

**Directive of the Faculty of Pharmacy of Masaryk University No. 2/2021**

## **EDITORIAL ACTIVITIES OF THE FACULTY OF PHARMACY MASARYK UNIVERSITY**

*Pursuant to Section 10(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), and pursuant to Masaryk University Directive No. 6/2008, as amended effective from 11 February 2019, I issue this Directive:*

### **Article 1**

#### Introductory Provisions

This Directive regulates the principles of management and performance of editorial activities of the Faculty of Pharmacy (hereinafter referred to as "FaF") of Masaryk University (hereinafter referred to as "MU").

### **Article 2**

#### Basic Principles

- (1) Editorial activities at the MU FaF are carried out in cooperation with the MU Munipress Publishing House (hereinafter referred to as "MUP").
- (2) Books and magazines are published under the name of Masaryk University. It bears the logo of Munipress and FaF MU.
- (3) For foreign language editions, the publisher's name is used in the form of Masaryk University Press.
- (4) The MU book and journal production is published in one university series of ISBN and ISSN and DOI.
- (5) The Editorial Board of FaF MU approves individual works for publication.
- (6) The individual works are reviewed and undergo professional, linguistic and editorial editing.
- (7) The graphic and typographic design respects the principles of the MU Unified Visual Style.

(8) Editorial activities are the responsibility of the Vice-Dean for Research and Doctoral Studies of the FaF of MU according to the Organisational Regulations of the FaF of MU.

### **Article 3**

#### Filling of Editions

(1) MU publishes the following types of publications in print and/or electronic form:

a) Non-periodic:

1. teaching texts,
2. monographies and anthologies of the nature of collective monographies,
3. textbooks (original and translated),
4. conference proceedings,
5. popular-scientific publications.

b) Periodic:

1. magazines,
2. proceedings ("pseudo-periodicals").

(2) A comprehensive electronic teaching material related to at least one subject taught at the FaF MU in a form that corresponds to a printed script or a larger chapter in a book can also be recognized as an independent pedagogical work. The work must have a structure with clearly defined chapters, images and other documentation must be integrated into the text part and accompanied by the author's comments. Citation of current literature and online sources from which the information was drawn is essential.

(3) An electronic work should have the advantages provided by electronic publishing. The different parts of the work or basic terms must be linked and refer to each other as much as possible. Full colour images, photographs, animations, video or hyperlinks can be used.

### **Article 4**

#### Editorial Board of the FaF MU and Management of Editorial Activities

(1) The Editorial Board of the FaF of MU (hereinafter referred to as the "EB") is established to coordinate editorial activities and take care of their development at the FaF of MU, which serves as a scientific editorial office. It takes care of the quality of the content of published works and the quality of the review process. It ensures compliance with the standards of scientific publishing in journals and monographies. Thus, it contributes to the overall evaluation of the results of the FaF MU in research and development.

(3) The Chairperson and other members of the Editorial Board of the MU FaF are appointed and dismissed by the Dean. Proposals for appointments are submitted to the Dean by the Vice-Dean responsible for the editorial activities of the MU FaF, based on the recommendations of the heads of the institutes or at his/her own discretion.

- (4) The EB consists of the following members:
- a) The Chairperson of the EB (Vice-Dean responsible for editorial activities of the FaF MU),
  - b) Vice-Chair of the EB (acting for the Chairperson in their absence),
  - c) The EB Secretary,
  - d) Scientific editors and other EB members.
- (5) In the absence of a member, a delegated representative chosen by the EB member concerned and qualified to be informed about the issue under discussion may participate in the EB meeting, including the right to vote.
- (6) The term of office of EB members is not limited in time.
- (7) The list of EB members is published on the MU website.
- (8) The EB meetings focus on the following areas of editorial activity:
- a) building the author's background and overall development,
  - b) intellectual property protection (copyright, licensing policy, employee works, etc.),
  - c) review process,
  - d) support for student editorial activities,
  - e) financing of editorial activities,
  - f) preparation of the Editorial Plan for approval by the MU Editorial Board.
- (8) The main tool for managing editorial activities is the Editorial Plan (Article 5), the preparation and implementation of which is coordinated by the Department of Research, Project Support and Doctoral Studies.
- (9) EB meetings shall be convened by the EB Chairperson as necessary, but at least twice a year. Minutes of the EB meeting shall be taken by the EB Secretary and verified by the EB Chair.
- (10) The EB decides by vote. A majority of at least two-thirds of the members present shall be required for a decision to be valid. The EB shall be quorate if a majority of its members, including their delegated representatives, are present.

## **Article 5**

### Editorial Plan and Suggestions for Publication

- (1) The editorial plan is drawn up and announced annually by 30 November.
- (2) Proposals for the Editorial Plan are accepted by the Department for Research, Project Support and Doctoral Studies of the MU FaF by 31 October. The selection of titles for the MU Editorial Plan is preceded by an expert and economic evaluation.
- (3) Corresponding author of the work sends a submission on the completed form to EB for consideration

Proposal sheet (Annex 1) containing: the title of the work, a list of authors and their affiliations, annotation, keywords, a list of subjects with codes in the MU Information System with which the work is associated, desired method of publication of the work (printed and/or electronic publication), proposal of at least 2 reviewers (name, department, contact), at least one of whom must be outside the FaF MU and at least one of whom must have the academic degree of associate professor. The review procedure uses the Review Assessment Form (Annex 2).

(4) In case of EB approval, the corresponding author should contact MUNIPRESS (<https://www.press.muni.cz/nakladatelstvi/publikujte-s-nami>).

## **Article 6**

### Financing of Editorial Activities

- (1) For the purpose of financing editorial activities, the FaF has established the FaF Editorial Fund.
- (2) The corresponding author may request funding from the Editorial Fund in the Proposal Letter with a justification (impossibility of funding from a grant, from the department's funds, or from other funds) and an estimated budget.
- (3) The Editorial Fund can be used to pay royalties, fees for reviews of published works and costs associated with the publication of a work.

## **Article 7**

### Final Provisions

- (1) This Directive falls under the methodological management area "Editorial activities".
- (2) I entrust the Vice-Dean for Research and Doctoral Studies with monitoring compliance with this Directive, its implementation and possible updating.
- (3) I entrust the interpretation of the individual provisions of this Directive to the Vice-Dean for Research and Doctoral Studies.
- (4) This Directive shall enter into force on the date of its publication.
- (5) This Directive shall enter into force on the date of its publication

In Brno, 1 February 2021

doc. PharmDr. Ing. Radka Opatřilová, Ph.D., MBA  
Dean of the Faculty of Pharmacy MU

Annexes:  
Annex 1 Proposal Sheet  
Annex 2 Review Assessment Form