

Version approved by the Academic Senate of the Faculty of Law of Charles University
on 25 May 2017

EDITORIAL RULES OF THE FACULTY OF LAW OF CHARLES UNIVERSITY

Under Section 27 (1) (b) and Section 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, the Academic Senate of the Faculty of Law of Charles University has resolved to adopt these Editorial Rules of the Faculty of Law of Charles University as its internal regulation:

Article 1

Introductory Provisions

These Editorial Rules of the Faculty of Law of Charles University¹ regulate the principles of editorial activities of the Faculty of Law of Charles University (“Faculty”).

Article 2

Editorial Activities

(1) Editorial activities are managed by the Dean, or a Vice-Dean designated by the Dean, who is usually also the chair of the Editorial Committee appointed by the Dean.

(2) Editorial activities support, in particular, science and research, development and innovation, artistic and other creative activities, and educational activities. They serve as a means to provide, among others, study and other materials, and to publish the results of creative activities.

(3) In addition to traditional and time-tested publishing practices, editorial activities make use of new principles and methods of publishing brought about by the development of information technologies including, for example, electronic and multimedia publications. They are published with maximum support for open access according to the Berlin Declaration on Open Access² and the 2012 Paris Declaration on Open Educational Resources³.

Article 3

Editorial Plan and Independent Editorial Activities

(1) The Editorial Committee of the Faculty discusses the editorial plan based on proposals made by departments, institutes, and centres, and submits the editorial plan of study, scientific, and other publications to the University’s publishing house Karolinum.

(2) The Editorial Committee of the Faculty prepares and discusses the plan of independent editorial activities of the Faculty, and submits it to the Dean for approval.

Article 4

Review Procedure

(1) Editorial activities primarily entail consistent care for the quality of publications which is facilitated by a review procedure that is impartial and suitable for the given published work.

(2) The review procedure involves at least two expert opinions; if the work to be

¹ Article 3 (3) of the Constitution of the Faculty of Law of Charles University.

² Berlin Declaration on Open Access to Knowledge in the Science and Humanities, signed on 22 October 2003; Charles University joined the Declaration in October 2013.

³ Paris Declaration, UNESCO, Paris, 20-22 June 2012.

published in a foreign language, at least one expert opinion is prepared by a foreign reviewer. This provision does not apply to short electronic works, interactive electronic outputs, open and cooperative works, procedures utilising Web 2.0 technology, and massive open online courses (MOOC).

Article 5

Editorial Centre

(1) The Dean, or a Vice-Dean designated by the Dean, manages the activities of the Editorial Centre, which ensures and performs publishing activities in accordance with the Higher Education Act⁴.

(2) After completion of the review procedure and editing, the Editorial Centre prepares the manuscripts for publication. It ensures proofreading and technical and design-related aspects of the publications.

(3) The Editorial Centre also ensures and prepares publishing contracts for specific works, which are submitted to the Dean for signature.

Article 6

Journals

(1) The Faculty publishes three journals: the journals *Acta Universitatis Carolinae Iuridica* and *Právněhistorické studie* [“Studies in Legal History”] are published for the Faculty by the publishing houses Karolinum and the journal *Jurisprudence* by Wolters Kluwer. The chairs or the chief editor and the editorial board, appointed by the Dean, are responsible for the content of the journals.

(2) In their work, the editorial teams of the journals observe the ethical principles for authors, editors, and reviewers.

Article 7

Electronic publications

(1) Electronic works are published with a clear identification code.⁵

(2) Electronic publications are usually distributed in accordance with the principles of the Berlin Declaration on Open Access and the 2012 Paris Declaration on Open Educational Resources unless the conditions of the given sponsor provide otherwise.

Article 8

Use of Coats of Arms

(1) The Faculty’s coat of arms is used for publications under these Rules.

(2) The Coat of Arms of Charles University may be used in accordance with the University’s internal regulation Principles of the Use and Protection of the Coat of Arms.

Article 9

Transitional provision

The composition of the Editorial Committee appointed by the Dean on 10 April 2014 is not prejudiced by these Rules.

⁴ Section 24(2)(d) of the Higher Education Act.

⁵ International standards e-ISBN, e-ISSN, and DOI.

Article 12

Final Provisions

- (1) The Editorial Rules of the Faculty of Law approved by the Faculty's Senate on 20 September 2000, as amended by the Faculty's Senate on 10 October 2008, are hereby repealed.
- (2) These Rules were approved by the Faculty's Academic Senate on 25 May 2017.
- (3) These Editorial Rules enter into force on the date of their approval by the Academic Senate of Charles University.⁶
- (4) These Editorial Rules become effective on the date of their approval by the Academic Senate of Charles University.

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⁶ The Academic Senate of Charles University approved these rules on 2 June 2017.