for review confidential. You must not consult anyone else about the manuscripts.
- **Objectivity:** the reviewer must carry out his / her work objectively. Criticism of the author in person is not acceptable. Critics express their views clearly and substantiated.
- **Disclosure and Conflict of Interest:** If a reviewer obtains confidential information during the review, he or she must keep it confidential and not use it to his or her own advantage, which relationship gives rise to a conflict of interest.

### Duties of authors

Authors are informed in detail by Acta Periodica online about the content and formal requirements (formal requirements for manuscripts to be submitted). During the submission of the manuscript, Acta Periodica draws the attention of the authors to the fact that their paper has to be original and meet the requirements for an international scientific publication expectations. The authors certify that the submitted manuscript has not been published or is not being published in other journals or books. In the case of co-authoring, the co-authors certify that they know and accept the final version of the paper submitted to the journal.

Authors have to warrant that the study is their own original intellectual creation or, if they have used the work of others, that it has been properly cited and professionally referenced.

The authors have the right to speak against the decisions made by the editorial board. Appeals must be sent in writing directly to the Editor-in-Chief. The editor-in-chief reviews the matter with the members of the editorial board and makes his final decision according to the rules set by the journal. Authors will receive a written response to their appeal.

In summary: the ethical expectations for authors:

- **Communication principles:** The manuscript should describe the scope of the data and references in such detail that the research - based on the study - can be repeated for others. Background information should be accurately reported in the articles.
- **Originality and plagiarism:** Authors must ensure that the article they produce is entirely original work and, if authors use the work and / or words of others, they do so with appropriate reference and citation. Any form of plagiarism is considered unethical publication practice and is unacceptable.
- **Multiple publication:** publishing a manuscript with the same content in several pages is unethical and unacceptable.
- **Authorship:** The authorship of publications should be limited to those who have significantly contributed to the conception, design, execution, or interpretation of the study. The first-named author must ensure that all co-authors are included in the manuscript and that the co-authors see and accept the final version of the manuscript submitted for publication.
- **Fundamental errors in the published paper:** if the author notices a significant error or inaccuracy in his / her already published article, he / she must immediately report this fact to the editor-in-chief, with whom he / she cooperates in correcting the study.



## **Author Statement**

Authors will also submit a completed copyright statement with the manuscript.

In the Author statement, the author (s) certify that

- they read the Acta Periodica Publication Code of Ethics and they accepted it and complied with.
- The article submitted to the Editorial Board complies in all respects with the requirements set out in the Formal Requirements for the Manuscript to be Submitted.
- the manuscript has not been published elsewhere and has not been submitted elsewhere for publication. Any differences in content from studies that have already been published or are in the process of being published should be reported to the editorial board in the comment field. Appearance as a working paper (workshop study) does not preclude publication in the journal Acta Periodica, but indicate this to the editor when submitting.
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- The images, drawings, tables and figures in this article are free to publish and are not protected by copyright.