



Environmental Engineering and Management Journal
EDITORIAL POLICY AND PROCEDURES

OFFICIAL AND LEGAL FRAMEWORK

Environmental Engineering and Management Journal was launched in 2002 by the **Department of Environmental Engineering and Management of the** Faculty of Chemical Engineering and Environmental Protection, under the aegis of the “Gheorghe Asachi” Technical University of Iasi, Romania.

Its launch and publication were approved by the decision of the Senate of the “Gheorghe Asachi” Technical University of Iasi, Romania from 27.03.2001.

Environmental Engineering and Management Journal is edited under the coverage of The “Gheorghe Asachi” Technical University of Iasi Romania (TUIASI) within the *Department of Environmental Engineering and Management* and published by *EcoZone Publishing House – Academic Organization for Environmental Engineering and Sustainable Development* (Organizația Academică pentru Ingineria Mediului și Dezvoltare Durabilă, O.A.I.M.D.D.), 73 Prof. Dimitrie Mangeron Blvd., 700050, Iasi, Romania, Phone/Fax: +40-232-271759, URL: <http://www.eemj.icpm.tuiasi.ro>, www.eemj.eu, www.ecozone.ro

email: eemjournal@yahoo.com, eem_journal@yahoo.com, eemjeditor@yahoo.com, eemj_editor@yahoo.com, eemj_office@yahoo.com, eemj.office@yahoo.com

The journal is published in printed and electronic format. The **printed journal** has been registered by the **Romanian National Library** with the International Standard Serial Number **ISSN 1582-9596**, and the electronic format with the International Standard Serial Number **eISSN 1843-3707**.

Also, it is a trademark of the *Academic Organization for Environmental Engineering and Sustainable Development* registered to the **State Office for Inventions and Trademarks** (Oficiul de Stat pentru Invenții și Mărci), Romania.

According to Web of Science and Journal of Citation Reports, the official full journal title is *Environmental Engineering and Management Journal*.

The journal is included in Web of Science/Journal Citation Reports in the **ENVIRONMENTAL SCIENCES** subject category. **ISO Abbrev. Title** is Environ. Eng. Manag. J., while **JCR Abbrev. Title** is ENVIRON ENG MANAG J

SJR SCImago Journal & Country Rank includes the journal in the Subject Area: **Environmental Science** and in the **Subject Category: Environmental Engineering, Management, Monitoring, Policy and Law, Pollution**.

In the current correspondence and discussion, the journal name could be abbreviated as **EEMJ**.

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The journal is carefully produced in all its parts. Even so, authors, editors and publisher do not guarantee the information contained there to be free of errors. Registered names, trademarks etc. used in this journal, even when not marked as such, are not be considered unprotected by law.

JOURNAL MANAGEMENT

Editorial Board

Environmental Engineering and Management Journal is produced under the direction of the **Editor-in-Chief**, with **managerial and decisional positions**. The editorial policy and journal development, as well as the broad character of particular journal issues are approved by the Council of O.A.I.M.D.D. The Editor had responsibility for the overall management of Journal production.

The Editor-in-Chief and the Council of O.A.I.M.D.D. can create new posts and designate new responsibilities if necessary for the running and development of the Journal.

The Editor-in-Chief and the Council of O.A.I.M.D.D. shall officially meet every 2 months, and whenever needed in informal meetings.

The Editor-in-Chief coordinates the whole editorial activity addressing journal editing. The Council of O.A.I.M.D.D. and the president of O.A.I.M.D.D. coordinate the administrative and financial activity. To accomplish these activities, the Editor-in-Chief and the President of O.A.I.M.D.D. cooperate directly, and may consult the Council of O.A.I.M.D.D. or the Scientific Advisory Board.

The Editor-in-Chief has the overall responsibility for manuscripts reception, replying to authors, recruiting reviewers and advising them on the requirements of the Journal, developing correspondence with peer reviewers, the maintenance of the Journal's web site, journal editing for ensuring all submissions accepted for publication are in appropriate format, and that external links are maintained.

The **Editor-in-Chief** is assisted by an **Editorial Secretariat** (hired personnel and voluntary persons), forming together the **Editorial Board**, which continuously improves its performance, based on the feed-back received from the authors, as well as on the letters and notifications from the Scientific Advisory Board members and referees, as well as other scientists.

The Editorial Board includes also the Funding Editor, Prof. Matei Macoveanu.

Scientific Advisory Board

The **Scientific Advisory Board** has a **consultative role** and may include 50-60 prestigious, internationally renowned and active specialists from academic and scientific environments, distinguished professionals with high international visibility. **Scientific Advisory Board** should be composed from as wide an array of countries, research fields, and traditions of work as possible, and will normally include those members willing to play a role in sustaining and developing the Journal. Having expertise in various environmental engineering and management fields, they provide, on a voluntary base, valuable assistance to the Editorial Board efforts to develop a better editorial product, which will benefit the journal goals as a whole.

The Scientific Advisory Board members are assumed to be willing to take part in refereeing processes, and to encourage submissions to the Journal, as well as more broadly assisting in its development. They may have oversight of the development of public presence of the Journal and acting, if possible and opportune, as spokesperson for the Journal in public forums and meetings.

The **Scientific Advisory Board** can be partially renewed yearly, when a new volume of the journal starts, or periodically, with the decision of the Editor-in-Chief, approved by the Council of O.A.I.M.D.D. Personalities in the country and abroad are invited to join the **Scientific Advisory Board** based on an invitation letter written and signed by the **Editor-in-Chief**. The informal proposals may be made by the Editorial Board or any member of the **Scientific Advisory Board** or of the academic members, based on a very well documented support.

Editorial Secretariat

An **Editorial production team/Secretariat**, working as a volunteers and/or employees, includes PhD or post-doc students or other faculty members or employees.

They are designed to lay papers in the journal template and to have correspondence with the authors in order to complete the publishing process, and sending the journal to the authors, members of the Scientific Advisory Board etc. The **Editorial production team/Secretariat** works under the direct supervision of the Editor-in-Chief.

At this moment, there is not hired staff assisting the Editor-in-Chief, so that no documents were produced in this regard.

JOURNAL DESCRIPTION

Environmental Engineering and Management Journal is an international journal that publishes peer reviewed original research papers of both experimental and theoretical nature in the following areas:

- environmental impact assessment;
- environmental integrated management;
- risk assessment and management;
- environmental chemistry;
- environmental protection technologies (water, air, soil);
- pollution reduction at source and waste minimization;
- sustainable development and sustainability;
- sustainable production and consumption;
- environmental and sustainability assessment;
- sustainable products and services;
- chemical and biological process engineering;
- cleaner production, products and services;
- circular economy;
- sensors in environment control;
- sources of radiation and protection technologies;
- waste treatment, valorization technologies and management;
- environmental biotechnology;
- bioeconomy;
- energy and the environment;
- modelling, simulation and optimization for environmental protection;
- technologies for drinking and industrial water;
- life cycle assessments of products;
- environmental strategies and policies;
- cost-benefit analysis in environmental protection;

- eco-industry and environmental market;
- organizational management and ecological performance;
- environmental education and sustainable development.

Environmental Engineering and Management Journal encourages initiatives and actions concerning the improvement of education, research, marketing and management, in order to achieve sustainable development. This journal brings valuable opportunities for those offering products, technologies, services, educational programs or other related activities, creating thus a closer relation with the request of the market in the fields of environmental engineering, management and education.

The journal addresses researchers, designers, academic staff, specialists with responsibilities in the field of environmental protection and management from government organizations (central and local administrations, environmental protection agencies) or from the private or public companies. Also, graduates of specialization courses or of the environmental engineering and management profile, as well as other specialists may find in this journal a direct linkage between the offer and request of the market concerned with the protection of the environment and the administration of natural resources in the national and international context.

The journal was conceived as a means to develop scientific and technical relationships between people who offer and request solutions for environmental protection and conservation of natural resources, creating thus the premises to enhance the transfer of technology and know-how, the confirmation and implementation of ecological products and services.

Taking these aspects into consideration, the Editors gladly welcome any persons or companies who correspond to the above-mentioned purposes and objectives to use our journal to identify potential collaborators, thus contributing to the support of this self-financed journal, which has a special section for eco-advertising.

The journal was initially published quarterly, since it was launched by the **Department of Environmental Engineering and Management** of the "**Gheorghe Asachi**" **Technical University of Iasi** in **2002**. Starting with **2006**, the journal was edited in six issues per year, whereas it appears monthly since **2010**.

Environmental Engineering and Management Journal is an academic journal possibly subsidized by universities or professional organizations, and does not exist to make a profit. Subscriptions, fees and advertising are accepted to pay for production, development and maintenance costs.

INTERNATIONAL VISIBILITY

Environmental Engineering and Management Journal (EEMJ) is abstracted and indexed in:

CABI

Chemical Abstracts Service/SciFinder (ACS)(since 2002)

EBSCO Database (since 2002)

Elsevier Bibliografic Databases

EMCare

Index Copernicus Journal Master List

Journal Citation Reports™/Science Edition (IF/2018 = 1.186)

Library of Congress

The National University Research Council

OVID Database

SJR (Scimago Journal & Country Rank) (H=31, SJR/2018 = 0.345; SNIP/2018 = 0.902)

SCOPUS (CiteScore/2018= 1.003)

Science Citation Index Expanded™ (Clarivate Analytics)

Web of Science® (Clarivate Analytics), H=31

In addition, exchanges with other international journals are established. Also, books are reviewed in the journal and appear on the journal website in full format.

The journal is covered by Cross Reference and each published paper receives DOI. The DOI assignment is being handled for articles from the last period.

EDITORIAL POLICY

Editors are committed to the highest editorial and ethical standards in the provision of all journal content and related services. They strive to ensure that content is evidence-based, in other words, that it is founded on the best scientific knowledge currently available.

It is journal policy to publish only 100% original and unpublished research work: therefore **the journal does not accept to receive any papers on research work that has already been reported in parts or contains already published text, data, Figures, Tables or other illustrations or any copyright materials whatever that has been submitted or accepted for publication either in a journal or conference proceedings elsewhere in any form, in print or in electronic media.**

The editorial process for Journal publishing is based on several principles:

Accuracy:

The journal content will be proper, unbiased and transparent. Information given is to be judged against the best available scientific evidence and sources named wherever possible. Where content contains assumption or estimation, this will be clearly indicated.

Accountability:

The journal is responsible to its users and is aware in admitting mistakes and encourages a culture of learning via user feedback. Its editorial process is transparent.

Privacy:

The journal views its users' privacy as paramount and, except legal provisions, will not divulge any correspondence or personal information it may hold about them without their prior and explicit permission.

The new EU privacy law, the General Data Protection Regulation (GDPR), took effect on 25 May 2018. We evaluated, and where necessary made enhancements to our products, services and practices so as to ensure that we treat personal data in line with GDPR and with what the community expects of us.

Impartiality and diversity of opinion:

The journal is scientifically objectively and impartial. Where views differ and no scientific consensus can be found it will reflect all significant strands of opinion and state the uncertainty clearly.

The journal will be suitable for a general audience and will not include materials that might reasonably be deemed offensive. The editors should give unbiased consideration to all manuscripts offered for publication, judging each on its merits without regard to race, religion, nationality, sex, seniority, or institutional affiliation of the author(s).

Only scientific, but no political, religious and gender opinions are allowed in journal contents.

The Journal publishes papers with significant original content and scientific impact. **The Editors reserve the right to decline, without external evaluation, papers which do not meet these criteria, including papers that:**

- are very similar to previous publications
- plagiarism (higher than 15%)
- deal with parameter optimization of known processes without new concepts and/or interpretations,
- report the environmental analysis and monitoring of specific geographic areas without presenting new insights and/or hypothesis testing
- do not focus on the environmental relevance and significance of the studied systems or materials.

The evidence-based knowledge that represents journal contents must derive from the direct experience of authors, editors and peer-reviewed scientific research.

MANUSCRIPT SUBMISSION AND PUBLISHING POLICIES

This part details the process of submission and subsequent review, as well as the pertinent journal publication policies, considering Instructions for authors and Sample manuscript (Annexes 1 and 2).

- **Manuscript reception and processing**

When submitting a manuscript, authors should make a full statement to the Editor in a *Cover Letter* according to which the work contained in their manuscript is completely original and unpublished. **If redundant or duplicate publication is attempted or occurs, authors should expect immediate editorial action to be taken including prompt rejection of the submitted manuscript.**

The Editorial Board will keep any electronically/written records at all after a formal decision have been made about the manuscript, **but no more than four months since the last decision.**

- **Current papers**

Processing a paper, from submission to publication or rejection, involves multiple steps, throughout which permanent contact is maintained with the authors and peer reviewers. These activities are mostly carried out by the ***Editor-in-Chief*** assisted by the Editorial Secretariat, and are outlined below:

Manuscript reception

Authors submit a manuscript electronically by e-mail **at one** of the following address (not at all addresses): eemjournal@yahoo.com, eem_journal@yahoo.com, eemjeditor@yahoo.com, eemj_editor@yahoo.com, eemj_office@yahoo.com, eemj.office@yahoo.com

Since the interactive electronic platform of the journal is not fully functional, the *corresponding author* can be notified about the paper reception by a replying e-mail in about **30 days**, depending on the number of manuscripts received daily.

Manuscript registration

The manuscript is registered in an electronic database of the journal. The following information is considered: authors' name, title of the paper, email of the corresponding author, data of manuscript sending, the registration name of the manuscript in the

following format: *registration number_last name of the first author_ last two digits of current year*

Preliminary evaluation

This preliminary stage is absolutely necessary, since the editors cannot risk sending sub-standard papers to peer reviewers.

The preliminary evaluation is made within the **Editorial Secretariat** under Editor-in-Chief supervision, in an attempt to help the authors in improving their paper to the point where it can be further submitted to external reviewers. It should be done in **maximum three months** from the moment the manuscript attended the Editorial Office.

The first and one of the most important criteria for paper acceptance or rejection is the assessment of scientific ethics, especially where plagiarism is concerned. The **Editor-in-Chief**, assisted by the Editorial Secretariat, checks the manuscript for **plagiarism and self-plagiarism** using both automated and manual means. When a plagiarism and/or self-plagiarism attempt is found out, the authors are informed of this, and of the consequences of their actions, according to the information on plagiarism and associated penalties, available on journal website at:

<http://www.eemj.icpm.tuiasi.ro/plagiarism.htm>

Submission of any manuscript that contains redundant or duplicate publication of the same or very similar research work violates the policies of the journal and will be rejected. The Editor-in-Chief has the right to reject the manuscript without further details. No originality report is send to the authors. The whole responsibility for these situations belongs entirely to the authors of that manuscript. Even if after repeated attempts and efforts of the Editor of Referees elements of plagiarism are present in a published paper, the whole responsibility for these situations belongs entirely to the authors of that manuscript.

When a paper has passed the plagiarism test, it is carefully read and evaluated preliminary by the Editor-in-Chief, for the concordance of scientific content to the journal topics, conformity to the instructions for authors and the quality of the English language. The Editor makes comments in the body of the text using preponderantly Word facilities (Track Changes), without altering the manuscript content and meaning. If needed, the

manuscript containing comments and recommendations is e-mailed back to the authors, along with a message where the authors are informed on the problems which need to be addressed. Authors are invited to correct and reedit the manuscript within **2-4 weeks**, (depending on the deviation from the Instructions for authors and the quality of English language from the manuscript), according to the Instructions for Authors and a Sample manuscript, both of which are sent together with the corrected paper. These documents may also be obtained from the web page of the journal (<http://www.eemj.icpm.tuiasi.ro/instructions.htm>).

The above procedure is repeated by the Editor-in-Chief until all preliminary conditions stipulated in *Instructions for authors* are met, but no more than two times. After that, if the requirements are not met, the paper is rejected. Each time the data and action type is registered and the messages are kept in a folder of the email account. Duration of this action, of course, greatly depends on the interest and perseverance of the authors.

Authors are kindly advised to read the *Editorial Policy and Procedures* of the journal and also the uniform requirements for manuscripts submitted to *Environmental Engineering and Management Journal* as required by the Instructions for authors.

Peer-reviewing process

When the manuscript meets the requirements of the Instructions for authors, it is prepared for single-blind peer review. The entire process takes place online, via email. The peer reviewers (named also referees, evaluators) remain anonymous to the authors during the whole process (anonymous peer reviewers, single-blind peer-review).

The referees do not act as a group, do not communicate with each other, and typically are not aware of each others identities or evaluations. There is no requirement that the referees achieve consensus.

Potential reviewers are chosen from authors whose papers are featured in various databases, such as *Science Direct*, *Springer*, *Wiley*, *Web of Science* etc. These potential reviewers should have a substantial portofolio, which includes publications in ISI-ranked journals, and their research should also involve the topic of the paper under review. It's also possible a manuscript's authors to name people whom they consider

qualified to referee their work, but not from their own country. The decision on referees' selection belongs to the **Editor-in-Chief**. Referees are not selected from among the authors' close colleagues, students, or friends. Scientists listed in an "acknowledgments" section are not allowed to serve as referees. Referees are supposed to inform the editor of any conflict of interests that might arise. The Editors are obliged not to disclose the referees' identities to the authors, as well as to each other. At the end of each year, a list with the referees' name is published, with acknowledgements (usually in the first issue of the following year).

Of the potential reviewers to whom invitations were sent, minimum 2 to 5 are expected to accept the invitation and are assigned to review a paper: the manuscript, along with the reviewer's comments form (Annex 3) are sent to them. The referees are invited to evaluate the paper in maximum **four weeks**. After that, reminders are sent to evaluators for other 2 weeks.

If, after the invitations are sent, the minimum number of two evaluators is not met in **two weeks**, the invitation process is resumed with a new series of potential referees.

Referees' evaluations usually include an explicit recommendation of what to do with the manuscript or proposal, often chosen from options provided by the report template.

Although the peer review process in our journal assumes that the article reviewed has been honestly written, and the process is not designed to detect fraud, the referees are invited to notify on plagiarism tentative.

The reviewers usually do not have full access to the data from which the paper has been written and some elements have to be taken on trust. For this reason, publication of incorrect results does not in itself indicate a peer review failure, but it is the whole responsibility of the authors.

The recommendations are along the lines of the following:

- to unconditionally accept the manuscript or proposal,
- to accept it in the event that its authors improve it in certain ways, acceptable for editors
- to accept it in the event that its authors perform a major revision, with reevaluation carried out by the same referees
- to reject it, but encourage revision and invite resubmission,
- to reject it outright.

During this process, the role of the referees is fundamental for the editor decision making process. The comments of the reviewers as anonymous are sent to the authors, together with the manuscript in the format sent to the referees, and the authors are asked to make appropriate changes to the text, according to referees recommendations and Instructions for authors, **in maximum a month**. After this time, the paper is considered *rejected*, in absence of any notifications from authors.

The revised manuscript is then sent back by the authors to the Editor-in-Chief, along with a letter to each reviewer where the changes are explained in detail. The reviewers are once again consulted, and, depending on how satisfied they are with the new manuscript, the paper is accepted, rejected, or sent to the authors for further changes.

This process is repeated three times maximum.

When the Editor-in-Chief receives very positive and very negative reviews for the same manuscript, all of them are sent to the authors, which must revise the paper according to the quite favorable as well as the least favorable comments.

When after the third evaluation of the manuscript the Editor-in-Chief receives very positive and very negative reviews, the editor will solicit one or two additional reviews as tie-breakers, which are decisive for the acceptance or rejection of the manuscript.

- **Paper publication**

Passing the peer review process is considered a certification of validity for a manuscript. If a paper is accepted, the text is adapted to the format of the journal within the Editorial Office, by the Secretariat members.

The paper draft is sent to the corresponding author for final minor correction and acceptance, together with Authors' warranty (Annex 4). The corresponding author is asked to return final version of the paper in **maximum 72 hours**.

Our journal accepts no more than one corresponding author per article.

Before clear-cut acceptance as well as before be published, each paper is finally verified again by the Editor-in-Chief, in terms of its originality, for plagiarism and self-plagiarism. If it is proved that during the process of peer review and revision of the

work the authors have published or made public on various sites already published works, then the manuscript is categorically rejected, despite the effort made to evaluate it. If things go well, the manuscript is accepted or is ready for publication, receiving DOI. It is converted as .pdf and sent to the corresponding author for proofreading (**for 48 hours**). After that the papers are assembled in the current issue.

The content of each issue is set up by the Editor-in-Chief, who could ask the approval of the Council of O.A.I.M.D.D., if necessary, depending on the existing portfolio of accepted papers.

The final version is sent to the printing house. After printing, hard copies are sent to the various databases, the National Library. The members of the Scientific Advisory Board and corresponding authors receive their papers in electronic format. A printed copy can be provided against payment.

Some considerations are taken into account in determining an issue content of the journal. **No more than 200 pages is considered as the opportune length and no more than 20 papers should be published in a regular issue.**

An author cannot appear on more than two papers per regular issue.

The journal does not publish supplementary issues!

When the number of the accepted paper is higher than the necessary for an issue, **the list of the accepted papers** is included on the journal website with a link to the Abstract of each paper. **The list is renewed monthly or each time is necessary. The papers are published in chronological order of acceptance (from oldest to newest)!**

The Editor encourage the citation of the papers published in *Environmental Engineering and Management Journal* so that priority for publication will be given to those authors that use to cite our journal in other ISI journals, in particular the papers published in the previous two years, so as to contribute to a good journal ranking based on the impact factor (IF) and article influence score (AIS). AIS is calculated (based on a complicated algorithm) by taking into account, above all, the number of citations of the papers published in EEMJ, but cited in other ISI journals only. If each paper would be cited at least once by their authors, the next year or over two

years, compared with the year of publication (but not in EEMJ), we should gather almost 200 citations per year!

Also, the impact factor (IF) in each year will be calculated based on the ratio between:

- the number of citations, in the current year (in ISI journals only) of the papers published in EEMJ during the previous two years (as numerator), **A**
- the sum of the papers published in the previous two years (as denominator), **B**

$$\text{IF} = \text{A} / \text{B}$$

Therefore, all the authors of papers in EEMJ can play a decisive role in increasing the visibility and scores of our journal, for their own benefit.

A list of the most cited papers and of the authors who use to cite papers published in EEMJ in other ISI ranked journals will be provided on the journal website.

Special situations

A regular issue can include, **as an exception**, a maximum number of **25** papers. **This situation could appear when the authors of an already accepted paper ask for publication of their manuscript earlier than that which would result from the list of accepted papers, ordered by date of acceptance of the manuscripts. A yearly subscription will be considered for each already accepted paper published in advance.**

As an exception, for urgent cases as an emergency, a fee of 200 Euro is asked to be paid in advance for the evaluation by priority of a newly-received manuscript, on written authors demand only. There is no refund, no matter the reviewers' final decision.

The written request from the authors has to be agreed by both parties: authors and journal's Editor-in-chief, as well as O.A.I.M.D.D. Council. Failure to pay mandatory charges may result in the paper being withheld from publication.

If the paper is accepted, then the authors have the opportunity for early publication, if an early subscription is made, and this will be decided by the Editor-in chief and the President of O.A.I.M.D.D.

In all cases, an author of the paper (the corresponding author or another one) will address a signed Requirement letter to the Editor-in-Chief, in electronic format, where he/she will claim for early publication or urgent evaluation of the manuscript. Based on the Requirement letter, the President of O.A.I.M.D.D. will deliver the invoice and will track the fee payment.

- **Guest Editor Issues**

The journal publishes **invited-based thematic special issues** with **invited Guest Editor(s)**, as well as **meeting-based special issues**, those whose content derives from some conferences, symposia, or meetings, **where the participants use to pay fees.**

Guidelines are the same in the two cases as those imposed for the regular papers, but these issue categories need much more editorial management to ensure the quality of the papers (in particular those in the second category) than for a regular issue, because the Guest Editor could apply his/her own criteria for papers selection and the steps involved in the creation of special issues are quite different as in the case of a regular issue, mainly depending on the cooperation with the Guest Editor. It is necessary to reach a clear understanding between the Editor-in-Chief and the Guest Editor(s) concerning the responsibilities of the latter. The correspondence with authors is more time consuming, the peer-reviewing should occur in a limited time interval etc. A well-established schedule that should put special issues into print as quickly as possible is necessary to be developed.

✓ **The invited-based thematic special issues with invited Guest Editor(s)** are thematic issues, featuring selected peer-reviewed invited papers under the supervision of an internationally renowned personality, as Guest Editor, invited by the Editor-in-Chief.

A proposal for a special issue should include such information as expectations for research articles and review articles. A clear understanding between the Editors-in-Chief and the Guest Editor(s) concerning the responsibilities of the latter is first achieved. **An agreement will be established and signed between the two parties: the Editor-in-Chief of *Environmental Engineering and Management Journal* and the Guest Editor, countersigned by the President of O.A.I.M.D.D.** Also a schedule is

established that should put special issues into print. The Guest Editor(s) should work in close collaboration with the Editor-in-Chief to oversee and manage the editorial procedure (dissemination of the Call for Papers, refereeing process, communication with authors, preparation of manuscript for publication). Essentially, the Guest Editor writes a Call for Papers, so as to develop the issue by soliciting contributions from persons who are doing important work in the chosen topic. Guest Editors are in charge of acceptance/rejection/revision and resubmission decisions and communicate closely with the editors on each of these decisions; writing an Editorial to the special issue; supporting the editors in preparing the manuscript of the volume. A Guest Editor should be responsible for no more than five or six manuscripts.

The expenses for this category of Guest Editor special issue are like for current issues, excepting the case when the Guest Editor offers to support certain expense categories.

✓ The special Guest Editor issues can also be developed by personalities who advance a proposal to the Editor-in-Chief, and develop the issue by soliciting contributions from persons who are doing important work in the chosen topic.

The expenses for this category of Guest Editor special issue are the same as for meeting-based special issues.

Yearly (by volume), maximum **six Guest Editor issues could be published.**

✓ **The meeting-based special issues** are those whose content derives from some conferences, symposia, or meetings, where the participants use to pay fees.

***Environmental Engineering and Management Journal* can publish special issues featuring selected peer-reviewed research papers from major conferences in the related disciplines.**

The *Editor-in-Chief* should be contacted by the Conference Organizers at least six months before the event to be held, in order to agree upon the details addressing papers selection and evaluation within a peer review process. **An agreement will be established and signed between: the President of O.A.I.M.D.D, as the administrative and financial manager and Director of EcoZone Publishing House,**

and the Editor-in-Chief of *Environmental Engineering and Management Journal*, on one part, and the representative(s) of the scientific event organizers on the other part (parties), where the details of the cooperation are commonly agreed and set. The conference organizers can designate one or more Guest Editors for the special issue, whose names will be specified in the agreement.

Considering the fact that the reviewing process is time consuming, this is under special situations, and a fee of 200 Euro has to be paid in advance for each submitted manuscript (as a further support for preparing, analyzing, peer-reviewing, editing in the view of publication, manufacturing of the covers, shipping, development of editing and publication infrastructure, proofreading, Editorial Office expenses, files management, development of journal databases and interactive electronic platform, acquisition and development of journal web domain and server, increasing the visibility of the journal, subscription to DOI - since all activities associated to journal editing are self-financed, excepting printing). **There is no refund. These conditions must be included in the above-mentioned agreement between parties, which should also include the list of the selected manuscript (title of the manuscript, authors with affiliation, corresponding author and email) as an annex. When the reviewing process is done, the organizers have to subscribe to the journal, by paying one subscription in case of national conferences, and two subscriptions for international ones.** This provision will be included in the agreement, as well.

The conference organizers are asked to send the selected manuscripts written according to Instructions for authors. The manuscripts should be sent at least eight months before the special issue should appear, so as to make possible supplementary peer-review processes. All editing aspects highlighted for a current issue are valid for a conference issue, as well.

An author cannot appear as first or corresponding author on more than three papers in a conference issue.

The manuscripts evaluation will be taken as in the case of regular manuscripts, so as only consistent papers will be published. So, high-quality, peer-reviewed articles will be provided, ensuring that articles will receive the highest exposure and potential impact. **Moreover this will help in maintaining comparatively low subscription rates.**

Those manuscripts which will not be able to fulfill the journal requirements will be rejected. This way, the superficiality in the development of the manuscript (from formal and scientific point of views) will be discouraged. **If any payments were done in advance, there is no refund!**

No more than 25-30 papers maximum are allowed for this category of special issues. The number of pages is based on the published version of an article, not on the submitted version (for instance when page breaks are changed and when images are enlarged for easier viewing).

Color Figures

All figures should be designed for reproduction in black and white in the printed issues (e.g., all distinctions to be made must be created through the use of varying degrees of black shading, and/or through the use of textural patterns). In the electronic format, they can appear colored. If however, the authors believe that the inclusion of four-color artwork is essential to the publication of the paper in the printed format, **a charge is asked in printing in four-color, which represents 10 Euro per colored images. An invoice will be sent to the corresponding author detailing the charges.**

JOURNAL WEBSITE

Information about journal is published on the journal website at the following URL addresses:

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