INFORMATION FOR AUTHORS AND READERS

I. Submission rules

1. Only the manuscripts not published previously can be accepted. The author of the paper or the person submitting the manuscript of a multi-author work on behalf of all co-authors are required to declare that the work has not been published previously. If the test results contained in the manuscript have been presented earlier at a scientific conference or a symposium, the information on this fact should be given at the end of article containing the name, place and date of the conference. At the end of the article the authors should also provide the information on the sources of a financial support of the work, the contribution of scientific and research institutions, associations and other entities.
2. The manuscripts both in Polish and in English can be submitted. Due to introducing all the articles printed in *Electronic Materials* to the Internet , the author should make a statement on the copyright transfer of the author's economic rights to the Publisher.
3. Concerned about the reliability of the scientific work and the development of an ethical attitude of a researcher, a procedure has been introduced in order to prevent any cases of scientific dishonesty and unethical attitudes, defined as *ghostwriting* and *guest authorship* (*honorary authorship*):

- *ghostwriting* occurs when someone has made a substantial contribution to the publication without revealing his participation as one of the authors or without mentioning his role in the acknowledgments in the publication;
- *guest authorship* occurs when although the contribution of a given person is negligible or it has not taken place at all, he or she is an author/co-author of the publication.

The Editors require that the authors disclose the contributions of the individual authors in the preparation of a multi-author work, giving their affiliations and the information on their participation in the creative process, i.e. the information on the authors of the work's idea, assumptions, methods, etc. that have been utilized during the article preparation. The main responsibility for this information is borne by the author submitting the manuscript.
4. The Editors are obliged to keep the documentation of any forms of the scientific dishonesty, especially the violation of the ethical rules that are obligatory in science. All discovered cases of *ghostwriting* and "guest authorship" will be disclosed by the Editors, including the notification of the relevant entities, such as the institutions employing the authors, scientific societies, associations of scientific editors, etc.

II. Procedure of articles' review and approval for print

1. The author's materials directed for print in "Electronic Materials" are subjected to evaluation by the independent reviewers and the members of the Editorial Board.
2. The reviewers are suggested by the thematic editors – the members of the Editorial Board, responsible for a given subject field.
3. At least two independent reviewers from outside the research institution affiliated by the author of the publication are called for the evaluation of each publication.
4. In case of a publication in a foreign language, at least one reviewer is called, affiliated in a foreign institution with the seat in a country other than that of the origin of the author of the manuscript.
5. The author or authors of the manuscript and the reviewers do not know their identities (the so-called "double-blind review process").
6. A review is in written form and contains a clear conclusion of the reviewer concerning the article acceptance for the publication (without corrections or with necessary amendments to be made by the author) or its rejection.
7. The criteria for the article acceptance or rejection and a possible review form are disclosed to the public on the website of *Electronic Materials.*
8. The names of the reviewers of the individual publications or the editions are not disclosed. Once a year, in the last issue of "Electronic Materials", a list of the cooperating reviewers will be made public.
9. The Editors of *Electronic Materials* may edit the material obtained, shorten or supplement it (after an agreement with the author), or not qualify it for the publication.
10. The Editor-in-chief refuses to publish the authors' materials in the following cases:

- the contents of the manuscript are illicit,
- any signs of the scientific dishonesty, and especially *ghostwriting* and *guest authorship*, will be found out,
- the work has not received a positive final evaluation from the reviewers and the thematic editor.

11. The Editor-in-chief may refuse to publish the article if:

- the topic of the work is not in line with the subject field of *Electronic Materials*,
- the manuscript exceeds the acceptable volume and the author does not agree to shorten the article,
- the author refuses to make any necessary amendments proposed by the reviewer and the Editorial Board,
- the text or the illustrations provided by the author do not meet the technical requirements.