

Statute of the Nation's Memory Journal approved by the resolution of the Board of Directors of the ÚPN dated
27.01.2023



STATUTE OF THE NATION'S MEMORY JOURNAL

Approved by: Board of Directors of the ÚPN
Enters into effect: March 1st 2023

Article 1 **General Provisions**

1. This statute governs the status, composition and activity of the Editorial Board of the "Pamäť národa" (Nation's Memory) journal (hereafter "Editorial Board") and the processes and activities linked to the work of the "Nation's Memory" journal (hereafter "journal").
2. The journal is published quarterly, namely in March, June, September and December and aims to showcase the results of the activities of the Nation's Memory Institute (hereafter "ÚPN"), the tasks of which are defined in Act no. 553/2002 on the Disclosure of Documents Regarding the Activities of State Security Authorities in the Period 1939 – 1989 and on the Establishment of the Nation's Memory Institute and on Amending Certain Acts (Act on the Nation's Memory), as well as to publish articles discussing the period of unfreedom which usually analyse the activities (activity) of security and repressive bodies on the territory of Slovakia and within the wider international context, and the disciplinary actions taken against individual population groups and individuals by undemocratic regimes. The journal contains original studies, academic texts, commented documents and materials which are peer-reviewed, as well as reviews, interviews and discussions, and is aimed at the specialist and lay public.

Article 2 **Composition of the Editorial Board**

1. The quality of the journal is ensured by the Editorial Board composed of experts in the field of history and related academic fields of study.
2. The Editorial Board is composed of the Chairperson of the Editorial Board (hereafter "Chairperson EB") who is an in-house employee of the ÚPN, the vice-chairperson of the Editorial Board (hereafter "Vice-chairperson of the EB"), who comes from the specialist public, the president of the Board of Directors of the ÚPN, the director of the Research Centre on the Period of Oppression and at least a further five members of the Editorial Board.
3. The Chairperson of the EB, the Vice- Chairperson of the EB and the remaining members of the Editorial Board, with the exception of the Chairperson of the Board of Directors of the ÚPN and the director of the Research Centre on the Period of Oppression who are members of the Editorial Board by virtue of their function, are appointed and recalled by the Board of Directors of the ÚPN following a proposal by the Chairperson of the Board of Directors of the ÚPN for a period of one calendar year; in the event that a new Editorial Board is not appointed by the end of the period of function, the original Editorial Board carries out all the tasks.
4. Membership of the Editorial Board is honorary and unassignable.
5. Members of the Editorial Board perform their activity without claim to emuneration, with the exception of writing peer reviews.

Article 3 **Tasks of the Editorial Board**

1. The Editorial Board primarily:
 - a) draws up the concept of the journal
 - b) draws up a timetable for preparing the journal for the whole calendar year
 - c) defines the peer reviewers for each article and negotiates their review evaluations
 - d) decides on the content and approves the overall appearance of each of the journal's issues
 - e) prepares plans for the further growth of the journal and measures to improve the quality of its activity
2. The Chairperson of the EB, or the Vice- Chairperson primarily:
 - a) propose the programme and call the meeting of the Editorial Board
 - b) prepare the background documents for the meeting of the Editorial Board
 - c) are responsible for the activity of the Editorial Board
 - d) inform members of the Editorial Board of the content of review evaluations and submit them to the editor-in-chief
3. Members of the Editorial Board primarily:
 - a) have an obligation to attend meetings of the Editorial Board
 - b) submit their proposals on the concept of the journal and plans for further growth
 - c) help obtain articles for the journal
 - d) write review evaluations
 - e) act in the interests of the ÚPN while preserving the utmost level of objectivity in evaluating individual articles.

Article 4 **Meeting of the Editorial Board**

1. The Editorial Board meets as needed, at least four times a year before the publication of each issue of the journal in the premises of the ÚPN, including by video conference.
2. The Editorial Board is called for a meeting by the Chairperson of the EB, or in their absence by the Vice- Chairperson of the EB, by a written invitation which must be delivered to the members of the Editorial Board at the latest five working days before the planned meeting, together with the material set aside for the meeting.
3. The Editorial Board has a quorum if the working majority of its members is present, with the presence of the President of the EB being required, or in their absence that of the Vice-president of the EB.
4. The meeting of the Editorial Board is led by the President of the EB, or in their absence by the Vice-president of the EB, with the editor-in-chief of the journal present at the meeting of the Editorial Board. Other invited guests can also participate in the meeting of the Editorial Board.
5. The Editorial Board votes on the inclusion of submitted articles in the current issue of the journal.
6. The Editorial Board takes decisions by means of decrees, and for a decree to be passed the working majority of the members of the Editorial Board present is required; in the

event of an equal number of votes, the vote of the President of the Board, or the Vice-president, is decisive.

7. As part of improving the efficiency of its activities, the Editorial Board may also vote by a written *per rollam* procedure using electronic communication. In order to take this decision, the agreement of the working majority of all members of the Editorial Board is required. If one of the members of the Editorial Board does not express themselves within the set time, which cannot be less than three working days, this means they do not agree with the proposal.
8. Minutes are drawn up from the meeting of the Editorial Board, containing the date and place where the meeting is held, the names and surnames of the members present, the programme of the meeting, a brief overview of the discussion, resolutions passed and the signature of the President of the EB, or the Vice-president.

Article 5 Editor-in-Chief

1. The executive element of the journal is the Editor-in-chief who takes part in drawing up the journal.
2. The Editor-in-chief is an employee of the ÚPN whose job is systemised at the editorial office of the Research Centre for the Period of Oppression.
3. The Editor-in-chief primarily:
 - a) is responsible for the appearance of the journal
 - b) ensures that the concept and editorial plan of the journal are met
 - c) keeps to the timetable of preparation and production
 - d) receives authors' manuscripts and ensures communication with the authors
 - e) administers the background documentation for concluding copyright agreements with authors
 - f) with the agreement of the Editorial Board charges reviewers with drawing up written review evaluations of a submitted academic study and specialist article and sets the date for their submission; if the manuscript is by an internal employee of the ÚPN, the reviewer must be from outside the institution.
 - g) in cooperation with the authors, chooses and ensures illustrations
 - h) ensures the language proof-reading of authors' manuscripts
 - i) ensures the graphic layout of the journal.

Article 6 Evaluation Process

1. The Editor-in-chief is entitled to receive only those manuscripts which are the result of an author's work and contain the relevant notes and for which the author has declared that they are the exclusive author and that the text does not intervene in the rights and justified interests of a third party.
2. The received manuscript is evaluated *a priori* by the Editorial Board which evaluates whether the manuscript matches the journal's specialist focus. The Editorial Board also binds itself to act objectively concerning the author of a text in order to avoid any form of discrimination.

3. The Editorial Board must then define reviewers who draw up an evaluation for the received manuscript.
4. The reviewer must evaluate the received manuscript objectively and must back up their opinions with credible arguments and must inform the Editor-in-chief of all facts discovered which might impact the evaluation process, who then passes them on to the Editorial Board.
5. If the reviewer does not feel qualified to draw up a review evaluation, they must immediately inform the Editor-in-chief of this fact, who then announces this to the Editorial Board.
6. Information concerning the manuscript, as well as the course of the review process are confidential and members of the Editorial Board, reviewers and the Editor-in-chief are bound to secrecy and no-one can use the given text for the purposes of their own research without the agreement of the author.
7. The Editor-in-chief then informs the author of the result of the review process.
8. The Editorial Board decides on the publication of the manuscript.
9. If the Editorial Board agrees with the publication of the manuscript received which has passed the review process, the Editor-in-chief draws up a licence contract for the use of the work, which is then concluded between the ÚPN and the author.

Article 7 **Final Provisions**

1. The Statute of the journal enter into effect on March 1st 2023 and also relate to its activities commenced before the date of its entrance into effect.
2. Through the effect of this statute, the effect of the Statute of the Nation's Institute Journal dated May 24th 2019 is thus terminated.

In Bratislava, January 27th 2023

(podpísané)
Jerguš Sivoš, PhD.
Chairperson of the Board of Directors
Nation's Memory Institute