

## **Statutes for *ACTA Sociologica***

### **§1 Owner of *ACTA Sociologica***

The Nordic Sociological Association is the owner of the journal "*ACTA Sociologica*".

### **§2 Objective of the journal**

*ACTA Sociologica* shall publish high-quality articles within the field of sociology. These may have different theoretical and methodical approaches, either in the form of original articles in full length or as essays, book reviews and comments. The articles should present developments in Nordic sociology and/or contribute to professional discussion between Nordic and international researchers/scientists. All articles shall undergo peer-review.

### **§3 Appointment of the owner's contact person for *ACTA***

The board of the Nordic Sociological Association shall appoint one of its members as a contact person for *ACTA*. The appointee holds the position until a new contact person is appointed. The contact person shall be the link between the editorship for *ACTA* and the board of the Nordic Sociological Association. *ACTA*'s contact with its owner shall (except from steering committee meetings) take place via the contact person, unless stipulated otherwise.

### **§4 Agreement with the journal's publisher**

The owner is the contracting party with the journal's publisher. The signature of the leader of the Association is legally binding. All formal communication between *ACTA* and the publisher shall take place via the contact person, unless stipulated otherwise. Dialogue and cooperation in connection with the daily operations of the journal is, however, conducted by the editorship directly with the publisher. The editorship must send all formal correspondence with the publisher to the owner's contact person for *ACTA* (i.e., annual reports, etc.). It is, however, the editorship that bears responsibility for the editorial content of the journal towards the publisher.

### **§5 Appointment of editorship**

The editorship of the journal is appointed by the owner.

- a) The editorship shall rotate between the Nordic countries.

- b) The editorship is appointed for 4 years, but can be extended by one additional year.
- c) The editorship shall, as a rule, start with a new year of publications.
- d) The appointment must be made at least 6 months before the new editor takes over responsibility.
- e) In connection with a change of editorship, there shall be a competitive tender giving relevant scientific communities in the country in question the opportunity to compete for the editorship. In the announcement, the owner shall;
  - specify the amount of yearly financing available from the Association. The amount shall be quoted in the currency of the country the tender is directed at.
  - indicate the editorial direction for the journal during the editorial period.
  - inform about the responsibilities and obligations entailed by *ACTA*'s statutes.
- f) The choice of editorship shall be based on the following criteria;
  - Level of professional and academic qualifications of the editorship
  - Academic standard of the editorship's workplace/scientific community
  - Administrative support included in the editorship's offer (managing editor or similar)
  - Visions for *ACTA* during the editorial period

## §6 Agreement with the editorship

The board of the Nordic Sociological Association shall enter into a written agreement with the editorship. The agreement applies to the whole editorial period and shall contain the following points;

- a) The yearly financing from the Association. The amount shall be quoted in the currency of the country where the editorship is located.
- b) The funds transferred shall cover all of the editorship's expenses for the professional and administrative operations of the journal (i.e., compensation for the editorship while on leave from regular position(s), salary for the managing editor, communication with consulting editors, archive, use of office supplies, etc.).
- c) The editorship needs to commit to the following terms;
  - The owner's contract with the publisher stipulates a framework for the journal (number of pages etc.) and procedures for communication. The editorship is obligated to follow these. If the owner enters into a new publishing contract during the editorial period, and this entails a change in the rights and/or duties of the editorship, the owner must allow renegotiation of the existing agreement with the editorship.

- Both the owner and the editorship can terminate the agreement during the whole editorial period. The editorship is obligated to fulfil its responsibilities for a maximum period of 6 months after termination has been announced to both parties, but the owner can instruct the editorship to leave the position immediately. In case of termination of the agreement, the editorship is obligated to return any funds that has been advanced beyond months of operation (i.e., if the agreement terminates on July 1, half of the amount that has been transferred must be returned to the Association).
- The editorship must commit to acting in accordance with *ACTA*'s statutes.
- The editorship bears the responsibility for the editorial content of the journal towards the publisher.

#### **§7 Appointment of Consulting Editors**

The Consulting Editors consist of minimum 20 members, which are appointed prior to every new publication year. All Nordic countries must be represented by at least two members. The editorship proposes potential members to the owner, who formally appoints the editorial committee.

#### **§8 Participation in steering committees in the Nordic Sociological Association**

*ACTA* is obligated to participate in the steering committee meetings of the Nordic Sociological Association (max. 3 meetings per year). As a rule, a representative of the editorship should participate, but *ACTA* can choose to be represented by for example the sub-editor. The Association covers travelling expenses according to the same regulations that apply to the board members.

#### **§9 *ACTA*'s finances**

The owner must transfer the agreed yearly amount for *ACTA*'s operations within February 28 each year. The editorship must publish *ACTA* within the agreed financial limits. Even though the editorship shall normally cover all expenses from those funds that are transferred every year, extraordinary situations where the editorship needs additional funds can occur. Such extraordinary situations can for example be meetings with the publisher, extra pages in the journal (exceeding the limit agreed with the publisher) and the like. In such situations, the editorship needs to send an application to the board before it commits to covering the additional expenses.

#### **§10 Responsibility for accounts and budget**

The editorship shall compile an annual report and accounts for each year during the editorial period. The accounts must be audited. The annual report, accounts

and budget (for the coming year) must be presented to the owner no later than January 31 each year.

**§11 Participation in the general assembly of the Nordic Sociological Association**

At least one representative of the editorship must present the annual report and the accounts to the general assembly of the Nordic Sociological Association, which takes place in connection with the Nordic Sociological Conferences (arranged every second year). The Association covers travelling expenses according to the same regulations that apply to the board members.

**§12 Changes in the statutes**

These statutes can only be changed by the general assembly of the Nordic Sociological Association.