

Editorial policy of Yearbook Telecommunications

Yearbook Telecommunications (*Information and Communication technologies*) of department Telecommunications in New Bulgarian University is an electronic scientific publication, indexed and referenced by:

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Yearbook of Department Telecommunications:

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An editorial board based at the Department of Telecommunications of the NBU carries out the administration of the Yearbook.

The members of the editorial board and the reviewers (habilitated faculty members for the relevant scientific fields) are offered at a meeting of the Telecommunications Department's board.

The Editorial Board validates the documents:

- Requirements for authors,
- a layout file for article layout,
- a layout file for review layout,
- an official note to the authors of the accepted publication.

The latest version of the documents is 11.04.2018.

The annual edition of the Yearbook of Telecommunications notifies teachers and PhD students who want to publish in the Yearbook to comply with the requirements and deadlines specified in the site.

When creating the manuscripts, it is necessary to observe the thematic area of the publication and to observe the **Guide for the authors** (part of the editorial policy), which are placed on the website of the Department of Telecommunications at NBU.

The Editorial Board appoints reviewers, and the final decision to include the suggested manuscript in the Yearbook is taken after receiving a positive review.

The structure of the Editorial Board of Telecommunications Yearbook includes the Editor-in-Chief and Deputy Editor-in-Chief. The operational functions are performed by Responsible Editor and Technical Editor / Contact Person (both executed for one year consecutively on a rotation basis), authorized by Editor-in-Chief with the right to replace it.

Responsible editor (compiler and scientific editor):

- format the materials by performing the scientific editing.
- maintains the page, updates documents, and uploads posts.

Technical editor (contact person / secretary):

- maintain the current list of manuscripts received;
- conducts correspondence and communication with the reviewers - transmits and accepts manuscripts for review;
- conducts correspondence and communication with the authors;
- accept the manuscripts and inform the authors;
- Publishes an official note for the authors of a publication accepted for printing, if necessary;
- maintain and update the two data files for the members of the two boards on the editorial documents through application forms;
- maintains the minutes of the editorial board.

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Separately there are patents, copyright testimonies and expert reports with a literary reference; no summaries, public lectures, lectures, articles in scientifically popular journals, etc. are included.

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Authors can obtain additional information at **ytelecom@nbu.bg**.

Editorial Board