



EDITORIAL RULES OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY

Drafted by: Vice-Dean for Public and International Affairs
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Article 1 Introductory Provisions

1. These Editorial Rules are based on the Editorial Rules of Charles University of 14 December 2016, which were registered by the Ministry of Education, Youth and Sports on 15 June 2015 under ref. No. MSMT-2 1033/2015 under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws, as amended (Higher Education Act); the consequent amendments were registered by the Ministry of Education, Youth and Sports on 14 December 2016 under ref. No. MSMT-38084/2016 under section 36 (2) and (3) of the Higher Education Act; these Editorial Rules regulate the principles of editorial activities at the Faculty of Physical Education and Sport of Charles University (“Faculty”).
2. Editorial activities are connected to, in particular, the research and educational activities of the Faculty. They serve, for example, to provide study and other materials for the needs of the Faculty and members of its academic community, spread specialist knowledge outside the Faculty, and to promote the activities of the Faculty.
3. The Faculty carries out editorial activities as its principal as well as additional activity under section 24 (2)(d) of the Higher Education Act and the applicable regulations of Charles University and the Faculty.

Article 2 Editorial Centre

1. The Editorial Centre (“ECe”) is a special-purpose facility which ensures the editorial activities of the Faculty.
2. The ECe coordinates and implements the aims of the Faculty and its workplaces of supporting instruction and related activities.
3. The ECe may also perform other activities and provide other services which the Faculty considers as useful for additional activities.
4. The ECe is regulated by Dean’s Directive No. 8/2017 Rules for the Internal Governance of the Faculty of Physical Education and Sport of Charles University of 17 October 2017.
5. The head of the ECe is appointed by the Dean.
6. The Faculty and the ECe as its unit may carry out independent editorial activities in accordance with the Editorial Rules of Charles University.



Article 3

Editorial Commission of the Faculty

1. The Editorial Commission of the Faculty (“ECo”) is an advisory body of the Dean. Members of the ECo are appointed by the Dean.
2. The chair of the ECo is the Vice-Dean for Public and International Affairs. The secretary is the head of the ECe.
3. The ECo submits a concept of the editorial activities and their main directions to the Dean or a Vice-Dean authorised by the Dean for approval.
4. The chair of the ECo convenes its sessions as needed, but at least twice a year.
5. If needed or upon a proposal of the Dean, the chair of the ECo convenes an extended session of the Commission to which heads of departments and centres of the Faculty are invited. The extended session serves for, in particular, a discussion on the draft editorial plan and the results of its implementation.

Article 4

Editorial Plan

1. Proposals for the editorial plan of the Faculty or the editorial plan of Karolinum Press are submitted by the heads of departments or individual authors to the secretary to the ECo according to the guidelines provided by the chair of the ECo. The proposals submitted using the forms provided by the ECe must be duly reviewed and discussed at the meetings of the individual departments and centres of the Faculty.
2. Source documents for the editorial plan may also be submitted by the Vice-Dean for Internal Affairs and Development or the guarantor of life-long learning, and the head of the ECe.
3. The Dean may decide to add a title to the editorial plan, or remove a title from an approved editorial plan based on justifiable reasons.
4. The chair of the ECo submits the approved editorial plan of Karolinum Press to the Editorial Board of Charles University.
5. The approved editorial plan is published on the Faculty’s website.
6. Being an open publishing house, Karolinum Press also accepts manuscripts not included in the editorial plan of the Faculty. In that case, the head of the ECe files a request with the director of the publishing house, based on a recommending opinion by the ECo.

Article 5

Manuscripts, Copyright, and Royalties

1. A manuscript means a complete text prepared for publication, meeting the requirements for editorial, prepress, and printing processing. These requirements are provided in a directive of the director of Karolinum Press or the guidelines of the ECe on the processing of texts. Citations and references must comply with norm ISO 690. The author proofreads the text in compliance with norm ČSN 88 0410.
2. In the case of failure to comply with these guidelines, the head of the ECe may (after discussion in the ECo) require the author to edit the text.



3. Authors must comply with the approved deadline for submitting the manuscript.
4. The chair of the ECo decides on the acceptance of coursebooks, textbooks, collections, scholarly publications, final reports, research objectives, or allocated grants for publication by Karolinum Press based on two expert reviews drafted by impartial persons. Unless provided otherwise by the chair of the ECo, one review is drafted by a person who is not a member of the academic community of Charles University. In the case of publications in foreign languages, at least one expert review is drafted by a foreign reviewer. The reviews of individual titles are procured by the head of the ECe based on a proposal by the ECo, and submitted to the chair of the ECo.
5. In the case of contradictory reviews, the chair of the ECo may require an additional review.
6. Details regarding publishing contracts and royalties for publications published by Karolinum Press are provided in a Rector's directive. Titles published by the Faculty are governed by Act No. 121/2002 Sb., to regulate copyright and rights related to copyright and to amend certain laws (Copyright Act), as amended.

Article 6

Rules of Publishing Activities of the Faculty

1. All titles published by the Faculty on which its coat of arms is used must be reviewed, approved, by the ECo, and, as the case may be, processed at the ECe, and formally approved by its head. Any exemptions are discussed by the ECo. The cover, title page, back of the title page and imprint must be approved by the head of the ECe.
2. The ECe then assigns an ISBN to the title, and based on the author's requirements, is involved in its printing. The author must also provide six copies of the completed publication, that is, mandatory deposits, to the ECe, which the head of the ECe sends to the designated libraries.
3. The ECe publishes the journal called "Tělesná výchova a sport mládeže" [Physical Education and Sport of Youth]. The editor responsible for the journal is appointed by the Dean upon a proposal by the ECo.
4. These activities of the ECe are governed by Act No. 46/2000 Sb., to regulate the rights and duties related to publishing of periodical press and to amend certain other laws (Press Act), as amended.

Article 7

Use of the Coat of Arms of Charles University and the Faculty

The coat of arms of Charles University may be used on publications published under these Rules in accordance with the Principles of the Use and Protection of the Coat of Arms of Charles University, as amended, an internal regulation of Charles University. The use of the coat of arms of the Faculty is governed by Appendix 1 to the Constitution of the Faculty, as amended, and the Graphic Manual of the Faculty of Physical Education and Sport of Charles University of 15 December 2016.



Article 8
Final Provisions

The directive approved by the Dean's Board on 21 November 2000 is hereby repealed.

This directive comes into force on the date of its execution by the Dean.

In Prague, on 9 April 2018

Doc. MUDr. Eva Kohlíková, CSc.
Dean of the Faculty

Ing. Radim Zelenka, Ph.D.
Secretary to the Faculty