

# **STATUTE**

## **of the STU MTF journals**

### **Article 1**

#### **Introductory provisions**

1. STU MTF publishes scientific journals with the aim to support the Faculty education, science, research and transfer of research via periodical publications.
2. STU MTF journals are the purposive Faculty periodical publishing the results of original research papers in the fields of research accredited in STU MTF.
3. All STU MTF publications must unconditionally comply with the Act on Copyright No. 618 of 4 December 2003 on copyright and the copyright-related, moral and ethical policy in publishing.

### **Article 2**

#### **Editorial Board**

1. Publication of journals is managed by the Editorial Board (hereinafter EB) which meets twice a year at minimum.
2. EB consists of 40 members at maximum approved by the Faculty Scientific Board.
3. EB is composed of the experts in the related scientific fields and research areas accredited at STU MTF.
4. EB composition: chair – the Faculty Dean; scientific editor – a vice-dean appointed by the Faculty Dean plus other eight at maximum members of STU MTF; eight members at maximum of the Slovak Republic research area; 22 members at maximum of other research areas, while more than a half of the total number must be from abroad.
5. Term of office of the members of the Editorial Board is 4 years.
6. Editorial Board consists of:
  - a) Scientific Board,
  - b) Editorial Committee.Editorial Committee is composed of the selected members of the Editorial Board (STU MTF employees). It manages the activities related to the edition of a particular issue of journals.
7. Editorial Board:
  - a) comments on the acceptance of the contributions for publication in the MTF journals,
  - b) adopts binding decisions by correspondence vote.The decision shall require a simple majority of affirmative votes of the EB members.

8. Editorial Committee of EB:
  - a) comments on the substantive issues of the MTF journals' Statute,
  - b) appoints the reviewers for the research fields,
  - c) confirms the research field of particular paper,
  - d) approves the schedule of issuing the journals,
  - e) approves the formatting instructions for authors,
  - f) approves the deadlines for submitting the papers,
  - g) approves the number and scope of the STU MTF journals as well as their formats,
  - h) approves the fee for publishing the contributions,
  - i) approves the graphic design of the journals.Binding decisions of the Editorial Committee are adopted by vote. The decision shall require a simple majority of affirmative votes of members of the EC.
7. Editorial Board is responsible to the Faculty Dean.
8. Membership in Editorial Board is honorary.

### **Article 3**

#### **Editor-in-Chief**

1. Editor-in-chief is the head of the Division responsible for AlumniPress Publishing House, who:
2. prepares the EB meetings and materials for the EB negotiations.
3. comments on the executive and technical issues of publications, but does not decide on the acceptance of contributions for the journal.
4. is a special EB member, not included in the total number of the EB members.

### **Article 4**

#### **Reviewing**

1. Reviewing of the contribution for the MTF journals is anonymous.
2. Editorial Committee appoints reviewers, while preserving mutual anonymity of author/s and reviewers.
3. MTF AlumniPress publishing House shall:
  - a) send the paper (without author's information) to chosen reviewers within three days from their appointment,
  - b) send the work contract to the reviewer in terms of the Dean's regulation on remuneration,
  - c) send a review form to reviewer together with work contract,
  - d) send the review reports of the related paper to the members of the Editorial Board together with the form on the paper acceptance/rejection,
  - e) notify the author on acceptance/rejection of their paper based on the EB decision,
  - f) provide proofreading of the contributions,
  - g) provide work contract on proofreading in terms of the Dean's regulation on remuneration,

- h) bear responsibility for technical aspects of processing the contributions in the STU MTF journals,
- ch) distribute the journals in terms of this Statute.

## **Article 5**

### **Reviewers**

1. Reviewer must have a rank of associate professor at minimum in the related field.
2. Papers are reviewed by two reviewers, while one of them being outside STU MTF. A reviewer from practice or abroad must have a degree of PhD.
3. Reviewing is remunerated in terms of the Dean's regulation on remuneration. A reviewer may give up the royalty.
4. Reviewer shall submit the review report on a prescribed form with an original signature and the data necessary for work contract.

## **Article 6**

### **Authors of papers**

1. Authors of papers can be:
  - a) internal pedagogical and research workers of STU MTF,
  - b) authors outside STU MTF, in case they are involved in solving the research tasks of STU MTF,
  - c) doctoral students, in compliance with the Dean's regulations 1/2010 regarding the Publishing Rules for STU MTF doctoral students,
  - d) external researcher involved in the research areas accredited in STU MTF , with the option to publish only in the Internet journal.

## **Article 7**

### **Fees for contributions**

Editorial Board shall decide on charging the papers of external authors in the STU MTF Internet Journal, and determine the amount of the fee and the way of charging.

## **Article 8**

### **Periodicity and economy provisions**

1. Journals are published with periodicities of 2 issues per year at minimum.
2. The costs associated with journals shall be covered form the following sources:
  - a) the Faculty budgeted means,
  - b) funds from the revenues of the Faculty entrepreneurial activities,
  - c) grants and endowments.
3. The cost of journals is documented.

## **Article 9**

### **Executive provisions**

1. The STU MTF journals are published exclusively by AlumniPress Publishing House, a workplace of the Division of Knowledge Management that bears responsibility for the formal correctness of publishing the journals.
2. AlumniPress Publishing House admits the papers formatted according to the prescribed form and submitted to the deadline for the given issue of the Journal. Rejected contributions shall be returned to the authors.
3. The Journals are published either in a printed form in a pack of 100 pieces at maximum, or in an electronic form (by the day of the current Statute approval: Research papers in both printed and electronic forms, the Internet journal of Materials Science and Technology in an electronic form).
4. AlumniPress Publishing House distributes a printed form of the Journal as follows: an obligatory free copy to the National Agency, 1 free copy to each author, 5 free copies to the Academic Library.

## **Article 10**

### **Final provisions**

1. The amended Statute enters into force on the day of the approval by the MTF STU Scientific Board.

Approved by the STU MTF Presidium on 8 November 2011 and entered into force on 1 January 2012.

Prof. Dr. Ing. Oliver Moravčík  
Chair of the STU MTF Scientific Board