

Editorial policy of the journal

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

1. General provisions

The editorial policy of “Latvijas Zinātņu Akadēmijas Vēstis. A daļa: Humanitārās un sociālās zinātnes” (“Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”) (hereinafter referred to as “Proceedings of LAS”, Section A or Section A of “Proceedings of LAS”), strive to adhere to the COPE Code of Conduct and Best-Practice Guidelines for Journal Editors adopted by the COPE Council on 7 March 2011¹ and its updated version².

The publishing of the journal is regulated by the following normative acts:

- 1) Latvian legislation regarding publication activities;
- 2) *Statutes of the scientific journal of the Latvian Academy of Sciences “Proceedings of the Latvian Academy of Sciences”* (further – Statutes, approved by the Senate of the Latvian Academy of Science (further – LAS) meeting on 13 June 2017);
- 3) *Code of Ethics for Scientists* (revised version approved by the LAS Senate meeting on 16 May 2017 and the Latvian Science Council meeting on 20 April 2017);
- 4) *Editorial policy of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”* (approved by the Editorial Council of “Proceedings of LAS” on 19 March 2018);
- 5) *Publication ethics and publication malpractice statement of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”* (approved by the Editorial Council of “Proceedings of LAS” on 19 March 2018);
- 6) *Internal quality control system of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”* (approved by the Editorial Council of “Proceedings of LAS” on 19 March 2018);
- 7) *List of positions of the journal “Proceedings of the Latvian Academy of Sciences” (in compliance with articles 2.1, 3.2, 4.1, 5.1, 7.1, 7.2 of the Statutes of the scientific journal of the Latvian Academy of Sciences “Proceedings of the Latvian Academy of Sciences”)* (approved by the Editorial Council of “Proceedings of LAS” on 19 March 2018);
- 8) *Timetable for production of the “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”* (approved by the Editorial Council of “Proceedings of LAS” on 19 March 2018);

¹ Committee on Publication Ethics (COPE). (Approved by the COPE Council on 7th March 2011). Code of Conduct and Best-Practice Guidelines for Journal Editors.

http://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

² Our Core Practices. https://publicationethics.org/files/editable-bean/COPE_Core_Practices_0.pdf

- 9) *Regulations for submission of manuscripts and instruction to authors of "Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences"* (approved by the Editorial Council of "Proceedings of LAS" on 19 March 2018).

The following forms are available in the Editorial Office (all approved by the Editorial Council of "Proceedings of LAS" on 19 March 2018):

- 1) *Letter of recommendation;*
- 2) *Certificate* – confirmation on accepting of an article for publication in "Proceedings of LAS", Section A;
- 3) *Author's guarantee form;*
- 4) *Instructions for reviewers of manuscripts (articles) submitted for publishing in "Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences" and evaluation form;*
- 5) *Licence agreement (agreement on publishing).*

The journal "Proceedings of LAS", Section A appears for times per year – end of March, end of June, end of September, and end of December (in compliance with Statutes, article 1.6).

2. The aim and scope of the journal

The aim and the scope of the Section A of "Proceedings of LAS" are set forth in the *Statutes of the scientific journal of the Latvian Academy of Sciences "Proceedings of the Latvian Academy of Sciences"*.

"Proceedings of LAS", Section A, is anonymously peer-reviewed academic periodical journal of LAS, that publishes on a regular basis original articles of members of LAS and other authors, including foreign authors, on topical and important research issues, original results and findings of the theoretical and applied research, as well as problem articles, reflections on scientific discussions; and informs about current events in the scientific life in Latvia and LAS (Statutes, article 1.1). The goal of "Proceedings of LAS", Section A, is to become a scientific publication that is recognised in Latvia and abroad, is indexed in the main databases of scientific publications, and publishes articles that are appreciated and cited by Latvian, as well as foreign researchers (Statutes, article 1.5).

In the Section A of "Proceedings of LAS", the covered disciplines are: social sciences (philosophy, psychology, law, economics and management, society, journalism, library science, pedagogy and education, political science and other), and humanities (arts, language, literature and folklore, history, architecture and other).

The Section A of "Proceedings of LAS" publishes articles in Latvian, English and German (Statutes, article 1.7). Articles should be supplemented by a summary in Latvian and English and brief information about authors in Latvian and English. It is prohibited to use the Cyrillic script in texts and references. By Statutes of the journal, publication of foreign authors in the above mentioned languages is not restricted.

3. Content policy

Each issue includes primary documents – five to ten academic articles, and secondary documents.

The Editorial Board of the Section A of “Proceedings of LAS” has designed and the Editorial Council has accepted the following structure of the content of each issue of the journal:

- 1) the section of scientific articles;
- 2) the discussion section on topical issue, written by a member of LAS or other outstanding author;
- 3) the section including reviews of the recently published scientific books, conferences, exhibitions etc.;
- 4) academic life section, informing about the news in Latvia, LAS and regarding its members (chronicle of events, awards and prizes, important decisions of LAS management, results of academic elections and competition (such as TOP 10 best science products); *in-memoriam* to LAS members, and similar);
- 5) *laudatio* to famous scientists, artists, musicians,
- 6) other information (important notes, erratum).

4. Submission of articles

The procedure of the submission of articles is prescribed in general lines in the Statutes, Section 8 and in details in the *Regulations for submission of manuscripts and instruction to authors of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”*.

In order to be accepted for publication in the Section A of “Proceedings of LAS” an article should correspond to requirements approved by the Editorial Council of “Proceedings of LAS” (formulated also in the *Letter of Recommendation*):

- 1) the topic of the article and its content corresponds to the profile of the journal “Proceedings of LAS”, Section A;
- 2) the title of the article reflects the content of the article clearly and unmistakably;
- 3) the abstract and key words (if relevant) duly reflect the essence of the article;
- 4) the article corresponds to the proposed section: original academic article, discussion paper, review, other;
- 5) the article meets requirements of the sufficient scientific level;
- 6) included data sufficiently substantiate explanations and conclusions of the author(s);
- 7) the article is written in a sufficient English (if an article is submitted in English).

In compliance with Statutes, article 8.2, the duty of the Managing Editor is to register all submitted manuscripts in the *Register of submitted articles*.

The journal’s policy is aimed at widening of the diversity of geographical distribution of authors. Regarding foreign authors, the criteria for acceptance of an article is its quality and relevance to research on Latvia or for Latvia.

5. Type of peer review

Main principles of the peer review are established by the Statutes (Section 9, articles 9.1–9.5).

In the Section A of “Proceedings of LAS”, only academic article section is peer reviewed. Each article is evaluated by two peer-reviewers. If two reviewers are not

able to find consensus, Editor-in-Chief of the Section A may invite the third reviewer. Non-peer-reviewed articles are identified by note “Non-peer-reviewed”.

Reviewers fulfill their duties anonymously, on the basis of the *Code of ethics for scientists, Publication ethics and publication malpractice statement of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”*, codes of ethics of the respective science disciplines and international norms regarding ethics.

Anonymity of an author is provided so that peer reviewers receive articles with deleted name and other information about an author. Correspondingly, an author receives evaluation form with deleted name of a peer reviewer.

Evaluation procedure should start not later than within one month from the day when a manuscript has been submitted to the Editor-in-Chief.

Together with manuscripts of articles, reviewers are provided with a special form *Instructions for reviewers of manuscripts (articles) submitted for publishing in “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences” and evaluation form*. By signing the filled form the reviewer confirms not only his(her) evaluation, but also that he or she is not in the conflict of interests with the author(s) of a manuscript.

Managing Editor registers received evaluations in the *Register of reviews*, acquaints with them Editor-in-Chief of the Section A and sends anonymous copies to an author. The author is invited, taking into account the suggestions of reviewer and in co-operation with editors, to improve the manuscript or to provide motivated explanation to Editor-in-Chief why this is not reasonable or possible.

The management of the journal reviews peer review practices periodically to see if improvement is possible.

6. Decision about publishing

The procedure of the taking of decision about publication is set forth in the Statutes, Section 9, article 9.6. Decision about publication of an article or returning it to an author for additions, or rejection of publication is taken by Editor-in-Chief of the Section A.

The Editorial Office follows the principle that an editor should not reverse a decision to accept submissions unless serious problems are identified with the submission.

It is accepted without special regulation that in case an editor has been changed, a new editor should not overturn the decision to publish submissions made by the previous editor unless serious problems are identified.

7. Publishing

The procedure of publishing of the Section A of “Proceedings of LAS” is set forth in the Statutes: Section 4, article 4.6 (regarding duties of Head of Editorial Office) and Section 9, article 9.7–9.8.

If a manuscript is accepted for publication, Head of the Editorial Office receives a Licence from the author about publication of an article. All Licences are registered in the *Register of Licences*.

Manuscript that is accepted by Editor-in-Chief for publishing is published in compliance with the plan of issues of “Proceedings of LAS”, Section A. Published articles are included in international databases in compliance with agreements signed by Latvia.

Certificate of “Proceedings of LAS” regarding acceptance of a paper for publishing is issued on author’s request after positive decision by Editor-in-Chief of the Section A on publication of an article and receiving of a Licence from an author. All Certificates are registered in the *Register of Certificates*.

8. Selection of managers and editors of the journal

The management structure of “Proceedings of LAS” and duties of managers are determined by the Statutes, Sections 2–7. It includes the Editorial Council of “Proceedings of LAS”, Editorial Office of “Proceedings of LAS” and Editorial Boards of the Sections A and B.

Members of the Editorial Council of the journal are President of LAS, Head of the Editorial Office of “Proceedings of LAS” and Editors-in-Chief of the Sections A and B of the journal (Statutes, article 2.1).

Chair of the Editorial Council is selected from full right members of LAS (Statutes, article 2.1) and Editors-in-Chief are selected from the scope of prominent members of LAS (Statutes, article 5.1). They are approved by the Senate of LAS. This provides that main managers and main editors correspond to the highest scientific standards. Head of the Editorial Office of the journal, as well as members of the Editorial Board are also selected from the scientific community.

Among others the following important criteria have been taken into account when forming the management and the editorial staff of the journal – a selected candidate should have:

- 1) expertise and experience in the specialist field, related to the journal;
- 2) published a number of articles and/or books in related to the specialist field;
- 3) been a reviewer for an international peer-reviewed journal;
- 4) PhD qualification or a senior researcher’s position with experience in research that is equivalent to author’s experience.

As to now, all editors are employees of LAS or voluntarists.

Members of the Editorial Board of Section A of “Proceedings of LAS” are selected so that they provide wide geographical diversity and cover as many as possible science directions included in the scope of the journal. Currently the Editorial Board contains 27 members, of these 14 are foreign experts from Australia, Canada, China, Czech Republic, Estonia, Germany, Italy, Lithuania, Poland, Russia, and USA. Their duties are set in the Statutes (article 6.2).

The composition of the Editorial Board is regularly updated. Active dialogue is established not only with local but also with foreign Editorial Board’s members. They are informed as soon as possible about the availability of new issues and provided with hard copies of new issues on request. Board members are invited to comment both the content and the procedures applied in the journal. The goal is to provide that members of the Editorial Board are willing to contribute to the development and good management of the journal, acting as “ambassadors” for the journal, supporting and

promoting the journal, suggesting the best authors, actively encouraging submissions and submitting articles by themselves, reviewing submissions to the journal, writing polemic articles, reviews and commentaries on papers in their specialist area.

It is planned to consult Editorial Board members once a year via survey to gauge their opinions about the running of the journal, informing them of any changes to journal policies encouraged by their suggestions and identifying future challenge.

9. Selection of peer-reviewers

Selection of peer-reviewers is the responsibility of Editor-in-Chief (Statutes, article 9.1). Peer-reviewers should be experts in the field of the science discipline of the reviewed article. It is advised that a peer-reviewers are members of LAS, experts of the Latvian Science Council or Editorial Board, including its foreign members, but this is not obligatory requirement. When selecting peer-reviewers, the main criteria are correspondence to the article's topic, scientific qualification and non-existence of the conflict of interests.

As an effective tool for selection of reviewers, Editor-in-Chief holds updated *Register of peer-reviewers*. This includes general information about an expert – name, scientific qualification, research interests, place of work, and information about performed evaluations – name of an author and issue, when an article was published.

Information from the *Register of reviewers* is used for building of relations with reviewers, for example, when paying homage to the best reviewers.

10. Quality assurance

Several methods are introduced for quality assurance in Section A of “Proceedings of LAS”.

Quality of the content of published materials are provided via several filters:

- 1) in publishing of academic articles priority is given to members of LAS;
- 2) in the case that none of authors is member of LAS or an author does not have at least doctoral (Dr.) scientific degree, manuscripts should be communicated by a member of LAS (Statutes, article 8.1) by using a special communication form – *Letter of recommendation*;
- 3) each article is independently and anonymously evaluated by one or two peer-reviewers (Statutes, article 9.1);
- 4) when necessary the article may be evaluated by the third reviewer (Statutes, article 9.5);
- 5) Editor-in-Chief takes final decision about publishing of an article (Statutes, article 9.6).

Quality of the publishing process and timing is ensured via precise normative regulation of the submission of manuscripts and preparing for publication and responsibilities of the staff that are formulated in the *Timetable for production of “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences”*. Relevant registers provide for fast and precise communication with authors, reviewers and readers.

Quality of the technical performance is assured via selection of publishing facilities (institution, technological solutions). Printing house is selected based on the price/quality combination.

11. Period of retention and archivation of manuscripts and other documents

The period of retention of published manuscripts is two years after publication. Rejected manuscripts and manuscripts that were not improved after negative evaluation of two peer-reviewers and due to this reason were not published should be retained at least two years after the final decision regarding publication.

Published manuscripts should be archived according to the existing normative regulation of Latvia. In compliance with the Legal Deposit Law (adopted on 20.06.2006) seven copies of each issue should be deposited in the Department of the Library Stocks of the Latvian National Library.

12. Registering of publishing activities

Several registers are maintained in order to provide perfect account on the flow and proceeding of manuscripts, as well as fast and precise communication with authors, reviewers and readers:

- 1) *Register of submitted articles* (detailed by the kind of article) that includes the following information: title of article; name and basic information about the author(s); date when a manuscript was submitted to Editor-in-Chief; number of issue when a manuscript was published; information about rejection of an article; any other relevant information, if necessary;
- 2) *Register of the preparation for publishing of each issue*, that includes the following information on all articles published in a particular issue: title of article; name of author(s); date when a manuscript was submitted to Editor-in-Chief; names of peer-reviewers; date when a manuscript was sent to reviewer and received back (reflects all process of selection of reviewers until two qualitative estimations are received); date when an article was sent to text editors; and the final decision of Editor-in-Chief (to publish or to reject a manuscript);
- 3) *Register of peer-reviews*, including the name of reviewer; title of reviewed article; number of issue where an article is published and final decision of reviewer about publishing or rejection of a manuscript (all reviews are deposited electronically and as hard copies in files of a particular issue or file of rejected manuscripts);
- 4) *Register of recommendation's for publishing* ((originals (signed hard copies) of recommendations are deposited in the Editorial Office) includes the following information: date of issuing of a recommendation; name of author(s); title of an article;
- 5) *Register of Certificates* confirming that the relevant manuscript has been accepted in the Editorial Office (originals (signed hard copies) of Certificates are deposited in the Editorial Office), includes the following information: date of issuing of a Certificate; name of author(s); title of an article;
- 6) *Register of Author's guarantee forms* (originals (signed hard copies) of forms are deposited in the Editorial Office): includes the following information: date of signing of a form; name of author(s); title of an article;

- 7) *Register of Licences* (contracts with the Editorial Office) with authors (originals (signed hard copies) of Licences are deposited in the Editorial Office), includes the following information: date of signing of a Licence; name of author(s); title of an article;
- 8) *Register of complaints and recommendations*, including name of a complainant; title of related article or issue; data when a document was received in the Editorial office; taken action.
- 9) *Register of reviewers*, described above;
- 10) *Register of authors* that includes the following information: name and basic information about the author(s); number of issue when a manuscript (scientific article, review, report on event or new publication etc.) was published.

Last issue of each year publishes full bibliography (by author) of articles that have been published during a year, including reviews on books and exhibitions and other articles.

13. Publication ethics

The Editors Office consistently observes the *Publication ethics and publication malpractice statement of "Proceedings of the Academy of Sciences. Section A: Humanities and Social Sciences"*.

By adopting of these document, the Editorial Office has introduced measures aimed at reducing of research and publication misconduct, as well as supporting initiatives to educate researchers about publication ethics. These measures are constantly updated.

Authors' of scientific articles are requested to sign the *Authors' guarantee form* in which they confirm their willingness to observe certain guarantees and obligations that help to avoid violation of the publication ethics and publication misconduct.

Reviewers also confirm that they are not in the conflict of interests regarding authors of articles that they are invited to evaluate by signing *Instructions for reviewers of manuscripts (articles) submitted for publishing in "Proceedings of the Latvian Academy of Sciences Section A: Humanities and Social Sciences", and evaluation form*.

14. Journal's standing

By type of publication "Proceedings of LAS", Section A is an open access active journal (see next section).

The journal's policy is aimed at permanently increasing citedness of journal articles (Statutes, article 1.5). The process for increasing of the citedness of the journal will be guided through increasing quality of its content, provided by editors, authors and reviewers.

15. Availability of the journal

The journal is published in a printed version and available electronically free of charge at web page www.lasproceedings.lv.

In compliance with the “Legal deposit law” the National Library of Latvia transfers received legal deposit copies to other largest libraries, one copy should be deposited in the stocks of the National Library of Latvia.

Hard copies of the journal are available via free of charge distribution to authors, management of LAS, members of the Editorial Council and Editorial Board, and internationally via library interchange process developed by the Academic Library of the University of Latvia.

Information about the journal, including its Statutes, Editorial policy, ethic’s statement, instruction for authors and peer-reviewers and other documents, evaluation forms and other forms are available in Latvian and English in homepage, at the chapter devoted to publishing activities. The content of recent and archived articles is available online at the same address with articles in Latvian, English or German. All articles are provided with abstracts in English.