

INSTRUCTIONS FOR AUTHORS

Acta logistica

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 logistica. Submission of the manuscript for the journal Acta logistica is free of charge. The manuscript and the possible cover letter should be submitted by journal e-mail:

info@actalogistica.eu.

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

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The template for the manuscript preparation for the journal Acta logistica (AL) is available here:
Acta logistica.eu Template 2018.

The template for the cover letter preparation for the journal Acta logistica (AL) is available here:
Cover letter Template 2018.

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

Peer Review Process: After submission of a manuscript authors will receive of information about receipt of manuscript. All submitted manuscripts for Acta logistica journal are sent out to peer review process. The peer review process takes place in several rounds. In the first round, the manuscripts are reviewed by the editor of the journal with regard to the quality and focus of the manuscripts. Manuscripts are checked for plagiarism. Manuscripts which are out of the aim and scope or do not comply the plagiarism check of the journal or are of an unacceptably low standard and quality will rejected directly without the second round peer review process. From 2018 is new numbering of the articles by volume numbering system. Each manuscript will be single-blind reviewed at least two reviewers. The reviewers will fill out a review form and evaluate the submitted manuscripts. Reviewers will evaluate the following points:

1. Manuscript is relevant for the Acta logistica journal.
2. Manuscript is new, original and high quality.
3. Manuscript is prepared clearly, logically and correctly.
4. Language of manuscript is clear and understandable.
5. Figures, diagrams, charts and tables of manuscript are readable, clear and high quality.
6. References of manuscript are used correctly.

The review process continues of notification for authors if manuscript is possible accept without modification, accept after modification or reject. The review process ends with a checking of final pdf article version and confirming the article for publishing in the journal by the authors (if manuscript was accepted by editor and reviewers for publishing). The editor of the journal has the right to manage and, in certain circumstances, change the peer review process at his own discretion.

Publishing Fee: For accepted regular pages (to 12 pages) publisher requires the payment of a publishing fee of 100 EUR. For extra pages (over 12) an amount of 20 EUR per page must be paid. The publishing fee includes full editorial activity including manuscript publishing in one of the future issues of the journal.

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 in accordance with the instructions for authors.
- The text adheres to the stylistic and bibliographic requirements outlined in the author guidelines, which is found in "For Authors" folder.
- Author/authors agree with the terms and conditions defined by the journal Acta logistica by sending of manuscript for publishing in the journal Acta logistica.

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 cannot be tolerated. This policy details the responsibilities of all authors, editors and reviewers working with and for Acta logistica journal as well as our own 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 single column format and single line spacing. Font type of manuscript is Times New Roman size 12 pt. Page form A4 is page size of the manuscripts with standard margins 2.5 cm at top, bottom, left and 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 logistica - 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.

Examples of references.

Books:

- [1] HEIZER, J., RENDER, B.: Principles of Operations Management, 7th edition, Prentice Hall, New Jersey, 2007.
- [2] MURRAY, R.: Creating Wealth from Waste, Demos, London, 1999.

Journals:

- [3] KOVÁCS, G.: Logistics and production processes today and tomorrow, Acta logistica, Vol. 3, No. 4, p. 1-5, 2016. doi:10.22306/al.v3i4.71
- [4] 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, p. 461-480, 2015. doi:10.1504/IJSOM.2015.068528

WWW pages:

- [5] YOUNG, C.: English Heritage position statement on the Valletta Convention, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001], 2001.
- [6] Acta logistica, www.actalogistica.eu: Instructions for authors, [Online], Available: <http://www.actalogistica.eu/index.php?stranka=forauthors> [06 Feb 2018], 2014.

Proceedings:

- [7] 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, p. 201-213, 1992.
- [8] 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, p. 1-5, 2011. doi:10.1109/ICEBEG.2011.5881817

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Aim and Scope: The aim of the Journal Acta logistica (AL) is to provide the academic platform in industrial logistics fields, including transport, education and pedagogy in logistics, science and research in logistics which are available to the general public and those interested in logistics and transport, including students, academics as well as industry experts. The papers offer imaginative and creative solutions to specific logistical and transport problems. The aim of the magazine is promoting and providing young scientists and educators with the opportunity to publish original research in order to create future professionals in this field and to act as the driving force of the economy and society.

The output and establishment of the magazine is a direct consequence of the requirements of the European market for a specialized non-business magazine. Acta logistica (AL) - International Scientific Journal about Logistics is one of the few non-trade journals focused on logistics, not only in Central Europe. The editors intend to attract not only experts in the field but also anyone wishing to expand their knowledge of logistics, transport, education and pedagogy in this area.

The journal focuses mainly on original and new quality, theoretical, practical and application-oriented contributions to the scientific fields and research as well as to pedagogy and training in logistics and transport.

Acta logistica scientific journal focuses mainly on those industries that have an impact on logistics or are part of logistics (and not just about them):

Algorithmization and Programming
Application and Practical Research
Autonomous Systems
Business and Commercial Services
CAD/CAM Systems
Clarke-Wright savings algorithm
Combined Transport
Controlling
Design of Logistic and Transport Systems
Discrete and Continuous Systems
Distribution and Transport
Economy and the Sectoral Economy
Education and Pedagogy
Electric Cars
Electronic Data Interchange
E-Logistics and E-Business
Ergonomics and Workplace Design
Financial Flows Management
Forecasting
Freight Transport

Human Resources Management
Industrial Engineering
Industrial Management
Information Flows Management
Inside Transportation
Inventory Management
Job-Shop and Flow-Shop Systems
Layout
Location Tasks
Logistic Information Systems
Logistics
Material Handling
Measurement
Methodology and Theory
Milk Run Logistics
Multi-Criteria Decision Making
Operating Processes
Operational Research
Optimization and Streamlining
Outside Transportation

Production and Manufacturing
Production Planning and Control
Project Management
Public Transport
Purchase and Supply
Quality, Reliability, Maintenance Engineering
Queuing Systems
Rail, Air, Truck, Sea Transportation
Reverse Logistics
Salesman Tasks
Service Engineering
Simulation and Modelling
Statistical Analysis
Strategy and Orders Management
Supply Chain Management
Systems of Automatic Identification
Traffic Systems
Vehicle Routing Problem
Waste Management
Work and Case Studies