

Masaryk University Faculty of Law Directive No. 3/2015

About editorial activities

(as amended with effect from 6 November 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act on Higher Education Institutions"), I issue this Directive:

Article 1

Subject of modification

- 1) The editorial activity of the Faculty of Law of Masaryk University (hereinafter referred to as "the Faculty") is a part of the editorial activity of Masaryk University realized on the basis of the publishing authorization of the Ministry of Culture of the Czechoslovak Socialist Republic dated 4 December 1979, No.21 514/79, effective from 1 January 1980. Within the framework of this authorization, the faculty:
 - a) publishes and disseminates university scripts and textbooks, collections, monographs, bibliographies, professional and scientific works, practical manuals, special purpose prints,
 - b) publishes periodical publications.
- 2) The principles of editorial activities at Masaryk University are regulated by University Directive No. 6/2008 "Principles of Editorial Activities at MU"
- 3) This Directive of the Dean of the Faculty regulates the basic principles of management and implementation of the activities referred to in paragraph 1. Editorial activities are regulated in detail by the current methodological guidelines, which the relevant authorised vice-dean is entitled to issue.

Article 2

Management of editorial activities

The management system of the faculty's editorial activities consists of:

- a) Dean,
- b) Vice-Dean for Science and Research,
- c) Editorial Board of the Faculty,
- d) the Editorial Board of the Journal of Legal Science and Practice and the Editorial Boards of other
- e) periodical publications,

- f) Secretary of the Faculty,
- g) Editorial Officer.

Article 3
Scope

1) Dean:

- a) approves the basic documents for editorial activities, in particular guidelines, principles, editorial plan,
- b) takes action on major issues of publishing activity,
- c) Once a year evaluates the editorial activities of the Faculty of Arts,
- d) Appoint members of the editorial board and editorial boards of periodicals, the executive editor of the Journal of Legal Science and Practice and other periodical publications (if this function is established),
- e) delegates part of his/her authority to the Vice-Dean for Science and Research.

2) Vice Dean for Science and Research:

- a) methodically manages editorial and publishing activities,
- b) under delegated powers, in particular:
 - i) manages the activities of the editorial board and editorial boards,
 - ii) proposes members of the editorial boards and the executive editor of the Journal of Legal Science and Practice and other periodical publications (if this function is established).

3) Editorial Board of the Faculty:

- a) is a collective advisory body of the Dean, chaired by the Vice-Dean for Science and Research, other members are employees of the Faculty and possibly external collaborators appointed by the Dean, the Secretary of the Editorial Board is the responsible employee for editorial activities,
- b) sets out in particular the concepts and objectives of the Faculty's editorial activities,
- c) expresses its opinion on the principles of the Faculty's editorial activities, proposes an editorial plan to the Dean for approval and submits an evaluation of the implementation of the editorial plan to the Dean,
- d) meets at least once a year to agree on the editorial plan and evaluate the previous period.

The term of office of the members of the Editorial Board is four years.

4) Editorial Board of the Journal of Legal Science and Practice and editorial boards of other periodical publications:

- a) are a collective advisory body of the Dean, focused on the content of the above-mentioned publications. They are headed by editors-in-chief appointed by the Dean,
- b) are responsible for the professional quality of periodical publications and approve the contents of individual issues.

The term of office of the members of the Editorial Board is four years.

- 5) The Secretary of the Faculty participates in the preparation of the editorial budget and monitors its income and expenditure.
- 6) The editorial officer is responsible for the practical implementation of editorial activities at the faculty. He is also responsible for:
 - a) for the level of technical editing of publications and periodicals (if there are no executive editors),
 - b) for the organisational aspect of publishing publications and periodicals.

Article 4
Planning activity

- 1) The basis for the management of editorial activities is the annual plan of editorial activities (hereinafter referred to as "EP"), which is prepared by the Editorial Board on the basis of the intentions of individual authors, taking into account the economic possibilities of the Faculty. Publication plans (proposal sheets for individual titles) are submitted by 30 November of the preceding year to the Dean, through the Vice-Dean for Science and Research, heads of departments, heads of departments for science, research and project support in the case of project publications, and course guarantors.
- 2) Necessary planning data:
 - a) author, co-authors (or collective, including the leader of the author collective), or the organizer of the work,
 - b) the title of the work in Czech and English (in case of any additional clarification of the title of the work, this fact must be communicated to the editorial centre in view of the necessity to change the publishing contract and to take further measures),
 - c) the expected page length of the manuscript (separately the scope of documents - especially legal regulations, case law, explanatory notes), the number of figures, diagrams and graphs, or other appendices affecting the calculation of the royalty,
 - d) the proposed amount of the cost and its justification (estimate to be made in relation to teaching, i.e. for master's, bachelor's, lifelong learning, for the wider professional public, etc.),
 - e) the order of publication of the work (first edition, supplemented edition, reprint, etc.),
 - f) the desired format of the work (printed book, e-book)
 - g) date of expected submission of the manuscript, information about the stage of the work in progress,
 - h) in the case of a textbook, information on whether it is a B.Sc. or M.Sc. textbook and for which semester it is intended, from which date the textbook is to be available and for which subjects (with an indication of the number of students) it will be intended,
 - i) an annotation in both Czech and English (focused briefly and factually on the cognitive aim of the work and the audience for which the work is intended) of up to 10 lines.

- 3) Submitted proposals are assessed by the Editorial Board, which compiles a draft EP from the selected titles. When assessing proposals for inclusion in the EP, the Editorial Board is guided in particular by the economic possibilities of the faculty, the necessity of the proposed publication for teaching and the expected sales of the work. The Dean approves the EP.
- 4) Additional additions to the EP during the year are possible only in exceptional cases (e.g. the need to quickly provide unplanned teaching aids) on the basis of the explicit consent of the Dean or in the case of a project output.

Article 5
Draft processing

- 1) The author is obliged to process the manuscript in a standard word processor and submit it via e-mail to the responsible editorial officer.
- 2) The instructions for authors given on the Faculty's website apply to the preparation of the draft.

Article 6
Publishing contracts and royalties

- 1) Priority publications of the MU Faculty of Science are published as employee works. The dean decides on exceptions.
- 2) Titles produced/funded through grant projects are always published in employee work mode and are open-access.
- 3) Licensing agreements are concluded with authors by the faculty through the responsible editorial officer.
- 4) The amount of royalties is set by the Dean by a separate measure, after discussion in the Editorial Board. The same applies to fees for reviews of published works.

Article 7
Reviewing draft texts

- 1) Draft/manuscripts of teaching aids and monographs are submitted for peer review, unless their peer review has already been carried out on another occasion (e.g. review of a habilitation thesis). The Dean, in consultation with the Vice Dean for Science and Research, may decide not to review a work, taking into account the nature of the work, the professional erudition of the author and other criteria.
- 2) The author is obliged to take into account the reviewer's comments or to duly justify his/her failure to do so. Any dispute shall be resolved in accordance with paragraph 3.
- 3) If the reviewer does not recommend the publication of the work, the dean will decide on the further course of action on the proposal of the editorial board.

Article 8
Production and distribution

- 1) Typesetting of the publication and its submission to the press is handled by an editorial specialist.
- 2) All manuscripts (drafts) must undergo basic editorial processing at Munipress Publishing, i.e. at least registration, completion of the copyright, completion of the bibliography, completion of the ISBN card and filing of the file.
- 3) The author is responsible for the correctness and completeness of the submitted text and for the graphic proofreading. The author is responsible for ensuring that the manuscript is not plagiarised and is an original work of authorship.
- 4) The responsible person for editorial activities negotiates the reprinting and its circulation with all the subjects involved (author, subject guarantor for teaching aids, or head of the department); proposals for reprints are approved by the Vice-Dean for Science and Research.
- 5) Distribution and sales of published titles are handled by the Economics Department. The author is involved in defining the range of potential buyers of the publication.

Article 9
Transitional and final provisions

- 1) This Directive shall enter into force on 6 November 2023.
- 2) It applies to all publications published (i.e. printed) after the date of entry into force of the Directive and which have been included in the EP for a year or more thereafter. The Vice Dean for Science and Research is responsible for ensuring compliance with the Directive.
- 3) This text replaces the text of 16 February 2015.

In Brno, 6 November 2023

Martin Škop
Dean

Translated with DeepL-Translator