

APPROVED  
by PSU Rector D. G. Krasilnikov

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**CHARTER**  
**of the Editorial Bodies of Scientific Journals of**  
**Perm State University**

Perm, 2021

## **1. General Provisions**

- 1.1 Editorial Bodies of scientific journals of Perm State University (hereinafter referred to as the “Editorial Bodies”) produce and publish scientific journals of Perm State University (hereinafter referred to as the “Journals”) (Appendix 1).
- 1.2 The founder and publisher of the Journals is the Federal State Autonomous Educational Institution of Higher Education Perm State University (also referred to as “PSU”).
- 1.3 The Editorial Bodies function as scientific creative teams of the Federal State Autonomous Educational Institution of Higher Education Perm State University (hereinafter referred to as the “Founder”).
- 1.4 The Editorial Bodies produce and publish journals based on the principle of professional independence.
- 1.5 The Editorial Bodies are administered in accordance with this Charter, the Charter and other documents of the Founder.
- 1.6 The activities of the Editorial Bodies are funded by the Founder in accordance with the procedure established by this Charter, the Charter and other documents of the Founder.
- 1.7 The Founder holds liability for the obligations arising from the activities of the Editorial Bodies to the extent of all its assets and acts as the plaintiff and defendant in court, commercial court.
- 1.8 The location (address) of the Editorial Bodies: 15, Bukireva st., Perm, 614990, Russia (Perm State University)

## **2. Rights and Obligations of the Founder**

- 2.1 The Founder shall exercise its rights in accordance with Law of the Russian Federation No. 2124-1 of December 27, 1991 ‘On Mass Media’, this Charter, the Charter and other documents of the Founder.
- 2.2 The Founder has the right to:
  - approve the Charter of the Editorial Bodies;
  - propose and adopt amendments and additions to the Charter of the Editorial Bodies;
  - take decisions concerning the reorganization and liquidation of the Editorial Body;
  - terminate or suspend the activities of the Journals in the cases and manner prescribed by this Charter and legislation of the Russian Federation;

- determine, in accordance with the established procedure, the scope and specialization, language of the Journals, the title, form or territory of distribution of the Journals, their publication frequency, volume (number of pages), and circulation;
- place announcements and materials on its own behalf;
- exercise control over the compliance of the activities of the Editorial Bodies with the provisions of legislation, this Charter and other documents of the Founder, as well as the compliance with the scope and specialization, language, publication frequency, and volume of the Journals;
- appoint and dismiss the Editor-in-Chief in accordance with the procedure established by this Charter;
- act as the publisher, distributor, and owner of property of the Editorial Bodies;
- resolve other issues determined by the current legislation and this Charter and falling within its remit.

2.2 The Founder shall be obliged to:

- comply with the provisions of this Charter;
- assist the Editorial Bodies in organizational matters of publishing and promoting Journals;
- not interfere in the professional activities of the Editorial Bodies, except in cases provided for by law and this Charter;
- make changes to the mass medium's registry entry or send a notification to the registration authority upon the occurrence of events stipulated in Article 11 of Law of the Russian Federation No. 2124-1 of December 27, 1991 'On Mass Media'.

2.3 The Founder may transfer its rights and obligations to third parties with the consent of the Editorial Bodies.

### **3. Rights and Obligations of the Editorial Bodies**

3.1 The Editorial Bodies have the right to independently:

- determine the language, scope and specialization, publication frequency, and volume of the Journals, as well as the territory and form of periodic distribution of the Journals;
- plan their activities within the scope, specialization, and focus of the Journals approved by the Founder; take decisions concerning the content, layout and appearance of the Journals;
- carry out contractual relations with authors in accordance with the established procedure;

- engage creative specialists and technical staff to perform individual assignments;
- carry out correspondence with the readers of the Journals in accordance with the established procedure, take into account their interests and suggestions.

### 3.2 The Editorial Bodies shall:

- ensure a high level of published works in terms of the content, scientific relevance, professionalism;
- prepare materials for printing in accordance with the standards, technical specifications, other normative documents, and agreements with printing companies and other organizations;
- ensure compliance with the approved production schedules;
- publish materials of the Founder by agreement with the Editor-in-Chief;
- respect all rights and legitimate interests of third parties, as well as the rights to the works used, including copyright and related rights;
- comply with the requirements of Article 27 of Law of the Russian Federation No. 2124-1 of December 27, 1991 'On Mass Media'.
- comply with the rules on the use of confidential information.

3.3 The Editorial Body is not obliged to respond to citizens' letters and to forward these letters to those bodies, organizations, and officials whose remit is to consider them.

3.4 No one has the right to oblige the Editorial Body to publish a work, letter, some other announcement or material rejected by it, unless otherwise stipulated by law.

## **4. Authorities of the Journalists:**

- the professional status of a journalist shall extend to the authors who are not bound by employment or other contractual relations with the Editorial Body, but are recognized as its freelance correspondents when performing assignments set by the Editorial Body (Article 52 of the Federal Law "On Mass Media");
- the journalist participates in the discussion of the Charter, makes proposals concerning amendments and additions to this Charter, with their subsequent submission to the Founder for approval;
- participates in planning the main areas of activity of the Editorial Body;
- makes proposals aimed at improving the activities of the Editorial Body.

## **5. Property and Financial Relations between the Founder and the Editorial Bodies**

5.1 The property used by the Editorial Bodies is an integral part of the property of the Founder. The decision to provide the Editorial Bodies with this or that property shall be made by the governing bodies of the Founder in accordance with their competence.

5.2 Possible profits resulting from the activities of the Editorial Bodies are the property of the Founder and are used to reimburse the material costs of production and publication of the Journals, to conduct mandatory payments and pay other allowances in accordance with the Charter and documents of the Founder.

## **6. Administration of the Editorial Bodies**

6.1 The Editorial Bodies are managed by the governing bodies of the Founder, the Editorial Board and the Editor-in-Chief within their remit as established by this Charter, the Regulations on the Editorial Boards, the Charter and other documents of the Founder.

6.2 The governing bodies of the Founder, within their remit as set in the Charter and other documents of the Founder, shall take decisions on the following issues concerning the activities of the Editorial Bodies:

- to determine the main areas of activity of the Editorial Bodies;
- decide on the placement of advertisements in the Journal;
- approve and dismiss the Editors-in-Chief.

6.3 The routine daily functioning of the Editorial Bodies is managed by the Editor-in-Chief.

Editors-in-Chief are elected in the meetings of the Academic Councils of the relevant faculties of the Founder (PSU) and approved by university order of the Rector.

Editors-in-Chief are guided in their activities by the legislation of the Russian Federation, as well as the Charter and other documents of the Founder and also this Charter.

Editors-in-Chief shall be responsible for compliance with the requirements concerning the activities of scientific and educational institutions and the mass media established by the legislation of the Russian Federation.

6.4. The Editors-in-Chief shall administer the Editorial Bodies within their remit based on the undivided authority principle and shall independently resolve all the issues related to the activities of the Editorial Bodies, except for those referred by this Charter to the remit of the governing bodies of the Founder.

6.5. The Editors-in-Chief:

- represent the interests of the Editorial Bodies in relations with the Founder, publisher, distributors, citizens, associations of citizens, and organizations;

- manage the work of the Editorial Bodies, give instructions that are obligatory for execution by all those involved in the production of the journals;
- select authors and reviewers for the journals;
- provide authorization with their signature for each issue of the Journals to be submitted to the Editorial and Publishing Department of PSU and to be printed;
- make the final decision on the production, publication, and distribution of the mass media products;
- make final decisions on approval or rejection of materials submitted for consideration; settle disagreements with authors, reviewers, and other parties involved in the preparation and production of issues;
- supervise the observance of deadlines for the preparation of materials and publication of the journals;
- allocate duties among the members of the editorial bodies;
- must comply with the currently effective Regulations and rules governing the activities of the Founder;
- resolve other issues that fall within their competence according to this Charter and the Regulations on the Journal's Editorial Board, as well as the Charter or other documents of the Founder.

6.6 The Editors-in-Chief organize the work of the Editorial Councils and Editorial Boards of the Journals according to the regulations on them.

6.7 The Editorial Councils are created by the decision of the Academic Councils of the relevant faculties of the Founder (PSU) and approved by the university order of the Rector.

6.8 The Editorial Councils shall be guided in their activities by the Regulations approved by the Rector.

6.9 The meetings of Editorial Councils are held as needed at the request of their chairpersons or on the initiative of the Editors-in-Chief.

The decisions of the Editorial Councils are advisory in nature. If the positions of the Editors-in-Chief and Editorial Councils of the Journals differ, the final decision on any issue is made by the governing bodies of the Founder.

6.10. The Editors-in-Chief are members of the Editorial Boards. Meetings of the Editorial Boards shall be convened by the Editors-in-Chief and held at the dates set by them and as the

need arises to discuss issues related to the production and publication of the Journals. Meetings of the Editorial Boards are chaired by the Editors-in-Chief.

6.11. The agenda is set by the Editors-in-Chief. The members of the Editorial Boards have the right to request additional issues to be included on the agenda. This request may come both before and during the meetings of the Editorial Boards.

6.12. A meeting of the Editorial Board shall be considered legitimate if it is attended by more than a third of the Editorial Board members including the Editor-in-Chief.

Decisions are made by a simple majority of votes of the members present and are approved by the Editors-in-Chief.

## **7. Authorities of the Editorial Boards**

7.1 The Editorial Bodies consist of individuals who, based on the decision of the governing bodies of the Founder, engage in editing (literary, scientific, technical), creation, collection, or preparation of materials for the Journals.

7.2 The collective governing organ of the Editorial Bodies is the Editorial Boards headed by the Editors-in-Chief. The Editorial Boards are guided in their activities by the Regulations approved by the Rector.

7.3 Members of the Editorial Boards take part in the development and preparation of editorial plans as well as in the activities of the Editorial Bodies, make suggestions on improving the quality of the Journals and accelerating the editorial and publishing process.

The Editorial Boards are created by the decision of the Academic Councils of the relevant faculties of the Founder (PSU) and are approved by university order of the Rector.

The Editorial Boards adopt the Charter of the Editorial Bodies, which is subject to approval by the Founder.

7.4 Deputy Editors-in-Chief and secretary of the Editorial Bodies are approved by Editorial Boards, if necessary. The Deputy Editors-in-Chief perform the functions of the Editors-in-Chief in their absence. The secretaries keep the minutes of the Editorial Boards' meetings and are responsible for the state of all documentation of the Editorial Bodies.

## **8. Obligations of the Founder, the Editorial Body, and the Editor-in-Chief**

8.1 The Founder and the Editorial Body are liable for violation of the legislation of the Russian Federation on mass media.

8.2 Distribution of the mass media products is only allowed after the Editor-in-Chief has given permission for publication.

8.3 The Editor-in-Chief represents the Editorial Body in relations with the Founder, Publisher, distributor, citizens, associations of citizens, enterprises, institutions, organizations, government agencies, as well as in court.

8.4 The Editor-in-Chief is responsible for meeting the requirements imposed on the mass media activities.

8.5. The Editor-in-Chief is responsible for the activities of the Editorial Body.

8.6. The Editor-in-Chief, in agreement with the Publisher, determines the circulation of the periodical printed publication.

8.7. The Editor-in-Chief is responsible for sending the mandatory copy of the mass medium.

## **9. Grounds and Procedure for Termination and Suspension of the Activities of the Journals**

9.1 Grounds and procedure for termination and suspension of the mass media activities are determined by Articles 15, 16 of Law of the Russian Federation No. 2124-1 of December 27, 1991 'On Mass Media'.

9.2 The Founder has the right to terminate or suspend the activities of the Journal if:

- the Editorial Body has repeatedly violated the legislation of the Russian Federation on the mass media, the journalistic ethics standards or this Charter after receiving a warning from the Founder;
- the Founder is no longer able to fund the production of the Journals;
- the production and publication of the Journals are recognized by the Founder as inexpedient on other grounds.

The decision to terminate or suspend the Journals' activities shall be made by the Founder by agreement with the governing organs of the Editorial Bodies.

9.3 The Founder's decision to suspend or terminate the journal's activities (after being agreed with the Editor-in-Chief) shall be sent to the registration authority.

9.4 The Founder's decision to terminate the journal's activities entails invalidation of the Certificate of Registration and this Charter. In this case, the Editorial Bodies are subject to liquidation.

9.5 In the case of liquidation of the Editorial Body, the authorities and responsibilities of the Editorial Body are transferred to the Founder.

9.6 In the case of reorganization or change in the legal form of the Editorial Body, the Charter will be amended and/or supplemented accordingly.



## **10. Rights to Name and Reorganization**

10.1 The rights to the name of the Journals belong to the Founder. The logo of the Journals can be registered by the Founder as a trademark in accordance with the legislation of the Russian Federation.

10.2 In the case of change of the Founder (change in the composition of the co-founders), including in the case of reorganization of one of the co-founders, the right to the name shall be transferred to the successor.

10.3 The right of transfer is secured by making changes to the mass medium's registry entry by submitting a corresponding application to the registration authority.

## **11. Legal Consequences of Change of the Founders, Change in the Composition of the Founders**

11.1 In the case of change of the Founder (change in the composition of co-founders), the journal shall continue its activities after making changes to the mass medium's registry entry in accordance with the procedure established by law.

11.2 In the case of reorganization of the Founder, its rights and obligations shall be fully transferred to the legal successor. In the case of liquidation of the Founder, the activities of the journal shall be terminated.

11.3 The right of transfer is secured by making changes to the mass medium's registry entry by submitting a corresponding application to the registration authority.

## **12. Legal Consequences of Liquidation or Reorganization of the Editorial Body, Change in Its Legal Form**

12.1 In the event of liquidation of the Editorial Body, its rights and obligations are fully transferred to the Founder.

12.2 The decision to reorganize or change the legal form of the Editorial Body shall be made by the Founder upon agreement with the Editor-in-Chief or on the initiative of the Editorial Body.

In the case of reorganization or change in the legal form of the Editorial Body, its rights shall be transferred to its legal successor.

12.3 Reorganization of the Editorial Body in any form provided for by the legislation of the Russian Federation or changes in its legal form shall not be grounds for terminating the production and publication of the journal, unless otherwise decided by the Founder.

12.4 In the case of reorganization of the Editorial Body and a change in its legal form, a new Charter of the Editorial Body shall be adopted and approved.

12.5 In the case of reorganization of the Editorial Body, all documents (financial and economic, management, personnel, etc.) shall be transferred to the legal successor in accordance with the established rules.

12.6 In the case of liquidation of the Editorial Body, the documents intended for permanent preservation are subject to state storage in the archive of PSU. The transfer to the archive and arrangement of the documents shall be carried out by and at the expense of the Editorial Body (or the Founder) in accordance with the requirements of archival bodies.

### **13. Procedure for Approving and Amending the Charter of the Editorial Bodies**

13.1 The Charter of the Editorial Bodies shall be adopted by the decision of the Editorial Boards and approved by the Founder (co-founders).

13.2 Amendments and additions to the Charter of the Editorial Bodies adopted by the Editorial Boards and approved by the Founder shall be made by the Founder – on its own initiative and at the suggestion of the Editorial Boards.

13.3 If the Founder refuses to approve the amendments to the Charter made by the Editorial Bodies, or if the Editorial Boards reject the amendments to the Charter proposed to be introduced on the Founder's initiative, the parties shall reach an agreement through negotiations.

13.4 The term for settling a dispute and reaching an agreement is 1 month