



INSTRUCTIONS FOR AUTHORS

Acta Simulatio

Manuscript and cover letter: Responsibility for the content of a manuscript rests upon the authors and not upon the editors or the publisher. The manuscript and the possible cover letter must be written in correct English. The manuscript and the possible cover letter must be prepared electronically by templates of the Acta Simulatio. By submitting a manuscript to the journal for the editorial process, the author/s agree with all the conditions stated in the individual sections on the pages of the journal. Therefore, ignorance or non-acquaintance with the information and the journal requirements is not a reason to justify their actions. The manuscript and the possible cover letter should be submitted by journal e-mail:

info@actasimulatio.eu.

or should be sent by e-mail to Editor-in-Chief:

Prof. Ing. Peter TREBUNA, PhD. Technical University of Košice Park Komenského 9, Košice, 042 00 Slovak Republic, EU **peter.trebuna@tuke.sk**

The template for the manuscript preparation for the journal Acta Simulatio (AS) is available here: Acta Simulatio.eu Template.

The template for the cover letter preparation for the journal Acta Simulatio (AS) is available here: Cover letter Template.

Sample of articles: The reference and sample of articles are available in the archive section of the journal website.

Peer Review Process: After submitting a manuscript, authors will receive information about receipt of the manuscript. All submitted manuscripts for Acta Simulatio journal are sent out to the peer-review process. The peer-review process takes place in several rounds. In the first round, the manuscripts are reviewed by the journal's editor concerning the quality and focus of the manuscripts. In addition, manuscripts are checked for plagiarism. Manuscripts that are out of the aim and scope do not comply with the plagiarism check of the journal or are of an unacceptably low standard, and quality will be rejected directly without the second round peer review process. Each manuscript will be single-blind reviewed by at least two reviewers. The reviewers will fill out a review form and evaluate the submitted manuscripts. Reviewers will evaluate the following points:

- 1. The manuscript is relevant for the Acta Simulatio journal.
- 2. The manuscript is new, interesting, original and high quality.
- 3. The manuscript is prepared clearly, logically and correctly.
- 4. The language of the manuscript is clear and understandable.
- 5. The manuscript's figures, diagrams, charts, and tables are readable, clear, and of high quality.
- 6. References of the manuscript are used correctly.





The review process continues to notify authors if the manuscript is possible to accept without modification, accept after modification or reject. The review process ends with checking the final pdf article version and confirming the article for publication in the journal by the authors (if the editor and reviewers accepted the manuscript for publishing). The editor of the journal has the right to manage and, in certain circumstances, change the peer review process at his discretion. In case of non-compliance with the conditions defined by the journal, the publisher has the right to reject the manuscript or publish the manuscript in one of the publisher's journals.

Publishing Fee: For accepted regular pages, one standard manuscript (to 12 pages) publisher requires the payment of a **publishing fee of 305 EUR** for the year 2025. For extra pages (over 12), 30 EUR per page must be paid. The publishing fee includes total editorial activity, including manuscript publishing in one of the future issues of the journal.

Waiver policy: The publishing process involves several activities that require costs, such as copy editing, article conversion in different formats, uploading articles, archiving, DOI, indexing, data storage management and journal maintenance. The journal Acta Simulatio operates in an Open Access system. Authors are asked to pay an article processing fee to publish their article with open access under a Creative Commons licence. For authors publishing in the journal Acta Simulatio, the publisher offers waivers and discounts. The provision for complete or partial fee waiver depends on the case-by-case basis for the authors. The request for a waiver must be sent to the journal before submission of the manuscript. The request for a waiver must be sent by email to: **info@actasimulatio.eu**. The authors desirous of requesting a waiver should furnish the following information along with the demand for the waiver: Title of the manuscript; Manuscript Type (Research - Scientific, Professional - Practical, Review - Analytical, Educational); Name of the corresponding author; Affiliations of the corresponding author; Type of waiver requested (Partial / Full); Explanatory reasons for waiver request; Explanation about how the research is funded.

Submission Preparation Checklist: As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submission of a manuscript may be returned to authors that do not adhere to these guidelines.

- The manuscript has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- Where available, URLs and available DOIs for the references have been provided.
- The manuscript is prepared following the instructions for the authors.
- The text adheres to the stylistic and bibliographic requirements outlined in the author guidelines, found in the "For Authors" folder.
- Author/authors agree with the terms and conditions defined by the journal Acta Simulatio by sending the manuscript for publication in the journal Acta Simulatio.

Ethical rules: Manuscripts may be rejected by the editorial office if it is felt that the work was not carried out within an ethical framework. Plagiarism in any form constitutes a serious violation of the most basic principles of education, research and scholarship and therefore cannot be tolerated. This policy details the responsibilities of all authors, editors and reviewers working with and for Acta Simulatio journal as well as our ethical responsibilities. This includes, but is not limited to,



plagiarism, data falsification, misuse of third party material, fabrication of results and fraudulent authorship.

Manuscript preparation: The original manuscript should be submitted electronically in double columns format and single line spacing. Font type of manuscript is Times New Roman size 10 pt. Page form A4 is page size of the manuscripts with standard margins (cm) 3.45 cm top, 3.0 bottom, 2.0 left and 2.0 right. The manuscript should have been in the range from 4 (minimum) to 12 (maximum) pages including figures, tables, charts, and all attachments. A final manuscript which would **exceed more than 12 pages** may be returned for abridgement. All manuscripts must be written in correct English. The manuscript must adhere to the scientific structure of the preparation of contribution - Introduction, Main text containing the Methodological basis, Experimental part, Results and its Discussion and Conclusions.

The text of the manuscript should include the following:

- Title: as short as possible, with no abbreviations or acronyms.
- Address: position, department, name of institution, full postal address of each author.
- e-mails: e-mail address of each author.
- Keywords: the limit is min. 3 and max. 5 words or phrases. Keywords are important for online searching.
- Abstract: the maximum limit is no more than 250 words.
- Main text: contains information about new knowledge, which have been obtained from research, study, or the proposal of solution to project tasks.
- Acknowledgements and notice: this section contains information about the source documents from which the manuscript is made.
- Figures and figure captions: all illustrations, whether diagrams or photographs, are referred to as Figures. All figures have a description below the figure. All figures can be made in colours. Figures must be prepared in high quality must be computer-drafted or digitalized with resolution at least 300 dpi. Figures must be numbered sequentially. Please prepare all figures, especially line diagrams, to the highest possible standards.
- Tables and table's captions: all tables have a description above of table. All tables can be made in colours. Tables must be numbered sequentially. Please prepare all tables to the highest possible standards.
- Units of measurement: Acta Simulatio International Scientific Journal follows the International System (SI) of units.
- References: Full references should include all author names and initials, the date of publication, the title of the article or book, the title of publication (italics), the volume and issue number (of a journal), the publisher and form (books, conference proceedings) and page numbers. If authors have problem with preparation of the references list, you can use online service **www.citethisforme.com** with citation style **IEEE**.

Examples of references:

Books:

[1] BARNES, R.: *Successful study for degrees*, 2nd edition, London, Routledge, 1995.

[2] MCCARTHY, P., HATCHER, C.: Speaking persuasively, Making the most of your presentations, London, Pan Books, 1998.



Journals:

- [3] KROMMUANG, A., SUWUNNAMEK, O.: Structural equation modeling of supply chain management, employee involvement, and employee work performance in Thailand's auto parts industry, *Acta logistica*, Vol. 8, No. 4, pp. 353-367, 2021. https://doi.org/10.22306/al.v8i4.238
- [4] DIC, M., PEKARČÍKOVÁ, M., TROJAN, J., KOPEC, J.: Data processing for creating simulation models, Acta Simulatio, Vol. 7, No. 2, pp. 7-11, 2022. https://doi.org/10.22306/asim.v7i2.60
- [5] FEDOSOV, S., DOMNINA, K., PIVARČIOVÁ, E.: The construction of the function of the ultimate goal of the technological process of non-autoclaved foam concrete obtaining, *Acta Tecnología*, Vol. 5, No. 3, pp. 59-62, 2019. https://doi.org/10.22306/atec.v5i3.61
- [6] NIKAKHTAR, A., HOSSEINI, A.A., WONG, K.Y., ZAVICHI, A.: Application of lean construction principles to reduce construction process waste using computer simulation: a case study, *International Journal of Services and Operations Management*, Vol. 20, No. 4, pp. 461-480, 2015. https://doi.org/10.1504/IJSOM.2015.068528

WWW pages:

- [7] YOUNG, C.: English Heritage position statement on the Valletta Convention, [Online], Available: http://www.archaeol.freeuk.com/EHPostionStatement.htm [24 Aug 2001], 2001.
- [8] Acta Simulatio, www.actasimulatio.eu: Instructions for authors, [Online], Available: http://www.actasimulatio.eu/index.php?stranka=forauthors [27 Jan 2022], 2015.

Proceedings:

- [9] BREM, G., GORT, R., VAN KESSEL, L.B.M.: Theoretical and Experimental Modelling of Municipal Solid Waste Incineration, 7th International Recycling Congress, 28-30 October, Berlin, pp. 201-213, 1992.
- [10] CAO, S., ZHANG, K.: Optimization of the flow distribution of e-waste reverse logistics network based on NSGA II and TOPSIS, International Conference on E-Business and E-Government (ICEE 2011), 6-8 May, Shanghai, pp. 1-5, 2011. https://doi.org/10.1109/ICEBEG.2011.5881817

Copyright Notice: The publisher has the right to if and when the submitted and accepted manuscript will be published in the journal as the article. The publisher is the copyright owner of the published articles. The publisher may grant license rights of published articles and their content to third parties without the authors' consent. Any uses and/or copies of published articles and parts of the journal Acta Simulatio must include the customary bibliographic citation, including author attribution, article title, journal title, date, URL and DOI number. The journal license is CC BY-NC.

Privacy Statement: The names, addresses and e-mail addresses entered in this journal site will be used exclusively for the stated purposes of this journal.

Digital Archiving and Preservation Policy: Digital preservation of the journal Acta Simulatio is the set of processes and activities that ensure the information that now exists in digital forms and is backed up and distributed to guarantee continued access for the long term. The electronic content of the journal Acta Simulatio is stored on several different sources. Content of the journal Acta Simulatio is online and accessible for the readers from the main server. The copy of the same content is kept as a backup on the server of the University Library in Bratislava. At least one of our journal's Abstracting/Indexing services archives the full electronic versions of the articles, as well. Suppose we are forced to stop publishing the journal due to some rare, unfortunate circumstances. In that case, articles published in the journal Acta Simulatio will remain online and accessible to the readers still.

Complaints Policy: This procedure applies to complaints about the policies or practices of the Acta Simulatio activities. Please write your complaint to identify the journal title, volume, issue, DOI paper number, paper title, page number. The complainant defines the expression of



Acta Simulatio - International Scientific Journal

INSTRUCTIONS FOR AUTHORS Acta Simulatio, <u>www.actasimulatio.eu</u>

unhappiness as a complaint. The complaint must be about something within the responsibility of the journal Acta Simulatio content or process. If the journal Acta Simulatio receives a complaint that any contribution to the journal infringes intellectual property rights or contains material inaccuracies, libellous materials or otherwise unlawful materials, the journal Acta Simulatio will investigate the complaint. The journal Acta Simulatio will make a good faith determination whether to remove the allegedly illegal material. We strive to ensure that Acta Simulatio is of the highest quality and is as free from errors as possible. However, we accept that occasionally mistakes might happen. Therefore, complaints about the editorial content of the journal Acta Simulatio should be made and sent as soon as possible after publication by email to: **info@actasimulatio.eu**.

Open Access Policy: The Acta Simulatio (AS) scientific journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. The version of the final article is published as open access, and the article is made freely available online by web pages of the journal Acta Simulatio. Authors of articles take due note and at once accepts the open access policy of the journal Acta Simulatio. Journal articles saved and made available on the Acta Simulatio journal internet pages are free and available for users to read, download, copy, distribute, print and search. Links to the full texts of these articles is possible to use for indexing. Articles and links can be used as free data or for any other lawful and noncommercial purpose. This work is licensed under a **Creative Commons Attribution-NonCommercial 4.0 International License**.

Aim and Scope: The journal Acta Simulatio (AS) aims to provide an academic platform in all forms of simulation, modelling, education, science and research, which are available to the general public and those interested in simulation, including students, academics as well as industry experts. The papers offer imaginative and creative solutions to simulation problems. Furthermore, the journal aims to promote and provide young scientists and educators with the opportunity to publish original research to create future professionals in this field and act as the driving force of the economy and society.

The output and establishment of the journal are a direct consequence of the market requirements for a specialized journal to the simulation. Acta Simulatio (AS) - International Scientific Journal about Simulation focuses on simulation for utilization not only in Central Europe. The editors intend to attract experts in the field and anyone wishing to expand their knowledge of simulation, research, education, and pedagogy in this area.

The journal focuses mainly on the original and new, interesting, high-quality, theoretical, practical and application-oriented contributions to the field of science and research as well as to pedagogy and education in the area of simulation.

The Acta Simulatio focuses mainly on those industries that impact simulation or are part of simulation (and not just about them):

Application and Practical Research	Intelligent Systems	Research and Technology Development
Automatic Control	Inventory Management	Robotic Systems
Automotive Industry	Knowledge-Based Simulation Environments	Robotics and Manipulators
Autonomous Systems	Logistics Systems	Self-Organizing Systems
Business Systems Simulation	Manufacturing Systems	Service and Maintenance Systems



CAD/CAM Systems	Mechanical Engineering	Simulation and Modelling in Medicine
Decision Support Systems	Mechatronics	Skills and Tools
Discrete Systems and Methodology	Methodology and Theory	Software, Simulators
Dynamic Simulation of Systems	Mobile and Intelligent Agents	Statistical Methods
Education and Pedagogy	Numerical Techniques	Supply Chain Management
Electronic Engineering	Operations Research	Thinking Systems
Evolutionary Techniques	Optimization Techniques	Tools for High Performance Simulation
Fuzzy Systems	Project Management	Transport Systems
Human Behaviour Representation	Queuing Systems	Virtual Reality
Implementation, Validation, Verification	Raw Materials Processing	Visualisation in Simulation
Industrial Processes	Real-Time Systems	Work and Case Studies