

EDITORIAL CODE OF CHARLES UNIVERSITY

Pursuant to Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (University Act), Section 9 (1) (b) and Section 17 (1) (i), and to the Charles University Statutes, Article 19(8), the Academic Senate of Charles University has resolved to adopt the following Editorial Code of Charles University as its internal regulation

Article 1

Introductory provisions

1. This Code governs editorial principles at Charles University (hereafter referred to as the “University”), including publishing and editorial activities (hereafter referred to as “editorial activities”).
2. Editorial activities primarily support scientific, research and other creative and educational activities of the University’s academic community. The purpose of editorial activities includes, but is not limited to, the procurement of educational and other material for the University and members of its academic community, publishing outputs of scientific, research and other creative activities, the promotion of University’s activities, along with the University’s contribution to the dissemination of learning and culture.
3. The University’s editorial activities are performed through Karolinum Press. Faculties and other University institutes and units may carry out independent editorial activities (Article 6).
4. In addition to traditional, proven editorial methods, editorial activities include new principles and methods of publishing corresponding to the developments in information technologies. New forms of editorial activities include electronic and multimedia

publication, including e-books, interactive electronic works, open and cooperative works, works based on Web 2.0 technologies, open online courses (MOOC) and others. They are all with a maximum support for open access as specified in the Berlin Declaration and the Paris OER Declaration (Article 3).

Article 2

Principles of editorial activities at the University

1. The main principal of editorial activities is a systematic care for the quality of the published works, which is secured through an editorial review process. The editorial review process shall be impartial and adequate for the specific type of the published work.
2. The editorial review process includes at least two expert opinions; if a work published is in a foreign language, there shall be at least one expert opinion written by a foreign reviewer. The provision in the preceding sentence does not apply to short electronic works, interactive electronic works, open and cooperative works, works based on Web 2.0 technologies and massive open online courses (MOOC), provided that their publication will adhere to the principles of open access allowing for public discussion by experts to add their comments.¹
3. Particulars concerning the editorial review process in Karolinum Press will be stipulated in a provision by the Rector that has been previously discussed by the University's Editorial Board. Particulars concerning the editorial review process for independent editorial activities at faculties and other University's institutes and units will be stipulated in a provision, issued by the faculty's Dean or the institute's or the unit's director, that has been previously discussed by the relevant editorial committee.
4. Editorial activities shall ensure adequate editorial revision, both as to the academic requirements and specific linguistic and stylistic correctness, and adequate graphic layout
5. Karolinum Press as well as faculties and other University institutions and units performing independent editorial activities shall disseminate published works in an adequate way with respect to the type of the published work. This responsibility includes primarily providing relevant information to end users and institutional users, the use of adequate distribution methods of works published as books and a dissemination of published electronic works, and the use of global and specialized international databases.
6. Particulars concerning contracts with authors, including those whose output is in an electronic format,² and particulars concerning the principles of financing the operation of electronic educational systems and royalties are stipulated in provisions issued by the Rector.

¹ The editorial review process may have the form of the "multiple active cooperation on creative work with teacher's guarantee" or comments by experts through open access; e-books do not qualify as short electronic works.

² Creative Commons licensing environment.

7. Karolinum Press as well as faculties and other University institutions and units performing editorial activities independently publish ethical codes they adhere to or they require from authors, editors and reviewers.

Article 3

Electronic form of publishing

1. Electronic works shall be assigned distinct identifiers.³
2. Electronic works are usually disseminated in compliance with the principles stipulated in the Berlin Declaration on Open Access⁴ and in the Paris Declaration on Open Educational Resources of 2012⁵, unless specified otherwise by the provider's rules and conditions⁶.
3. Karolinum Press, faculties and other University institutes and units performing editorial activities independently as well as associations of the members of the University's academic community that engage in e-publishing and that cooperate with the University ensure adequate, long-term archiving of published electronic works.⁷

Article 4

University's Editorial Board

1. The University's Editorial Board (hereafter referred to as "Board") is the Rector's advisory body and as a rule has seven members.
2. The Editorial Board monitors editorial activities at the University, ensures collaboration and provides methodological guidance to Karolinum Press, for editorial activities of faculties and other University units, for those activities of the Computer Science Centre and the Central Library that are related to editorial activities and to associations and initiatives engaging in electronic publishing that is related to the University.
3. The Board is chaired by the Rector or a Vice-Rector authorized by the Rector. The Director of Karolinum Press is the Board's secretary.
4. Members of the Board are appointed by the Rector and selected from among the representatives of the University's main research disciplines; appointees are proposed by faculties and other University institutes and units.
5. The Board's Chairman calls its meetings as needed.
6. The Board's Chairman shall call an extended board meeting at least once a year, inviting the Board members and representatives of the faculties, or other University institutes and units. This meeting shall cover the effecting and updating of the University's intents for

³ International standards, such as e-ISBN, e-ISSN and DOI.

⁴ Berlin Declaration on Open Access to Knowledge in the Science and Humanities, signed on 22 October 2003; Charles University signed this declaration in October 2013.

⁵ Paris Declaration, UNESCO, Paris, 20–22 June 2012.

⁶ E.g., science foundations.

⁷ Making use of an institutional repository, database relevant for the field, in cooperation with the national digital archives or another method appropriate for the type of the published work to ensure long-term preservation.

editorial activities, a proposal of the Karolinum Press' editorial plan (hereafter referred to as the "Editorial Plan"), Karolinum Press' activities and economic result, outcomes of editorial activities performed independently by faculties and other University institutes and units and an overview of educational activities related to the use of electronic publishing and library systems.

Article 5

Karolinum Press, Editorial Plan

1. The concept and primary directions of the Karolinum Press' activities are approved by the Rector based on the Editorial Board's proposal.
2. Particulars of the Karolinum Press' activities are stipulated by the internal governance code which acts as its internal regulation.
3. Materials for the Editorial Plan are collected according to the Board's Chairman's instructions and submitted within the deadlines stipulated by the Chairman to the University's faculties, institutes and units. The Editorial Plan is as a rule updated every year.
4. Materials for the Editorial Plan may also be submitted by members of the University's academic community.
5. The proposal of the Editorial Plan is compiled by the Board in compliance with the main direction of Karolinum Press' primary activities, also taking into account the calculation of production costs for individual titles.
6. After being discussed at the expanded Board meeting (Article 4 (6)), the proposed Editorial Plan is submitted to the Rector for approval.
7. The Rector may decide to add works to or remove works from the approved Editorial Plan for legitimate reasons.
8. The approved Editorial Plan and its modifications are published in the standard way.

Article 6

Publishing activities at faculties, other University institutes and units

1. A faculty or a University institute as specified in the University Statute, Article 3 (7) or another University unit may perform editorial activities independently in accordance with this Code.
2. A University faculty, institute or unit may perform independent editorial activities provided it has internal regulations or Dean's provision regulating the principles of these activities, and if it has an editorial board.

Article 7

Use of the University emblem

Publications published in compliance with this Editorial Code may use the University emblem in accordance with the Principles of Use and Protection of the University Emblem, which are an internal regulation of the University.

Article 8

Temporary and final provisions

1. This Code does not affect the existing structure of the Editorial Board established in compliance with the Editorial Code of Charles University of 13 March 2000.
2. The Editorial Code of Charles University of 13 March 2000 is hereby cancelled.
3. This Editorial Code was passed by the University's Academic Senate on 15 May 2015.
4. This Editorial Code comes into force on the day it is entered in a register of the Ministry of Education, Youth and Sports⁸.
5. This Editorial Code comes into effect on 1 July 2015.

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Chairman of the Academic Senate

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Rector

⁸ S. 36 of the University Act. The Code was entered in the register on