

## Frequently Asked Questions

The Editorial Staff communicates with the authors only in writing via the e-mail web-service. The Editorial Staff does not give telephone consultations on the requirements for articles, research issues, terms of reviewing and other questions, as the detailed information on these points is contained in the content of the journal's website. After submitting the article via our online system, the author receives an automatic response – a letter notifying that the article has been received by the editors. If you have questions about reviewing, editing the manuscript, the author can write to the address [ya.vasilchenko@gmail.com](mailto:ya.vasilchenko@gmail.com). The Editorial Staff responds to the letter within a week. Before submitting the manuscript, we suggest reading the answers to the most common questions from the authors, arranged according to the stage of the editorial process (submission, review, publication).

### Submission

#### 1. Is the journal included in Scopus або Web of Science?

See. [Індексування журналу](#).

#### 2. Is it possible authors' commercial assistance in speeding up the review of the article?

Commercial assistance is in contradiction with the policies of our journal.

#### 3. Can the author submit several articles at the same time?

The editors do not limit the number of articles by one author, but according to the requirements of the Ministry of Education and Culture of Ukraine, one issue may contain an article by the author alone, and the second may be co-authored.

#### 4. How to submit a manuscript?

To submit a manuscript for publication in a journal, you must send it to the e-mail address: [ya.vasilchenko@gmail.com](mailto:ya.vasilchenko@gmail.com)

#### 5. I am not sure whether my manuscript fits within focus and scope of the journal.

Familiarize yourself with the section of the site «[Aims and scope](#)» та «[Archive of the magazine](#)».

#### 6. What is the rejection rate of manuscripts?

Usually, articles are reviewed within a week. There are no clearly defined terms for double-blind reviewing with the possible involvement of an additional reviewer. Your manuscript may need several rounds of revisions and revisions.

#### 7. I submitted my manuscript (a week ago, a month ago, etc.), but I have not received any information regarding receipt.

Sometimes letters from the magazine's mailbox end up in spam. If you have not received an email response, what «[We inform you that your letter has been received](#)», please check whether the address is written correctly and duplicate the letter again.

#### 8. Can you give the editor's phone number?

Communication between editors and authors is carried out only through e-mail correspondence through the journal's website.

#### 9. Can you give me the phone number of the reviewer of my submission?

No, the author's direct contact with the reviewer violates the norms of editorial ethics. If such a fact is established, the article will be withdrawn from consideration.

#### 10. What is the submission deadline for the current issue?

There are no deadlines for submitting manuscripts. You can submit your manuscript at any time. But you should remember that the journal is published quarterly and is approved by the decision of the current Academic Council.

#### 11. How long do I have to wait from submission to publication?

The period of time from submission of a manuscript to publication has no clearly defined limits.

#### 12. What is the number of manuscript rejections?

The number of rejected manuscripts is about 50%.

#### 13. What are the most common reasons for manuscript rejection?

The manuscript does not correspond to the defined structure, the quality of the language of presentation and academic style is low, the content of the sections does not meet the requirements of the journal, there is no qualitative analysis of sources (in particular, articles published in foreign publications and with a high rate of citations, which indicates the relevance of research and the interest of the world scientific community), the manuscript is formatted in violation of the journal's requirements, the reference list does not meet the standard IEEE.

## **Reviewing**

### **14. What do these statuses mean?:**

«The review is overdue» – the reviewer(s) has overdue the conditional terms for providing a review defined by the editors; the article remains under review until feedback is received.

«Literary editing» means that the review of the article has been successfully completed and the submission is recommended for publication. The article is waiting for publication in one of the next issues. Our editor will contact you as soon as it is distributed in a certain issue.

### **15. Is it possible to add the author if he took an active part in finalizing the article (its translation)?**

The list of authors must include persons who made a significant contribution to the scientific research presented in the article. Translation, in particular, cannot be considered as such. It is also stated that academic status, position or other indicator of seniority should not determine the order in this list; the order of authors should indicate the relative leadership and the amount of contribution of researchers to this scientific work. If an error occurred during the formation of the text or metadata of the submission, changes can be made at the submission examination stage. Be sure to notify the editor.

### **16. My manuscript was rejected, can I resubmit it?**

Yes, if the causes are eliminated.

### **17. I have received feedback from the reviewers, but I disagree with some of the recommendations.**

In this case, write a letter to the editor and explain your position. Your manuscript may be forwarded to one more reviewer, as well as reviewed at a meeting of the editorial board.

## **Publication**

### **18. Is it possible to make changes to the information about the author, if at the time of submitting the work he worked in one institution, and at the time of publication - in another?**

Yes, in the process of preparing the article for printing, inform the editor about the changes.

### **19. Can I add an author after the review is complete?**

No.

### **20. Is it possible to find out the targeted number/volume of the journal in which the article will be published?**

The formation of each issue takes place according to many criteria (date of manuscript submission, language, geography of authors, completeness of all sections of the issue, variety of topics of articles in the issue, etc.). Final approval of articles in the next issue takes place two weeks before its publication, so it is not possible to provide such information in advance. As soon as the article is selected for publication, our editor will contact you.

### **21. Is it possible to provide a certificate of acceptance of the article for printing?**

No. References are not provided, you can get an extract from the minutes of the meeting of the Academic Council, where this issue is approved, but notify the editor in advance.

### **22. Does the journal charge fees for publishing an article (APCs)?**

The Editors don't charge any author fee for manuscripts submitting, reviewing and publication.