

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

ADOPTED
by the General Meeting
of the Journal Staff
Minutes No 2 dated 01.08.2018

APPROVED
by the Order of the Rector
№ 05-02-29 dated 06.08.2018

Quality Management System
REGULATIONS OF THE EDITORIAL OFFICE OF MASS COMMUNICATION
MEDIUM SCIENTIFIC JOURNAL ‘HISTORIA PROVINCIAE – THE JOURNAL OF
REGIONAL HISTORY’

the name of the document

1 GENERAL PROVISIONS

1.1 The online electronic 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, Vice-rector for Research – within the limits determined by these 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 Office of ‘Historia Provinciae’ carries out activities in preparing and publishing ‘Historia Provinciae’. The Editorial Office is not a legal entity; it carries out its activities within the scope of statutory objectives of the University on the basis of professional independence.

The procedure of recruiting the Editorial Office is determined by these Regulations.

1.5 The Editorial Office includes the Editorial Board of ‘Historia Provinciae’, the recruiting procedure and the functions of which are determined by these Regulations.

1.6 The funding of Editorial Office is determined in accordance with these Regulations, Statute and other documents of the Founder.

1.7 ‘Historia Provinciae’ is intended for publishing the results of fundamental and applied research, conducted by Russian and foreign scholars, in the form of research papers, review articles, short scientific reports, reviews and comments on specific subjects of research in History and Political Science.

1.8 The scientific value of the submitted materials and their suitability for publication in ‘Historia Provinciae’ is determined by the Editorial Board and / or the Editorial Advisory Council of ‘Historia Provinciae’.

1.9 The location and address of the Editorial Office: 5, Lunacharsky Prospekt, Cherepovets, Vologda region, Russia, 16200.

2 RIGHTS AND OBLIGATIONS OF THE FOUNDER AND THE PUBLISHER

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

- to approve these Regulations;
- to terminate or suspend the activities of the Editorial Office in preparing and publishing 'Historia Provinciae' in instances and in accordance with the procedure determined by these Regulations;
- to define the title, subject matter and specialization, language, frequency and bulk of the publication, and other characteristics of 'Historia Provinciae' stated in its registration documents;
- to alter the title, subject matter and specialization, language, frequency and bulk of the publication, and other characteristics of 'Historia Provinciae' stated in its registration documents by submitting relevant applications to the registration bodies of public authorities;
- to act as the distributor and the owner of the property belonging to the Editorial Office;
- to appoint and approve the Editor-in-Chief of 'Historia Provinciae'.

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

- to conclude contracts and agreements related to the activities of the Editorial Office which include but are not limited to the following: communications services contracts and contracts which provide alternative ways of distributing 'Historia Provinciae'; agreements with authors and other copyright holders, as well as with associations of collective management of copyright and neighbouring rights; contracts with sponsors, advertisers, media partners and other partners of 'Historia Provinciae'; agreements on partial or full transfer of exclusive or non-exclusive copyright, neighbouring rights or other rights for intellectual property (including the right to use the title 'Historia Provinciae');
- to perform any other physical and juridical acts connected with preparation and publication of 'Historia Provinciae' in its own name or on behalf of the Editorial Office.

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

3 THE EDITORIAL OFFICE OF 'HISTORIA PROVINCIAE'

3.1 As the Founder, the University recruits the Editorial Office of 'Historia Provinciae' which consists of the Editorial Board of 'Historia Provinciae'.

3.2 The head of the Editorial Board is the Editor-in-Chief who is appointed by the Order of the Rector and exercises powers and authority according to the current legislation and these Regulations.

3.3 The number and identity of the Editorial Board members is determined by the Editor-in-Chief and approved by the Order of the Rector.

3.4 The Editorial Board of 'Historia Provinciae' includes ex officio: the Editor-in-Chief of 'Historia Provinciae', the Vice-rector for Research, the Head of the Department of Post-graduate, Post-doctoral Studies and Research, and the Executive Editor of 'Historia Provinciae' who is an employee of the Department of Post-graduate, Post-doctoral Studies and Research.

3.5 The Editorial Board of 'Historia Provinciae' can include distinguished scholars. The advisability of their membership in the Editorial Board is determined by the Editor-in-Chief of 'Historia Provinciae'.

3.6 The Executive Secretary of the Editorial Board is elected from the members of the Editorial Board. The functions and responsibilities of the Executive Secretary of the Editorial Board are approved by the Editor-in-Chief of the Editorial Board.

3.7 The Editorial Board of 'Historia Provinciae':

- forms the backlog of manuscripts within the scope of the subject matter and specialization, language, frequency and bulk of the publication, approved by the Founder, and other characteristics

of 'Historia Provinciae' stated in its registration documents (including the Application for Registration of 'Historia Provinciae' and the Registration Certificate of 'Historia Provinciae');

- submits manuscripts for peer-review;
- develops 'Manuscript Submission Guidelines' and posts them on the webpage of 'Historia Provinciae', on the official website and on the website of the University;
- determines basic trends in the development of 'Historia Provinciae';
- facilitates the work of the Editorial Office in identifying the topical subjects of 'Historia Provinciae';
- makes decisions on the range of problems in the theme-based issues;
- contributes to enhancing the professional and aesthetic level of the journal;
- assists in the expansion of the readership of 'Historia Provinciae';
- places announcements of the published issues on the website of 'Historia Provinciae' www.hpchsu.ru and on the official website of the University www.chsu.ru.

3.8 The Editor-in-Chief:

- represents the interests of the Editorial Board in its relations with the Founder, the Publisher, citizens, their associations, organizations, and in a court of law;
- makes final decisions on producing and publishing 'Historia Provinciae';
- checks and authorizes for publishing each issue of 'Historia Provinciae';
- bears responsibility for compliance with the Law of the Russian Federation No. 2124-I 'On mass media' dated 27th December 1991;
- bears responsibility for dissemination of information discrediting honour and dignity of citizens and organisations, or interfering with the rights and legal interests of citizens, or damaging health and development of children, or abusing freedom of the media, and in other cases prescribed by law;
- oversees the funding of 'Historia Provinciae'.

3.9 Frequency of meetings held by the Editorial Board of 'Historia Provinciae' is determined by the resolution of the Editorial Board.

3.10 Members of the Editorial Board should be familiarized in advance with the contents of the current issue of 'Historia Provinciae' and with the reviews of each article considered for publication.

4 RIGHTS AND OBLIGATIONS OF THE EDITORIAL OFFICE OF 'HISTORIA PROVINCIAE'

4.1 The Editorial Office has the right to do the following independently:

- to plan its activities, make decisions on the contents of the issues of 'Historia Provinciae' within the scope of the subject matter and specialization, language, frequency and bulk of the publication, approved by the University, and other characteristics of 'Historia Provinciae' stated in its registration documents;
- to invite specialists and other individuals who are not members of the Editorial Board for performing certain tasks connected with preparing and publishing 'Historia Provinciae'.

4.2 The Editorial Board is obliged to do the following:

- to provide registration of the submitted materials, to compile the contents of each issue and to prepare the authors' original manuscripts for publication;
- to watch over the compliance of the manuscripts to manuscript submission guidelines;
- to ensure the conclusion of Contract and Agreement with the author of each publication on granting exclusive rights for the Work;
- to ensure 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, keep and shelve contracts and agreements concluded by the Publisher;
- to ensure safety of the property and the documents of the Editorial Office of 'Historia Provinciae';
- on application of the Founder, to publish an announcement or a material on its behalf within the established time limits;
- to publish 'Historia Provinciae' in compliance with the requirements of the modern Russian language, legislation, registration documents, standards, technical specifications, these Regulations and other documents.

5 TERMS OF REFERENCE OF THE JOURNAL STAFF

5.1 The journal staff is comprised of the individuals who provide content and copy editing, creating, collecting or preparing information and materials (in the form of texts or illustrations) for the mass communication medium as per employment contract with the Founder.

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

5.3 The journal staff exercise their rights at the 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 members.

Resolutions are passed by a simple majority of vote by the members of the journal staff who are present at the meeting.

5.4 The Meeting of the Journal Staff elects from its members the chairperson who presides over the meeting and the secretary who keeps the minutes of the meeting.

The minutes are taken at each meeting of the journal staff. All resolutions of the journal staff should be entered in the minutes. The minutes are signed by the chairperson and the secretary.

5.5 The Meeting of the Journal Staff has no authority to discuss and make decisions on the issues that are outside the scope of its terms of reference according to these Regulations.

6 PROPERTY RELATIONS AND FINANCIAL RELATIONS OF THE FOUNDER AND THE EDITORIAL OFFICE

6.1 The property that is used by the Editorial Office for preparing and publishing 'Historia Provinciae' is an integral part of the property of the University (the Publisher). The decision to allow the Editorial Office to use any kind of property is made 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 'Historia Provinciae' are allocated by the Publisher according to the estimate of editorial expenditure.

6.3 The space, procedures, costs and time limits for producing, placing and disseminating advertisements in 'Historia Provinciae' are determined by the University (the Publisher).

6.4 Revenue received as the result of the Editorial Office activities is the property of the University (the Publisher) and is used to refund the expenditure for preparing and publishing 'Historia Provinciae', as well as for other purposes in accordance with the Order of the Rector.

7 GENERAL RULES FOR PUBLISHING ARTICLES IN 'HISTORIA PROVINCIAE'

7.1 The Editorial Board accepts for publication materials in the Russian and the English languages on the subjects corresponding to the subject matter of the journal. The articles published

in Russian are accompanied by their full-text versions in English whereas the articles published in English are accompanied by their full-text versions in Russian.

7.2 The journal publishes articles that have high academic novelty and theoretical and practical value. Any article should present key results of scientific research. The material must be original and not published before. Researchers, post-doctoral students, doctoral candidates, post-graduate students (as co-authors with their research advisors) can be the authors of the journal.

7.3 The authors submit to the Editorial Office via e-mail historiapro@bk.ru the following materials:

1. Manuscript of the article in Microsoft Word with *.doc* or *.docx* extension.
2. Scanned copy of completed and signed license agreement.
3. Photo of the author in *.jpeg* format sized no less than 1 Mb.

Files infected by viruses are not processed and not accepted for publication.

7.4 The materials submitted to the Editorial Office are registered and a confirmation of receipt is sent to the author(s) within 3 days.

7.5 The articles that do not meet the terms of publication and manuscript submission guidelines are not accepted for consideration.

7.6 If a review recommends revising and correcting the article, the review is sent to the author for taking the reviewer's recommendations into account while preparing a revised version of the article. In that case the date of submission of the article is the date of receiving the final version of the article by the Editorial Office.

7.7 Proof sheets are not sent to the authors and the submitted materials are not returned.

7.8 Author's fee for publication of an article is not paid.

8 THE GROUNDS AND PROCEDURES FOR TERMINATION AND SUSPENSION OF ACTIVITIES OF THE EDITORIAL OFFICE

8.1 The activities of the Editorial Office 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 the activities of the Editorial Office in the following cases:

- the Editorial Office has violated the law on mass media or these Regulations;
- the Founder has lost the ability to fund preparation and publication of 'Historia Provinciae';
- the Publisher is interested in terminating or suspending the activities of the Editorial Office for other reasons.

8.3 The decision of the University to terminate the activities of the Editorial Office results in invalidity of these Regulations. In this case, the Editorial Office is subject to liquidation.

9 RIGHTS FOR THE TITLE 'HISTORIA PROVINCIAE – THE JOURNAL OF REGIONAL HISTORY'

9.1 The right for the title of the mass communication medium 'Historia Provinciae – the Journal of Regional History' belongs to the University (the Founder). The University has the right to alter the title of the journal by its decision and (or) transfer the right to use the title to the third party.

9.2 The title and the logo of the journal can be registered by the University as a trademark according to the legislation of the Russian Federation.

9.3 If the Founder decides to suspend the publication of 'Historia Provinciae – the Journal of Regional History', the Founder reserves the right to resume publication under the same title.

10 THE CONSEQUENCES OF THE REPLACEMENT OF THE FOUNDER

10.1 If the Founder of the journal 'Historia Provinciae' is replaced, the Editorial Office continues its activities after re-registration according to the established legal procedures.

10.2 In case of reorganization of the University, its rights and obligations pass in full to its legal successor. In case of the liquidation of the University, the activities of the Editorial Office are terminated.

11 THE PROCEDURES OF ADOPTING AND APPROVING AMENDMENTS TO THESE REGULATIONS

11.1 These Regulations and amendments to them are adopted by the General Meeting of the Journal Staff and approved by the Founder. The moment when these Regulations come into force is determined by the date stated in the Order of the Rector.

11.2 In compliance with the Law of the Russian Federation 'On mass media', these Regulations are to be submitted by the Founder to the registering authority that exercises the functions of control and supervision in the sphere of mass media.