

RULE BOOK OF THE JOURNAL METALURGIJA

Based on the Rule Book of Croatian Metallurgical Society, Article 21., Paragraph 1., 2., 3., Editorial Board of the Journal Metalurgija has adopted this the Document:

1 Starting point for this „Rule Book“ is the Rule Book on the Journal Metalurgija that was adopted by Publishing Council of the Journal Metalurgija on 7 May 1990. Little modifications were necessary because the Act of Publishing Activities in the Republic of Croatia anticipated no Publishing Councils for single Journals. Consequently, the Publishing Council of Journal Metalurgija suspended its activities in 1993 (List of members of the Publishing Council was no longer published in Metalurgija (1993) 3). The competences and obligations of Publishing Council are transferred to Editorial Board or Publisher (i.e. co-publisher).

2 The term of office of the Editor-in-chief is four years. Editor-in-chief can be re-elected by Editorial Board. The number of terms is not limited.

3 Editor-in-chief is authorized to choose, appoint and discharge the members of Editorial Board, Deputy Editor-in-chief, two Editors, Linguistic Advisers (Croatian, English and German language) and other assistants.

4 Editor-in-chief, with the purpose to raise the level of the Journal Metalurgija to the worldwide level, select as well the members of Editorial Board in Croatia as abroad. The International Editorial Board may count 15 members as most (including Editor-in-chief).

5 The members of the Editorial Board need to be well-known scientists with their works published in recognized world periodicals, by their vocation at least senior research fellow (full professor) with at least one re-election and must be able to speak two world languages (one of them must be English).

6 The members of the Editorial Board cover special scientific (professional) fields in metallurgy as follows:

- physical metallurgy and materials,
- processing metallurgy (non-ferrous and ferrous metallurgy),
- mechanical metallurgy (manufacturing, energy supply, ecology etc.)
- related (adjoining) professions:
mechanical engineering, chemistry, physics etc.

7 The members of Editorial Board are not representatives of legal persons of their firms but they are physical persons as prominent scientists from inland and foreign countries.

8 In the International Editorial Board – for the reason of reducing editorial costs – each member of Editorial Board will in his scientific (professional) field independently give suggestions for a reviewer (or personally make such reviews but not more than 5 per year).

9 The narrow part of the Editorial Board (Editor-in-chief or Editors) is empowered to overtake the articles and

deliver them to the members of Editorial Board to choose reviewer (according to the Article 8).

10 Each member of the International Editorial Board must receive every issue of the Journal Metalurgija so that he may send his written remarks if wished and necessary. In this way, in view to reducing financial costs, the session of the International Editorial Board may be held at least once in two years. In case of their absence, the members of Editorial Board can send their approvals or this approvals of particular items on the agenda or else designate a proxy. A member may not be absent for more than four meetings in succession. On these sessions minutes are taken. At the same time, the members of Editorial Board in inland and in foreign countries are completely equalized in their rights and obligations.

11 The term of office of all members of Editorial Board. Technical Editors and others is not limited. It depends only upon the results and assistance in the publishing of the Journal Metalurgija, which is appraised by the Editor-in-chief (s. Article no.3. of this Rule Book). Every appointed member may submit his resignation if he wishes. The Editor-in-chief is recommended to invite such a member to talks and explanation (if the members in resignation responds to the written invitation of the Editor-in-chief).

12 The circle of foreign authors must be expanded. In order to increase the level of Journal to the worldwide level, the papers from abroad are desirable to be written predominantly in English.

13 Publishers (i.e. co-publishers) provide the necessary financial assets for the publishing of the Journal Metalurgija. The Editor-in-chief is in charge with financial operations of the Journal Metalurgija. Specially, he provides – if possible - additional financial assets (he submits written requirements to many competitions, look for donors, organises various conferences). By his own choice he appoints a typesetter, printing etc.

14 Membership in Editorial Board is voluntary. The authors are not paid equally. The assets have to be provided for other staff members (Editor-in-chief, Editors, Linguistic advisors and other auxiliary staff). The value of this work and tasks is determined on the level of previous Rule Book for the related Journal „Strojarstvo“ which, being within everybody's reach, is not written here with (eg. the salary of the Editor-in-chief is leveled with the salary of assistant professor, the salary of Editor is 30 % level of the salary of assistant professor and so on).

15 Finances of the Journal Metalurgija are managed on the bank account of the publisher or founder with a separate sub-account. The cosignatory of financial documentation for the Journal Metalurgija must be the Editor-in-chief.

16 The Rule Book may be modified in the same way as it was adopted. The Rule Book comes into the force immediately.