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| Title of document:  **Directive of Vice-Rector for Science and Research No. 07/2023** Statute of the Editorial Board of the Socio-Economic and Humanities Studies Journal   **Prepared by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  doc. Ing. Milan Jan Půček, PhD.  Vice-Rector for Science and Research  **Approved by: Date:** 2. 1. 2023  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Board | | | | |
| **No. of Annexes:** | 1 | **Annex title:**  Publication Ethics of the Socio-Economic and Humanities Studies Journal | | |
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# Article I

# Purpose of Directive

This Directive regulates the activities of the Editorial Board of the Socio-Economic and Humanities Studies journal and the rights and obligations of bodies and individuals involved in the publication of this journal at AMBIS vysoká škola, a.s.

# Article II

# Basic provisions

1. **Basic information:**
2. Scientific journal (periodical) Socioekonomické a humanitní studie, Socio-Economic and Humanities Studies in English, (hereinafter referred to as “**SEHS**”) is published by AMBIS vysoká škola, a.s. (hereinafter referred to as “**AMBIS VŠ**”)
3. Registration No.: MK ČR E 19842.
4. ISNN: 1804-6797.
5. ISNN on-line version: 1804-6800.
6. Website: https://www.sehs.cz.
7. The journal is published at least twice a year in the online version (applicable for issues in 2023 ad onwards).
8. **Focus and direction of the journal:**
9. Scientific (thematic) focus of the journal: socio-economic and humanities sciences.
10. Articles are accepted for publication in Czech, Slovak and English. Each article must include an abstract in the language in which it is written and in English, key words in the language in which it is written and in English and JEL classification.
11. The focus and direction of the journal is in line with the AMBIS VŠ’s strategy.
12. The journal is on the List of Peer-Reviewed Non-Impacted Periodicals Published in the Czech Republic and is included in the international databases ERIH PLUS, EBSCO and the ICI Journals Master List database.
13. The journal’s aim is to be included in other databases too.
14. **Publication processes, ethics**
15. The journal is an Open Access journal, the content of the journal is permanently accessible online for free.
16. The content and the profile of each issue are under the auspices of the editor in chief in cooperation with the executive editor and the editorial board.
17. SEHS is a peer-reviewed journal.
18. The members of the editorial board, the editor in chief, the executive editor and the authors of the articles are bound by the SEHS publication ethics, which is set out in the Code of Ethics for publication in the Socio-Economic and Humanities journal, which is Annex No. 1 to this regulation and is published in Czech and in English on the journal’s website.

# Article III

# Definition of roles and responsibility

1. **Bodies of AMBIS VŠ**
2. The Academic Board of AMBIS VŠ is informed about the activities of SEHS by the Vice-Rector for Science and Research and it can issue recommendations regarding SEHS.
3. The Board of AMBIS VŠ approves the Statute of SEHS and issues binding instructions regarding SEHS.
4. The rector of AMBIS VŠ appoints and removes the editor in chief and the members of the editorial board.
5. The Vice-Rector for Science and Research of AMBIS VŠ (hereinafter referred to as the “**vice-rector**”), or the Department of Science and Research, is responsible for administrative (financial, personnel, technical, archiving, etc.) activities for SEHS, prepares documents regarding SEHS for the meetings of AMBIS VŠ bodies. The vice-rector approves instructions for authors and other necessary instructions and procedures for the operation of SEHS.
6. **Editorial board**
7. The editorial board has at least 12 members, of which representatives of SEHS usually make up one third, unless the rector decides otherwise.
8. The editorial board is composed of specialists from Czech and foreign academic, university and other research workplaces and specialists who pursue scientific disciplines in line with the journal’s focus.
9. Membership in the editorial board is conditioned upon publication activity in journals (primarily Jimp, Jsc), or citations in internationally recognized databases, while the minimum level of the h-index (the Hirsch index) is 1 for being appointed a member, unless the rector stipulates otherwise.
10. The members of the editorial board are appointed by the rector for a period of 4 years, a member of the editorial board can be appointed repeatedly, the number of reappointments is not limited. For serious reasons the rector can, upon proposal of the vice-rector, remove a member of the editorial board. A member of the editorial board can also resign of their own accord.
11. Membership in the editorial board must be performed in person, is honorary, voluntary and unpaid.
12. The editorial board is responsible for the scientific concept of the publication activity of SEHS, it submits proposals for how to ensure it and improve its quality. The editorial board takes care of the overall professional level of the journal and the improvement of its scientific level. The activities of the editorial board are regulated by this Statute. The editorial board communicates mostly electronically.
13. Members of the editorial board:

* look for and recommend authors of articles suitable for publication in SEHS,
* participate in marketing of articles,
* based on their specialization, participate in reviewing the articles in SEHS,
* promote the good name of the SEHS journal, primarily by citations in Czech and foreign periodicals.

1. **Editor in chief, executive editor**
2. The editor in chief is appointed by the rector upon proposal of the vice-rector. The editor in chief is a person whose work has been cited in internationally recognized databases, with the minimum level of the h-index (the Hirsch index) at 4 when appointed, unless the rector decides otherwise.

Editor in chief:

* is responsible for compliance with the journal’s publication ethics,
* is responsible for the content of the individual issues and decides about the publication of articles in the individual issues of SEHS,
* appoints reviewers for individual articles,
* if necessary, consults disputed cases and potential complaints with the vice-rector,
* calls the editorial board (usually using the means of remote communication) or presents to the members of the editorial board points to be voted on “by letter”, keeps records of the vote.

1. The executive editor is usually an employee at the Department of Science and Research of AMBIS VŠ. The executive editor is responsible for communication with authors and reviewers, takes care of all necessary administration regarding the journal.

# Article IV

# Annexes

Annex No. 1: Publication Ethics of the Socio-Economic and Humanities Studies Journal

# Article V

# Final provisions

1. This regulation comes into force on the day it is signed by the Board of AMBIS VŠ.
2. Individual provisions of this Directive will be put into practice during 2023.

# Article VI

# Distribution list

1. Issue No. 1 – administrator’s copy
2. Issue No. 2 – loan copy

Annex No. 1: Publication Ethics of the Socio-Economic and Humanities Studies Journal

**Publication Ethics Statement for the Socio-Economic and Humanities Studies[[1]](#footnote-1)**

## 1. Editorial Office Responsibilities

**Publication decisions**

The Editor in Chief is responsible for deciding which of the submitted articles should be published. The Editor in Chief may be guided by the policies of the journal’s Editorial Board and is also constrained by legal requirements regarding libel, copyright infringement and plagiarism. The Editor in Chief may consult with other editors or reviewers in making this decision.

### **Fair play**

The Editor in Chief must ensure, that submitted manuscripts are evaluated for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

### **Confidentiality**

The Editor in Chief and all editorial staff can’t reveal any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### **Disclosure and conflict of interest**

Unpublished materials disclosed in a submitted manuscript mustn’t be used in an editor’s or editorial staff researches without the explicit written consent of the author or authors. Private information or ideas obtained through peer review must be kept confidential and cannot be used for personal advantage. The Editor in Chief ensures that advertising, reprint, or other commercial revenue has no impact on editorial decisions.

## 2. Reviewer’s Responsibilities

### **Contribution to editorial decisions**

Peer review assists the editors and the editorial board in making editorial decisions. Through the editorial communications with author the peer review can help the author in improving the manuscript.

### **Promptness**

Any invited reviewer who feels unqualified to review the research in a manuscript or knows that it´s prompt review will be impossible, should immediately contact the editor and withdraw from the review process, so that alternative reviewers can be contacted.

### **Confidentiality**

Any manuscripts received for review are confidential and must be treated as confidential documents. They must not be shown or discussed with others. Exceptions are people who are authorized by the editor.

### **Objectivity**

Reviewer should be objective. Personal criticism of the author is inappropriate. Reviewer should express his/her views clearly and appropriately, with supporting arguments.

### **Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously published should be accompanied by the citation. Reviewers should also point out to the editor any significant similarity or overlap between the manuscript under review and any other published data of which they have knowledge.

### **Disclosure and conflict of interest**

Private information or ideas obtained through peer review must be kept confidential and cannot be used for personal advantages. Reviewers should not participate in review proces of manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission.

## 3. Author’s Responsibilities

### **Reporting standards**

Authors of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Essential data should be represented accurately in the manuscript. A manuscript should contain adequate detail and references, to permit others to replicate the work. Fraudulent or knowingly inaccurate statements are unethical and unacceptable.

### **Originality and plagiarism**

The authors should ensure that they have written entirely original work. If the authors use work and/or words of others, they have to appropriately cited or quoted them. Publications that have been influential in determining the nature of the reported work should also be cited.

### **Multiple, redundant or concurrent publication**

An author shouldn’t in general publish manuscripts describing the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal is considered as an unethical publishing behavior and is unacceptable.

### **Acknowledgement of sources**

Proper acknowledgment of others work is a must. Authors should citate publications that have been influential in determining the nature of the reported work.

### **Authorship of the manuscript**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. In an Acknowledgment section are named others who have participated in certain aspects of the research.

The corresponding author should ensure that all appropriate co-authors and no uninvolved authors are included in the author list of the manuscript. The corresponding author also ensures that all co-authors verified and approved the final version of the paper and have agreed to it´s submission for publication. Requests to add co-authors after the acceptation of a manuscript require approval of the editor.

### **Disclosure and conflict of interest**

All authors should state in their manuscript any financial or other substantive conflict of interest that could have influence the results or their interpretation in the manuscript. All sources of financial support should be disclosed as well.

### **Fundamental errors in published works**

If an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to immediately notify the journal’s editor or publisher, and cooperate with them to either withdraw the paper or to publish an appropriate correction statement in form of an erratum.

## 4. Publisher’s Responsibilities

### **Intellectual property and copyright**

The AMBIS University protect the intellectual property and copyright of our institute, its imprints, authors and publishing partners. The University also ensures the integrity and transparency of each published article with respect to: conflicts of interest, publication and research funding, publication and research ethics, cases of publication and research misconduct, confidentiality, authorship, article corrections, clarifications and retractions, and timely publication of content.

### **Scientific misconduct**

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher in close collaboration with the editor, will take all appropriate actions to clarify the situation and to modify the article in question. This includes the prompt publication of a correction statement or erratum or in severe cases, the complete withdrawal of the affected work.

The AMBIS University do not discriminate on the basis of age, gender, race, religion, colour, marital status, national origin, disability, genetic predisposition or carrier status, or sexual orientation in its publishing programs, services and activities.

1. The Code of Ethics for Publication in Socio-economic and Humanities Studies has been developed based on guidelines and standards developed by the Committee on Publication Ethics (COPE) available at https://publicationethics.org/core-practices. [↑](#footnote-ref-1)