

Slowakische Zeitschrift für Germanistik

Statute

§ 1 Title

Slowakische Zeitschrift für Germanistik (abbreviated as "SZfG") is a German studies journal published by SUNG – Verband der Deutschlehrer und Germanisten der Slowakei (hereinafter SUNG).

§ 2 Mission

The journal was established in 2009 and offers Germanists from all over the world the opportunity to publish their linguistic, literary and translation studies as well as articles on research and teaching in all areas relevant to German as a foreign language. The journal does not represent any unilateral interests of a group or an individual.

§ 3 Periodicity

Two issues per year are published. If justified, it is possible to publish more than two issues per year. The Editorial Board decides on the number of issues.

§ 4 Organisational form

4.1 Editor-in-Chief

The **Editor-in-Chief** is responsible for pursuing the goals of the journal. He/she is appointed by SUNG based on the proposals of the Editorial Board. The Editor-in-Chief is accountable to the SUNG Board and submits an activity report in writing once a year.

The Editor-in-Chief proposes the agenda for the meetings of the Editorial Board, taking into account the proposals of the members of the Editorial Board and, possibly those by the SUNG Board.

If the Editor-in-Chief resigns prematurely, a member of the Editorial Board appointed by the SUNG Board takes over the role of Editor-in-Chief until a new appointment has been made. The new appointment must take place at the latest one year after the resignation of the Editor-in-Chief. The President of SUNG can take on this task himself/herself as well.

The tasks shall be completed without any entitlement to a fee.

4.2 Editorial Board

Both Slovak and foreign academic institutions are represented on the Editorial Board.

The individual **members of the Editorial Board** are appointed by the Editor-in-Chief. They can be proposed by members of the existing Editorial Board or by the members of the SUNG Board. The Editor-in-Chief decides on the number of members of the Editorial Board.

If justified, the Editor-in-Chief and the Editorial Board can decide on the removal of a member of the Editorial Board.

The Editorial Board is convened by the Editor-in-Chief at least once a year. Written minutes of the meeting are made, which are then sent to both the members of the Editorial Board and the SUNG Board.

The Editorial Board has a quorum ensuring that a third of the regular members are present, including the Editor-in-Chief. The Editorial Board makes decisions with a majority of votes of the members present. In the event of a tie, the Editor-in-Chief's vote is decisive. The Editorial Board can make decisions during meetings, via telephone conferences or by an online vote. The Editorial Board authorises an expert (or several experts) to publish the individual issues of the SZfG. A member of the Editorial Board can take on this task as well. Those interested in editing an issue of the journal submit a topic proposal with a short synopsis to the Editor-in-Chief. The Editorial Board then votes on the proposed topics.

The tasks shall be completed without any entitlement to a fee.

4.3 Scientific Board

The Scientific Board advises the Editorial Board during the selection of main topics as well as during the selection of reviewers. The international Scientific Board guarantees the scientific quality of the published articles.

§ 5 Editor of an issue

Each SZfG issue with a specific topic has one or more editors who take on the editorial work. The duties of the editors of the issue are as follows:

- preparation of the call for papers in coordination with the Editorial Board;
- communication with the authors;
- communication during the review process;
- compilation of the issue;
- communication with the technical editors;
- completion of the publisher's version.

The tasks shall be completed without entitlement to a fee.

§ 6 Review process

The submitted papers are reviewed in the form of a double-blind review. They are forwarded by the editor of the issue or by the Editor-in-Chief to two reviewers and subjected to a peer review process. The assessment of the papers is carried out anonymously and using a standardised evaluation sheet, it is supplemented by a written comment, and it ends with a recommendation. The assessment should be factual and objective. Criticism is to be formulated constructively so that it enables the authors to improve their papers.

The authors can reasonably reject the proposed revisions from the reviewers that do not appear feasible to them. In the event of a dispute, a third expert shall be consulted.

The final decision on whether to accept or reject the paper is made by the editors of the issue in consultation with the Editor-in-Chief. The authors are informed about this decision in writing. The reviewers remain anonymous to the authors.

§ 7 Publication

The individual issues of the SZfG are published in printed form and made accessible online in the electronic version.

§ 8 Economic responsibility and financing

The economic responsibility for the journal is carried by SUNG. The publication of the individual issues is to be financed from various sources.

§ 9 Final clause

This statute was approved by the Editorial Board and comes into force with its acceptance by the SUNG General Assembly on July 2, 2018.

The Editorial Board can terminate or change the statute with a two-thirds majority of all members of the Editorial Board.