

**MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION**  
**Federal State Budgetary**  
**Educational Institution of Higher Education**  
**"Cherepovets State University"**

The Order of Rector

No. 05-02-62 dated 30.12.2016

**Quality management system**

**RULES AND REGULATIONS OF THE EDITORIAL BODY OF A MEDIA  
OUTLET - A SCIENTIFIC JOURNAL "HISTORIA PROVINCIAE – THE  
JOURNAL OF REGIONAL HISTORY"**

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**1 RULES AND REGULATIONS**

- 1.1 An online publication 'Historia provinciae – the journal of regional history' (hereinafter referred to as 'Historia provinciae') is a scientific journal.
- 1.2 The founder of 'Historia provinciae' is the Federal State Budgetary Educational Institution of Higher Education 'Cherepovets State University' (hereinafter referred to as the Founder or the University). The functions of the Founder are exercised by the governing bodies of the Founder: the Academic Council of the University, Rector, Pro-rector for Research – within the limits determined by these Rules and Regulations.
- 1.3 The Publisher of 'Historia provinciae' is the Federal State Budgetary Educational Institution of Higher Education 'Cherepovets State University' (hereinafter referred to as the Publisher or the University). The functions of the Publisher are exercised by the Department of Post-graduate, Post-doctoral Studies and Research (hereinafter referred to as DPPSR).
- 1.4 The Editorial Body of 'Historia provinciae' carries out activities in preparing and publishing 'Historia provinciae'. The Editorial Body is not a legal entity; it carries out its activities within the limits of execution of the University's statutory objectives on the basis of professional independency. The procedure of recruiting the Editorial Body is determined in these Rules and Regulations.
- 1.5 The Editorial Team consists of the Editorial Panel of 'Historia provinciae' and the Editorial Board, the recruiting procedure and the functions of which are determined by these Rules and Regulations.
- 1.6 The financing of the Editorial Body's activities is determined in accordance with these Rules and Regulations and other documents of the Founder.
- 1.7 'Historia provinciae' is intended for the publications of scholars' fundamental and applied research results, Russian and international, in the form of research articles, review articles, scientific reports, reviews and articles on particular research subjects in History and Political Science.
- 1.8 The scientific value of the materials submitted for publication and their availability for publication in 'Historia provinciae' is evaluated by the Editorial Board and / or the Editorial Panel of 'Historia provinciae'.
- 1.9 The location of the Editorial Board is: 16200 Russia, Vologda region, Cherepovets, Prospekt Lunacharskogo, 5.

## **2 THE RIGHTS AND RESPONSIBILITIES OF THE FOUNDER AND THE PUBLISHER OF 'HISTORIA PROVINCIAE'**

2.1 The University as the Founder has the right for the following:

- to approve these Rules and Regulations;
- to accept and approve amendments to these Rules and Regulations;
- to discontinue or suspend the activities of the Editorial Body in preparing and publishing 'Historia provinciae' in instances and by the procedures determined by these Rules and Regulations;
- to define the title, topics and specialization, language, publication frequency, volume of the edition and other characteristics of 'Historia provinciae' mentioned in the registration documents;
- to alter the name, topics and specialization, language, publication frequency, volume of the edition and other characteristics of 'Historia provinciae' mentioned in the registration documents by submitting relevant applications to the registration bodies of governing authorities;
- to act as the distributor and the owner of the property belonging to the Editorial Board;
- to appoint and approve the Editor-in-Chief of 'Historia provinciae'.

2.2 The University as the Publisher has a right to the following:

- to conclude contracts that are related to the operation of the Editorial Body that include but are not limited to the following contracts: communications services contracts and provision of alternative ways of distribution of 'Historia provinciae'; contracts with authors and other copyright holders, as well as with organizations for collective management of copyright and related rights; contracts with sponsors, advertisers, media partners and other partners of 'Historia provinciae'; contracts on partial or full transfer of exclusive or non-exclusive copyright, related rights or other rights for intellectual property objects (including the right to use the title 'Historia provinciae');
- to perform any other acts in law and take any practical steps connected with preparation and publication of 'Historia provinciae' on its own behalf or on behalf of the Editorial Body.

2.3 The University as the Founder or the Publisher is obliged to follow these Rules and Regulations.

## **3 THE EDITORIAL BODY OF 'HISTORIA PROVINCIAE'**

3.1 As the Founder, the University recruits the Editorial Team of 'Historia provinciae' that consists of the Editorial Panel and the Editorial Board of 'Historia provinciae'.

3.2 The head of the Editorial Board is the Editor-in-Chief who exercises his / her powers and authority on the grounds of the current legislation and these Rules and Regulations.

3.3 The personal composition and the number of members at the Editorial Panel is determined by the Editor-in-Chief and approved by the Rector.

3.4 The Editorial Panel of 'Historia provinciae' includes by virtue of their positions: the Editor-in-Chief of 'Historia provinciae', the Pro-rector for Research, the Head of the Department of Post-graduate, Post-doctoral Studies and Research, the Executive Editor of 'Historia provinciae', who is an employee at the Department of Post-graduate, Post-doctoral Studies and Research.

3.5 The members of the Editorial Panel of 'Historia provinciae' can be distinguished scholars, and the advisability of their participation in the work of the Editorial Panel is determined by the Editor-in-Chief.

3.6 The Executive Editor of the Editorial Board is elected from the members of the Editorial Board, with the functions to be approved by the Editor-in-Chief of the Editorial Board.

3.7 The Editorial Board of ‘Historia provinciae’:

- forms the editorial portfolio within the topics and specialization, language, publication frequency, volume of the edition and other characteristics of ‘Historia provinciae’ as envisaged in the registration documents (including the application for registration of ‘Historia provinciae’ and the Registration Certificate of ‘Historia provinciae’) which are approved by the Founder;
- submits manuscripts of articles for peer-review;
- develops the ‘Manuscript Submission Guidelines’ and includes them on the pages of ‘Historia provinciae’, at the official website and on the website of the University;
- places announcements of the issued editions on the website of ‘Historia provinciae’ [www.hpchsu.ru](http://www.hpchsu.ru) and on the website of the University [www.chsu.ru](http://www.chsu.ru).

3.8 Members of the Editorial Panel can be distinguished Russian and international scholars, who are not members of the University staff, whilst the advisability of their participation in the work of the Editorial Panel is determined by the Editor-in-Chief of ‘Historia provinciae’.

3.9 The Editorial Panel of ‘Historia provinciae’:

- determines the main trends in the development of ‘Historia provinciae’;
- facilitates the work of the Editorial Body in identifying the topical subject-matters of ‘Historia provinciae’;
- takes decisions regarding the range of problems in the theme-based editions;
- contributes to enhancing the professional and aesthetic level of the journal;
- contributes to the expansion of the readership.

3.10 The Editor-in-Chief:

- represents interests of the Editorial Board in their relations with the Founder, the Publisher, citizens, their associations and organizations and in court;
- takes final decisions regarding producing operations and publication of ‘Historia provinciae’;
- monitors proofreading of each issue of ‘Historia provinciae’ and sends them to the press;
- holds responsibility for compliance with the Law of the Russian Federation No. 2124-I ‘On mass media’ dated 27<sup>th</sup> December 1991;
- holds responsibility for dissemination of information discrediting the honour and dignity of citizens and organisations, interfering with the rights and legal interests of citizens, damaging health and development of children or freedom to express grievances on part of mass media and in other cases prescribed by the law;
- controls financing of ‘Historia provinciae’.

3.11 The frequency of the meetings held by the Editorial Board is determined by the resolution of the Editorial Board.

3.12 The members of the Editorial Board should be informed in advance on the contents of the current issue of ‘Historia provinciae’ and familiarize themselves with the reviews for every article considered for publication.

#### **4 THE RIGHTS AND OBLIGATIONS OF THE EDITORIAL BOARD OF “HISTORIA PROVINCIAE”**

4.1 The Editorial Board has the right to independently:

- plan its activities, take decisions on the content of the issues of ‘Historia provinciae’ within the limits of its topics and specialization, language, publication frequency, volume of the edition and other characteristics of ‘Historia provinciae’ envisaged in the registration documents that are approved by the University;

· bring expertise of specialists who are not members of the Editorial Board to execute the objectives connected with preparing and publishing of 'Historia provinciae'.

4.2 The Editorial Board is obliged to do the following:

- to provide registration of the submitted materials and to prepare the contents of every issue as well as the authors' original articles for publication;
- to provide a Contract and an Agreement on granting exclusive rights for the Work with every author of publication;
- to provide the highest academic standard of 'Historia provinciae';
- to develop the annual schedule of 'Historia provinciae' issues and submit it for the approval of the Editor-in-Chief of 'Historia provinciae';
- to conclude, execute, provide safekeeping and transfer to the archive of the contracts made by the Publisher;
- to ensure the safety of the property and the documents of the Editorial Board of 'Historia provinciae';
- based on the application of the Founder, to publish an announcement or a material on its behalf within established time limits;
- to publish 'Historia provinciae' in accordance with the requirements of the modern Russian language, legislation, registration documents, standards, technical specifications, these Regulations and other documents.

#### **5 THE AUTHORITIES OF THE JOURNAL STAFF**

5.1 The journal staff is comprised of the individuals who provide editing (literal, scientific, stylistic, technical), creating, collecting or preparing information and materials (in the form of texts or illustrations) for the mass media as per an employment agreement with the Founder.

5.2 The journal staff participates in the development and preparation of editorial plans, in the activities of the Editorial Board, offers proposals to the Editorial Board on enhancing the quality of the journal and speeding up the editing and publishing process. The journal staff accepts the Rules and Regulations of the Editorial Board that are subject to approval by the Founder.

5.3 The journal staff exercise their right to hold a meeting of the journal staff. A meeting of the journal staff is duly constituted if it is attended by no less than two thirds of the journal staff. Resolutions are passed by a simple majority of vote by the members of the journal staff who are present at the meeting.

5.4 A meeting of the journal staff elects a chairperson from its members, who presides over the meeting, as well as a secretary who completes a record of the meeting. The record is taken at every meeting of the journal staff. The record includes all resolutions of the journal staff. The record is signed by the chairperson and the secretary.

5.5 A meeting of the journal staff has no authority to discuss and take decisions on the issues that are beyond its competence, according to these Rules and Regulations.

#### **6 MATERIAL AND FINANCIAL RELATIONS OF THE FOUNDER AND THE EDITORIAL BOARD**

6.1 The property that is used by the Editorial Board for preparing and publishing 'Historia provinciae' is an integral part of the property of the University (the Publisher). The decision to allow the Editorial Board to use any kind of property is taken by the Founder represented by the Rector of the University upon the recommendation of the Editor-in-Chief of 'Historia provinciae'.

6.2 The monetary funds required for preparing and publishing of 'Historia provinciae' are allocated by the Publisher according to the estimate of editorial expenditures.

- 6.3 The volumes, procedures, costs and time limits of ad placements and their dissemination in 'Historia provinciae' are determined by the University (the Publisher).
- 6.4 Revenues that are received as the result of the activities of the Editorial Board is the property of the University (the Publisher) and are used by it to compensate for the expenditures for preparing and publishing of 'Historia provinciae', as well as for other purposes in accordance with an order of the Rector.

## **7 GENERAL REGULATIONS FOR PUBLISHING ARTICLES IN 'HISTORIA PROVINCIAE'**

- 7.1 The Editorial Board accepts for publication materials in the Russian and the English languages on the topics corresponding to the main research areas of the journal. Whereby the articles published in Russian are followed by a full-text version in English, whereas articles published in English are followed by a full-text version in Russian.
- 7.2 The journal publishes articles that are of a high degree of academic novelty and of theoretical and practical value. Any article is to present the main results of the research. The materials must be original and not published before. The authors can be researchers, post-doctoral students, post-graduate students and doctoral candidates (as co-authors of their research advisors).
- 7.3 The authors are to submit the following materials to the Editorial Board of the journal via e-mail [historiapro@bk.ru](mailto:historiapro@bk.ru):
1. An electronic file with an article in the format of Microsoft Word either with .doc or .docx extension.
  2. A scanned copy of signed license agreement.
  3. An author's photo in the .jpeg format, sized no less than 1 Mb. The files infected by viruses will not be processed and accepted for publication.
- 7.4 The materials submitted to the Editorial Board will be registered, and a confirmation on the receipt of the article will be sent to the author(s) within 3 days.
- 7.5 The articles that do not meet the manuscript guidelines and the requirements on presentation are not considered.
- 7.6 If a review has recommendations for corrections and revision of the article, it will be sent to the author with a suggestion to take such recommendations into consideration whilst preparing a revised version of the article. The date of submission of the article in such a case is considered to be the date of receiving the final version of the article by the Editorial Board.
- 7.7 Corrections are not sent to the authors, and the submitted materials are not returned.
- 7.8 There are no author's fees for the publication of an article.

## **8 THE GROUNDS AND PROCEDURES OF TERMINATION AND SUSPENSION OF ACTIVITIES OF THE EDITORIAL BOARD**

- 8.1 The activities of the Editorial Board can be terminated or suspended only by the resolution of the Founder or by court.
- 8.2 The Founder is entitled to terminate or suspend activities of the Editorial Board in the following cases:
- the Editorial Board has violated the law on mass media or these Rules and Regulations;
  - the Founder has lost the financial ability to prepare and publish 'Historia provinciae';
  - the Publisher is interested to terminate or suspend the activities of the Editorial Board on other grounds.
- 8.3 The decision of the University to terminate the activities of the Editorial Board results in invalidity of these Regulations. In this case, the Editorial Board is subject to be liquidated.

## **9 THE COPYRIGHT FOR THE TITLE ‘HISTORIA PROVINCIAE – THE JOURNAL OF REGIONAL HISTORY’**

- 9.1 The right for the title of the mass media outlet ‘Historia provinciae – the journal of regional history’ belongs to the University (the Founder). The University has the right to alter the name of the journal by its decision and (or) transfer the right to use its name to the third party.
- 9.2 The name and the logo of the journal can be registered by the University as a brand according to the legislation of the Russian Federation.
- 9.3 In case the Founder decides to terminate the publication of ‘Historia provinciae’, the right to resume publications with the same title is held by the Founder.

## **10 THE CONSEQUENCES OF THE FOUNDER’S CHANGE**

- 10.1 In case the Founder of the journal ‘Historia provinciae’ changes, the Editorial Board continues its activities after re-registration according to the legal procedures.
- 10.2 In case of reorganization of the University, its rights and obligations shall pass on full scale to its legal successor. In case of the University liquidation, the activities of the Editorial Board are terminated.

## **11 THE PROCEDURES OF ADOPTING CHANGES AND APPROVAL OF AMENDMENTS TO THESE RULES AND REGULATIONS**

- 11.1 Amendments to these Rules and Regulations are to be adopted and approved by the Academic Council of the University.
- 11.2 These Rules and Regulations are adopted by the resolution of the Academic Council and approved by the relevant order of the Rector. The effective time for these Rules and Regulations is determined by the date of the Rector’s order.
- 11.3 In compliance with the Law of the Russian Federation ‘On mass media’, these Rules and Regulations are subject to be submitted by the Founder to the registry authority that exercises functions of control and supervision in the sphere of mass media.

## **INFORMATION ABOUT THE DOCUMENT**

This document is prepared by E.V. Tselikova - Head of the Department of Post-graduate, Post-doctoral Studies and Research.