

STATUTES
of the scientific journal of the Latvian Academy of Sciences
“Proceedings of the Latvian Academy of Sciences”

1. General rules

- 1.1. Scientific journal of the Latvian Academy of Sciences “Proceedings of the Latvian Academy of Sciences” (further “Proceedings of LAS”), founded in 1946, is anonymously peer-reviewed scientific serial of the Latvian Academy of Sciences, that publishes on a regular basis original academic articles of members of the Latvian Academy of Sciences and other scientists on topical and important scientific topics, original results of theoretical and applied research and findings, as well as problem articles, scientific discussions and correspondence; informs about current events from the scientific life in Latvia and events in the Latvian Academy of Sciences.
- 1.2. Publication of “Proceedings of LAS” is supervised by the Senate of LAS and the Board of LAS (financial, material and technical items).
- 1.3. The title of the journal in English is “Proceedings of the Latvian Academy of Sciences”.
- 1.4. Since 1992, “Proceedings of LAS” are published in two sections with different ISSN numbers:

“Latvijas Zinātņu Akadēmijas Vēstis. A daļa: Humanitārās un sociālās zinātnes” (Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences) ISSN 1407-0081;

Latvijas Zinātņu Akadēmijas Vēstis. B daļa: Dabaszinātne, eksaktās, un lietišķās zinātnes („Proceedings of the Latvian Academy of Sciences. Section B: Natural, Exact and Applied Sciences”) ISSN 1407-009X.
- 1.5. The goal of both sections of “Proceedings of LAS” is to become a scientific publication that is recognised in Latvia and abroad, is indexed in the main databases of the scientific publications, and publishes articles that are appreciated and cited by Latvian, as well as foreign researchers.
- 1.6. Periodicity of “Proceedings of LAS”, Section A – not less than four issues per year, Section B – not less than six issues per year. Each section is issued independently, not connected with other section. Altering of the periodicity is the responsibility of the Editorial Council of “Proceedings of LAS”.
- 1.7. In the Section A of the journal “Proceedings of LAS” articles are accepted and published in Latvian, English and German; in the Section B articles are accepted and published in English.
- 1.8. Publishing of “Proceedings of LAS” is financed from the budget of the Latvian Academy of Sciences, attracted sponsors’ funds and other sources.
- 1.9. Based on the proposal from the Editorial Council of “Proceedings of LAS”, the Board of LAS may establish a fee for publication that fully or partly covers expenses encouraged by publication. Specific issues of “Proceedings of LAS” on the united thematics are paid by a customer.

- 1.10. Property authorship regarding “Proceedings of LAS” and particular articles belongs to the Latvian Academy of Sciences, unless otherwise is agreed in LAS agreements. Private rights of authors are inviolable in compliance with the Latvian Copyright Law, and the Latvian Academy of Sciences protects these rights.
- 1.11. The address of “Proceedings of LAS”: Akadēmijas laukums 1, Rīga, LV 1050, Latvia.

2. Editorial Council of “Proceedings of LAS”

- 2.1. Publication of “Proceedings of LAS” is managed by the Editorial Council of “Proceedings of LAS”. Its chair is nominated by the Senate of LAS for a three-year period from the scope of full members of the LAS based on the proposal from the Presidium of LAS, its members are President of LAS, Head of the Editorial Office, Editor-in-Chief of the Section A of “Proceedings of LAS” and Editor-in-Chief of the Section B.
- 2.2. The Editorial Council holds its meetings periodically and listens to progress reports from the Head of the Editorial Office, Editors-in-Chief of the Section A and the Section B.

3. Editorial Office of “Proceedings of LAS”

- 3.1. The Editorial Office of “Proceedings of LAS” is a structural unit of the Latvian Academy of Sciences without rights of a legal person, its status and operation is prescribed by the Statutes of LAS, these Statutes and other internal normative acts of the Latvian Academy of Sciences. In its operation, the Editorial Office of “Proceedings of LAS” respects legal acts of the Republic of Latvia and international legal acts.
- 3.2. The Editorial Office of “Proceedings of LAS” is formed from staff employees and non-staff employees. Head of the Editorial Office manages the Editorial Office. The Editorial Office includes Editor-in-Chief of the Section A of “Proceedings of LAS”, Editor-in-Chief of the Section B, Managing Editor and Language Editor, and other employees corresponding to the List of Positions of LAS.

4. Head of the Editorial Office of “Proceedings of LAS”

- 4.1. Head of the Editorial Office of “Proceedings of LAS” is an employee of the LAS, who is fully responsible for operation of the Editorial Office of “Proceedings of LAS” and publication of the Section A and the Section B in respective high technical quality and within the determined terms, for prudent and effective use of the financial and material resources that are allocated for “Proceedings of LAS” for the expected goals and tasks, strictly observing existing laws, Regulations of the Cabinet of Ministers, internal regulation of the Latvian Academy of Sciences and other normative acts.
- 4.2. Administers and organizes the work of the journal’s staff, initiates recruiting, punishment or dismissal of employees. After coordination with the Editorial Council of “Proceedings of LAS”, advises to President of LAS amendments to the List of Positions.
- 4.3. Elaborates Internal Quality Control System of “Proceedings of LAS”, implements this in the work of the Editorial Office and controls its enactment.
- 4.4. Together with Editors-in-Chief of the Section A and the Section B and the Editorial Council of “Proceedings of LAS” provides for execution of the necessary requirements so that “Proceedings of LAS” achieves the goal that the Section A and the Section B are included in international databases.

- 4.5. Receives a licence from authors on publishing of articles that are recommended by Editors-in-Chief of the Section A or the Section B.
- 4.6. Provides for preparing of “Proceedings of LAS” for printing, and the printing process, and organises and is responsible for reasonable dissemination and release of the electronic version of the journal, including on homepage of the LAS.
- 4.7. In cooperation with Editors-in-Chief elaborates regulations for submission of manuscripts and other regulations and decides on improvement of these regulations when necessary.
- 4.8. Coordinates with Editors-in-Chief of the respective Sections typesettings of issues of the Section A and the Section B of “Proceedings of LAS”.
- 4.9. Is responsible that each member of the Presidium of LAS and the Editorial Council receives “Proceedings of LAS” immediately after its publishing and that members of the Editorial Boards of the respective Section receive information about the appearance of the Section A and the Section B of “Proceedings of LAS”.
- 4.10. Head of the Editorial Office is recruited by President of the LAS based on the recommendation from the Editorial Council; in administrative and employment duties and rights items is subordinated to President of LAS, while in regard to the strategy of “Proceedings of LAS”, content and quality of articles and other published materials respects suggestions of the Editorial Council and Editors-in-Chief.

5. Editors-in-Chief of the Section A and the Section B of “Proceedings of LAS”

- 5.1. Senate of LAS approves in position Editors-in-Chief of the Section A and the Section B from the membership of LAS for a five-year period based on the recommendation from the Presidium of LAS. Editors-in-Chief are not officials and fulfil their duties as volunteers or receive remuneration if there is available funding.
- 5.2. Editors-in-Chief:
 - 5.2.1. Look after and are responsible for the content of the editorial portfolio of the journal and together with the Editorial Council identify strategic development of the journal.
 - 5.2.2. Organise peer review process of submitted manuscripts.
 - 5.2.3. Together with the Managing Editor communicate with authors, experts, Editorial Boards and the Editorial Council.
 - 5.2.4. Promote operation of the Journal and its recognition.
 - 5.2.5. Manage the work of the respective Editorial Board.

6. Editorial Boards of the Sections A and B

- 6.1. Members of the Editorial Boards are confirmed in position by the Editorial Council of “Proceedings of LAS” from the membership of LAS and the scope of internationally recognised foreign scientists based on recommendation of Editor-in-Chief.
- 6.2. Duties of members of the Editorial Board are:
 - 1) To promote submission of qualitative manuscripts, including from foreign authors.
 - 2) In cooperation with the respective Editor-in-Chief to facilitate qualitative peer review of submitted manuscripts.
 - 3) To facilitate international recognition of “Proceedings of LAS”.

7. Managing Editor and Language Editor

- 7.1. Managing Editor performs technical work in preparing of the manuscript for publishing. Managing Editor is an employee of LAS, who is recruited by the President of LAS based on recommendation from the Editorial Council of LAS.

7.2. If necessary, the Editorial Office may include staff or non-staff Language Editor and proof-reader.

8. Submission of a manuscript of a scientific article

- 8.1. An author sends electronically a manuscript of a scientific article that is prepared in compliance with the requirements set by article 8.3 to Editor-in-Chief of the Section A or the Section B of “Proceedings of LAS”. If none of authors is member of LAS, recommendation from the member of LAS should be added.
- 8.2. Managing Editor registers submitted manuscript in the Manuscripts Registering Journal and informs an author electronically about receiving of a manuscript.
- 8.3. Guidelines of the content of a manuscript, its structure and design, including regarding references, are determined in the Instructions to Authors that are elaborated by the Editorial Boards of the Section A and B, and the latest versions of these instructions should be published in the homepage of LAS and not less than once per year also in issues of “Proceedings of LAS”.

9. Preparation of a manuscript of a scientific article for publication

- 9.1. Not later than within one month Editor-in-Chief selects not less than two peer-reviewers (experts) in the respective science discipline. Reviewers fulfil their duties anonymously, on the basis of the Code of Ethics that is approved by the Senate of LAS and the Latvian Council of Sciences, Publication ethics and publication malpractice statement of “Proceedings of the Latvian Academy of Sciences Section A: Humanities and Social Sciences” and the relevant document regarding the Section B, codes of ethics of the respective science disciplines; and international norms regarding ethics.
- 9.2. Managing Editor sends electronically manuscripts of articles to selected reviewers together with Instructions for reviewers of manuscripts (articles) submitted for publishing in “Proceedings of Latvian Academy of Sciences. Section A: Humanities and Social Sciences” and the evaluation form elaborated by “Proceedings of LAS”, and the relevant instructions and the evaluation form of the Section B. Reviewers confirm in written form that they do not have a conflict of interests with an author.
- 9.3. Managing Editor registers received evaluations in the Registration Journal, acquaints the Editor-in-Chief of the respective Section with them and sends anonymous copies to an author.
- 9.4. An author, having got acquainted with the evaluation, introduces necessary corrections and adds-on in the manuscript. If an author does not accept any of reviewer’s objections he/she submits argued explanation.
- 9.5. If necessary, the Editor-in-Chief of the respective section may appoint an additional reviewer.
- 9.6. Decision about the publication of an article, or returning this to an author for additions, or rejection of publication, is taken by the Editor-in-Chief of the respective Section.
- 9.7. If a manuscript is accepted for publication, the Head of the Editorial Office receives a licence from the author about publication of a paper.
- 9.8. Manuscript that is accepted by Editor-in-Chief is published in compliance with the plan of the development of issues of “Proceedings of LAS”. Published articles in compliance with agreements signed by Latvia are included in international databases.
- 9.9. Certificate of “Proceedings of LAS” regarding submission of a paper for publishing is issued on author’s request after positive decision of the Editor-in-Chief of the respective Section on publication of an article and receiving of the licence from an author.