

Editorial Board of the international conference *Annual Session of Scientific Papers IMT Oradea 2013* appraised that the researchers who submits a manuscript to the conference, in order to be published on Conference Proceedings, have the right to a careful, timely and unbiased peer- review overseen by the conference editors, who often seek the advice of referees. Editorial Board of the Conference, following the principle of transparency, accepts that the authors have to know in advance the procedures by which their manuscript will be handled, and a right to be informed of the grounds for the acceptance or rejection of their manuscript, including normally being given access to any referee reports that have been sought. Motivations about editor decision, whatsoever will be, excepting first status on survey form “Recommendation”, will be provided to the author.

All the collaborators of the conference, i.e. researchers, authors who decide to submit a manuscript, must adhere to high standards of research integrity and good scholarship. It is the responsibility of authors to submit a well documented and well written paper, if necessary seeking advice if it is not written in their native language, to clearly describe any novel and non-trivial content, and to suitably acknowledge the contributions of others, including referees. Submission of a paper to be published on to the Proceedings of the conference implies that it is not currently under consideration by any other conference or journal, and that any substantial overlap with other published or submitted papers is properly acknowledged. The reviewer will call to the editor's attention when providing evidence about any substantial similarity or overlap between the manuscript under consideration and any other published paper of the same author or others of which they have personal knowledge. In any circumstances, authors should be responsive to correspondence with the Editorial Board. Even though a paper have multiple authors, they should communicate fully, speak with one voice, and accept mutual responsibility in their communications with the Editorial Board. All authors are expected to have materially contributed to the paper, and to be familiar with its contents.

Editorial Board, referring to the peer-review process, acts in fully accordance with fundamental principles of publishing procedure: primary among these are *transparency* and *integrity*, and last but not least the *professionalism*. Consequently, by *transparency* meant that all the conference's stakeholders, i.e. readers, authors, referees, editors, publishers, etc. – are fully aware about the decision processes that affect them. Ongoing, the Editorial Board laid down that *integrity* of the publication process is overriding one. It includes

maintaining an objective review process focused on scientific quality, proper acknowledgment of sources, and a respect for confidentiality. As we declared before, last but not least, *professionalism* is also important. This includes, not solely, timely handling of manuscripts at each stage of the peer-review and publishing process, and continuity of management, scope, and vision as they evolve.

The entirely reviewing process will be conducted confidentially, the article which enquired to be reviewed will not be disclosed to a third party. The Editorial Board do not share the identity of the reviewer with the author. We encourage the reviewers, in order to help us protect their identity, do not reveal their names within the text of their review, i.e. into the “Comments to the author” special space reserved.

The Conference Proceedings peer review process pay attention to the following steps and, as result, the members of referees staf, gives one of four possible status of paper: **Accept as is; Accept if minor revisions are made; Reconsider after major revisions are made; Meritorious but not appropriate in AUO; Reject;** within deadline terms.

Step 1: (Author)

The author who wish to submits a manuscript, shall be registered as user of conference platform (using „Registration- Payment information” menu on conference website, <http://www.imtuoradea.ro/conf/register.php>). After this process will be done, the author should login on conference platform and may submits his/her manuscript(s) using „New Paper” menu (<http://www.imtuoradea.ro/conf/conf.detail.php?workID=0>).

Step 2: (Editor)

The editor in chief forward the article to appropriate reviewers related to that subject. Each paper will be reviewed by three experts in the field, scientific personalities: two independent reviewers and one member of Editorial Board.

Step 3: (Reviewer)

This is the core of entirely peer-review process. Peer review is a critical element of scholarly publication, and one of the major groundworks of the scientific process. Peer review serves two key functions:

1)-Acts as a selector switch: this is because ensures research is properly verified before being published;

2)-Improves the quality of the research by a rigorous review by other experts who helps to hone key points and correct inadvertent errors. One of the primary aims of the peer-review process consists on that to evaluate and, inasmuch as possible, to certify the correctness, importance, novelty, and clarity of a paper.

The reviewer board will check the manuscript and give the status of the paper as following:

RECOMMENDATION

- Accept as is
- Accept if minor revisions are made
- Reconsider after major revisions are made
- Meritorious but not appropriate in AUO
- Reject

Editorial Board gives this conformation to author by an e-mail message generated by the system. First status consists on accepting paper as is, any corrections no needs. In this case the editor will also give account detail for fees submission. Following, the second status implies minor or major revision, which shall be made as soon as possible by the author. Last two status means that the paper is rejected, in this case author will be informed about decision of the editor and paper rejected pursues to be deleted from the conference platform.

Excepts first status of the paper, the subsequents four, implies that the reviewer provides a clearly identified which revision is required. This will be e-mailed to the author.

Step 4 : (Author)

If the paper is accepted then Author will be informed about it and he shall deposite fees to given account details on conference website or by the editor. The author should send a scanned copy of copyright form (format can download by the website http://www.imtuoradea.ro/conf/download/Copyright_statement.pdf) by e-mail to editor.