

INSTRUCTIONS FOR PUBLISHING

Description of the Procedure for Publishing Papers in the Journal of Sustainable Mining

1. Author / authors of the paper report the paper to be issued in the quarterly in the Publishing and Printing Services Team of the Central Mining Institute (mkusmirek@gig.eu), provide the manuscript in electronic form together with the completed forms:
 - application form of the paper to be published in the Journal of Sustainable Mining,
 - statement by the author/co-author.
2. Editorial team of the Journal of Sustainable Mining accepts only scientific papers, in accordance with the scope of the Journal.
3. In accordance with the Annex to the Announcement of the Ministry of Science and Higher Education of 29th May 2013 ent. *The Criteria for Evaluating the Scientific Journals* (in Polish), a scientific paper is "a paper presenting the results of original research of an empirical, theoretical, technical or analytical nature containing the title of the publication, the names of the authors, their affiliation and showing the current state of knowledge, research methodology, research process, its results and conclusions with examples of references (bibliography). The scientific papers also include published in scientific journals studies of monographic, polemic or review nature as well as voices or legal comments".
4. The Scope of the Journal:
 - mining technology and technique,
 - mining geophysics,
 - geo-engineering,
 - geology of coal deposits,
 - natural and technological hazards in mines,
 - occupational safety,
 - rock mechanics,
 - mining geodesy,
 - management of mineral resources,
 - materials engineering in mining,
 - clean coal technologies,
 - economics and organisation of the mining industry,
 - environmental protection in mining areas,
 - mined land revitalization and reclamation,
 - social aspects of mining activities.
5. A paper intended for publication in the Journal of Sustainable Mining is checked for possible violations of foreign copyright by plagiat.pl system:
 - for the authors, who are employees of the Central Mining Institute, instruction IS-7.17 / 3 Publishing works is effective,

- for the authors who are not employees of the Central Mining Institute, the paper is checked by an employee of the Publishing and Printing Services Team
6. An employee of the Publishing and Printing Services Team makes an initial assessment of the manuscript for formal compliance and checks the correctness of provided forms.
 7. The Statistical Editor validates the accuracy of statistical methods conducted by the authors in case of papers involving such methods.
 8. An employee of the Publishing and Printing Services Team provides the Thematic Editor with the paper for a preliminary assessment.
 9. The Editor-in-Chief of the quarterly in consultation with the Thematic Editor appoints two independent reviewers from outside the institution that the author represents.
 10. Reviewers are independent researchers or senior academic staff members or employees with at least PhD, competent in the given substantial scope. The editorial team makes every effort to ensure that the paper is reviewed by at least one affiliated reviewer in the institution outside the country which is represented by the author of the paper.
 11. A list of reviewers cooperating with the Editorial Team in a given year is continuously updated on the website of the Journal.
 12. In the procedure of reviewing, the Editorial Team uses the open peer review model. Reviewer states that in the last two years since the preparation of review there has been no conflict interest with the author of the paper. In accordance to the Announcement of the Ministry of Science and Higher Education of 29th May 2013 ent. *The Criteria and Procedures for the Assessment of Scientific Journals* (in Polish), the conflict of interest is understood as: „direct personal relationships (in particular affinity to the second degree, marriage), relations of professional subordination or a direct scientific cooperation taking place between reviewer and the author”.
 13. The paper is forwarded to the reviewers with the forms:
 - Review of the paper.
 - Statement of lack of conflict of interests.
 14. Reviewers provide the paper together with the filled-in forms to the Publishing and Printing Services Team.
 15. Review ends with an explicit request for release of the paper for publication or its rejection.
 16. A condition that must be met to publish the paper in the Journal of Sustainable Mining is a positive opinion of two reviewers.
 17. The Author of the paper makes possible amendments to the paper as suggested by the reviewers.
 18. The Author forwards the paper to the editor with the Statement from the author on the comments of the reviewer.

19. The language Editor (Native Speaker of English) performs linguistic correction of the paper and agrees with the author about the final version.
20. The Editor-in-Chief approves the final version of the paper to be published.