

**PUBLICATION AND DISTRIBUTION POLICY
OF THE UNIVERSITY JOURNAL *ACTA
UNIVERSITATIS SAPIENTIAE***

Approved by the Decision of the Senate No 2850/2024.03.22

I. General Provisions

The journal *Acta Universitatis Sapientiae* is the academic journal of Sapientia Hungarian University of Transylvania and was established in the year 2008 by the University's Senate. It aims to provide a platform for publishing the latest research results across the various fields of science, expand the professional relations of the University's academic community with other domestic and international institutions, and contribute to improving the University's ranking and enhancing its reputation for scientific excellence.

The Journal shall be published by Scientia Publishing House, Sapientia Hungarian University of Transylvania's publisher, or, on a contractual basis, jointly with another international publisher and in collaboration with the Editorial Board, based on the provisions of this Regulation.

The Journal shall be published in English, in Gold Open Access system. Publishing of the articles has no associated costs (publication/registration/etc. fees, i.e. no APCs) on the part of the authors, nor do the authors receive any remuneration.

All costs of publishing the Journal shall be covered by the University as part of its annual budget. Other, external sources (e.g. domestic and foreign applications or the use of various other financial support) can also be involved to cover publication costs.

The published articles shall each have a DOI (Digital Object Identifier) assigned to them, and all series shall have both a print and an online ISSN number.

The professional credibility of the papers published in the Journal shall lie with the authors. A distinct regulation, publicly available on the Journal's website, governs all relevant copyrights. Throughout their work, all editors shall adhere to COPE's (Committee on Publication Ethics) code of conduct and shall follow the practical guide for journal editors, the collection of best practices.

II. Academic Papers and Other Articles Published in the Journal

The Journal publishes exclusively original and peer-reviewed academic papers that have not been published previously in any other journal. These include original research papers and other, non-research papers. The latter category comprises review articles, book reviews, and methodology papers.

The editorial board of each series has its own set of instructions for authors drawn up regarding **original research papers**, but as common basic standards all of them shall include the following: authors' names, their institutional affiliation (in the case of our University, this is: Sapientia Hungarian University of Transylvania, Cluj-Napoca), ORCID iD, and official e-mail address, the relevant keywords concerning the content of the article, and a brief abstract of the paper.

Review articles contain a comprehensive presentation of papers based on prominent, original research with significance in a given topic and discipline. They must have a length of 8–10 pages and should be based on a detailed discussion of previously published literature on the topic at hand.

Book reviews are promotional and critical writings on works that deserve particular attention in some respect (relevance, novelty, originality, etc.) in a specific topic and field of study. Their length must be in the range of 3–5 pages.

Methodology papers present new experimental procedures, measuring techniques, and research protocols, drawing attention to their innovation factor or novel usage opportunities. These are writings of 8–10 pages in length.

A ratio of non-research papers not exceeding 20% in all individual issues is a requirement. Compliance with this ratio as well as ensuring the quality and high standards of the articles – including all above-mentioned types without exception – shall fall under the responsibility of each editorial board.

It is essential that non-research papers, too, discuss relevant and novel topics within their specific field of study. Here it is also mandatory to indicate the exact institutional affiliation of the authors, their ORCID iD and official e-mail address.

The Journal reserves the right to have the articles' authors submit a Copyright Form guaranteeing that the published papers cannot be considered for publication in the same form, without alterations in any other journal or collective volume. Based on the authors' request and well-founded justification, the Editorial Committee may waive this condition.

III. The Main Editorial Board

The Journal's Editor-in-Chief is the Rector of Sapientia Hungarian University of Transylvania. Editorial activities shall be coordinated by the Main Editorial Board made up of eight members as follows: the Editor-in-Chief, the deputy editors-in-chief (the vice-rectors appointed by the Rector), the secretary (the Director of Scientia Publishing House), and four series editors proposed by the faculties. The Main Editorial Board may also be chaired by a member of the Committee, delegated by the Editor-in-Chief.

Members of the Main Editorial Board shall be designated by the Administration Council and approved by the Senate. The mandate of the Main Editorial Board lasts five years. Upon the expiry of the mandate, renewing the composition of the Main Editorial Board can be partial or complete, which again lies within the authority of the Administration Council and the Senate.

The responsibilities of the Main Editorial Board are as follows:

- setting out the Journal's general publication and distribution guidelines;
- developing a management plan and implementing quality control aimed at the continuous improvement of the Journal and the increase of its international indexing;
- enforcement and supervision of the ethical norms of publishing and distribution as well as of the copyright policy;
- maintaining regular contact with the series editors, providing support and assistance in the relevant issues.

The Main Editorial Board's work may be supported by an Advisory Board. The number and composition of its members shall be determined by the Main Editorial Board and approved by the Senate.

Administrative tasks related to the Journal shall be carried out by the Director of Scientia Publishing House upon consulting the Main Editorial Board. The Journal's publication schedule and the yearly breakdown of the priorities of the management plan are integral parts of the annual publishing projects, which shall be submitted by the Director of the Publishing House, on the proposal put forward by the Main Editorial Board, for approval to the Administration Council.

IV. The Journal's Series

According to the foundation document (Senate Decision No 608/2008.02.01), the academic Journal covers the following fields of science:

- 1.) humanities and arts (linguistics, literature, photography, and cinematography);
- 2.) social sciences (sociology, communication and public relations, pedagogy, European studies);
- 3.) natural sciences (mathematics, informatics, chemistry, physics, biology, environmental sciences);
- 4.) technical and agricultural sciences (food and environmental engineering sciences, horticulture, automatization and applied informatics, mechanics, electronics, computer science);
- 5.) law and economics (economics, law, management informatics, accounting).

The academic journal *Acta Universitatis Sapientiae* has the following ten series:

No	Series	ISSN (print)	ISSN (online)	Year of First Publication
1.	<i>Agriculture and Environment</i>	2065-748X	2068-2964	2009
2.	<i>Alimentaria</i>	1844-7449	2066-7744	2008
3.	<i>Economics and Business</i>	23430094	2360-0047	2013
4.	<i>Electrical and Mechanical Engineering</i>	2065-5916	2066-8910	2009
5.	<i>Film and Media Studies</i>	2065-5924	2066-7779	2009
6.	<i>Informatica</i>	1844-6086	2066-7760	2009
7.	<i>Legal Studies</i>	2286-0940	2285-6293	2012
8.	<i>Mathematica</i>	1844-6094	2066-7752	2009
9.	<i>Philologica</i>	2067-5151	2068-2956	2009
10.	<i>Social Analysis</i>	2069-7449	2248-0854	2011

Research centres accredited by the Senate may initiate the launch of a new series. The precondition to such an initiative is the submission of a detailed plan to the Main Editorial Board regarding the new series subject to the proposal. This plan shall contain the list of names to be included in the series' editorial staff, indicating the individual editors' areas of expertise and institutional affiliation, the core objectives and the management plan of the series to be launched, formal instructions governing the submission of articles, description of the peer review process and the pertaining evaluation template, and the table of contents for the first two issues. The launch of a new series requires the approval of the Senate. Plans for such series shall be submitted by the Director of Scientia Publishing House, on the proposal put forward by the Main Editorial Board, for approval to the Administration Council. Likewise, the Publishing House shall order the design for the series cover, preserving the coherent visual

identity elements of the series. In line with the University's visual identity rules, the design features shall be agreed upon following a consultation with the vice-rector responsible for communication.

V. Operation and Responsibilities of the Series Editorial Boards

Each series has its editorial board headed by the Chief Series Editor, whose appointment shall be approved by the Senate, at the proposal of the Administration Council.

The number and composition of the members on the editorial boards for each series shall be determined by the Chief Series Editor with the approval of the Editor-in-Chief. It is expected that besides the teaching staff of Sapientia Hungarian University of Transylvania, researchers and academic staff of foreign universities and academic institutions are broadly represented on the board.

Chief series editors and members of the editorial committees have a five-year mandate. In duly justified cases – delayed publication of an issue, inadequate communication with the Publishing House, or problems of management affecting the already obtained international indexing of the specific series or hindering the inclusion of the series in further prestigious databases –, the Senate can revoke the mandate of a Chief Series Editor at any time at the suggestion of the Administration Council.

The Chief Series Editor can designate subject editors and, in the case of certain (special or thematic) issues, invite guest editors.

The Editorial Board of each series shall devise a management plan covering the period of its mandate and including the following:

- planning and timeline of the issues (articles / non-research papers, thematic publications);
- plans for achieving indexation in the targeted databases that are relevant to the specific field of study;
- division of labour (editing, plagiarism check, distribution, etc.) among members of the editorial staff;
- determining the number of printed copies and drawing up a plan for their distribution (in cases where the series has a printed version as well);
- proposal for the donation of printed copies or for placing them in specific libraries.

In line with the above, it is the responsibility of the series' editorial boards to ensure the following:

- the high quality of the articles and other publications (both professionally and linguistically – technical terminology, English language), compliance with formal requirements set out in the publishing guidelines and the present Regulations;
- submitting the issues of the given series to the Publishing House by the established timeline;
- managing the incoming/outgoing correspondence related to the series; archiving reviewer's opinions;
- plagiarism check;

- handling the peer review process;
- compliance with the ethical norms of academic publication and confidentiality;
- the regular monitoring of all information regarding the series and updating them in the printed publications as well as on the relevant online platforms (composition of the editorial board, valid e-mail addresses, rejection rate, etc.);
- maintaining appropriate relations with the authors, peer reviewers, and the Publisher;
- informing the Editorial Board should there be changes on the staff or any other modifications.

The Chief Series Editor shall submit the management plan to the Main Editorial Board for approval. Scheduling of the tasks and their established priorities included in such management plans form an integral part of the annual publishing plan.

The Main Editorial Board, Scientia Publishing House, and the series' editorial boards shall have a minimum of one joint meeting per annum on the current issues concerning the Journal.

Members of the Main Editorial Board and the series' editorial boards shall be awarded points for their professional and editorial work performed in the interest of the University's journal – these points will count towards the final score providing the basis for the calculation of the annual qualification allowance for academic performance. The values of the points shall be established by the Senate at the proposal of the Vice-Rector for Research.

VI. Responsibilities of Scientia Publishing House

The Publisher's scope of duties shall include the following activities:

- undertaking the full-scale implementation of all publishing processes (formal verification of the submitted articles and the prepared issues, proofreading, typesetting, placing orders for printing services);
- requesting DOI numbers and assigning them to articles;
- fulfilling the tasks (compilation, verification, and forwarding of tables including the article metadata, conversion of bibliographic entries into links, data archiving, etc.) included in the contract concluded with BCU (Lucian Blaga Central University Library of Cluj-Napoca) on the provision and activation of DOI numbers; liaising with CrossRef;
- ensuring the publishing of the issues on schedule;
- uploading the articles/issues to the Journal's website and various dedicated online platforms (REAL-J, CEEOL, online libraries, and other repositories);
- close monitoring of each series' scientometric indicators, indexing status, and databases;
- managing the Journal's official matters towards the ISSN Office;
- sending the required legal deposit copies to the faculty libraries, as well as to BIBNAT [the National Library of Romania] and OSZK [National Széchényi Library];
- regular monitoring of the articles'/issues' download data and their international visibility;
- managing the correspondence of the Journal's central e-mail account; forwarding the incoming e-mails and the submitted manuscripts to the relevant chief series editors;
- managing and continuously updating the Journal's webpage and social media platforms in coordination with the University's public relations representative.

Preparatory (proofreading, typesetting) and printing works of the specific series/issues can be managed separately by each series' editorial board as well. In such an event, however, the Publisher shall be informed in advance.

The publishing guidelines for each series shall be compiled by the relevant series editorial boards (who shall also take care of their regular updating). These guidelines are made public and can be accessed on the Journal's website (<http://www.acta.sapientia.ro>).

Before sending an issue to the printing house, the imprimatur, or camera-ready copy shall be verified by the Chief Series Editor, the Publishing Coordinator, and the Director of the Publishing House.

The national-level accreditation (by CNCS) of the Journal's series and applying for their acceptance in international databases and journal catalogues shall take place in collaboration with the editors of the different series, the Main Editorial Board, and the Publishing House.

The Director of Scientia Publishing House shall draw up an annual report on the University's journal (adherence to the management plan, recent developments regarding and possibilities for the further improvement of international indexing, and evaluation of download statistics), which makes an integral part of the annual scientific research report.

The Director of the Publishing House, in coordination with the Main Editorial Board, shall act in official matters concerning the Journal.

VII. Distribution of the Journal

The Journal is published – depending on the series (in cases where the particular series must be also published in print) – in the amount of 30–70 printed copies. In duly justified cases, the number of copies can be increased (e.g. for publications attracting broader interest, special issues, conference proceedings, etc.). This, however, presupposes a distribution plan submitted by the series editors wherein to determine the number of copies.

The distribution of print copies shall take place by sending out legal deposit, complimentary, library, and exchange copies. The various departments, the Editorial Committee, the series editorial boards, and Scientia Publishing House can also distribute printed issues by way of donation. Complimentary and legal deposit copies shall be forwarded by the Publisher while sending out the exchange copies shall be arranged by the faculty libraries of Sapientia Hungarian University of Transylvania.

The National Library of Romania (6), the Budapest National Széchenyi Library (6), and Octavian Goga Cluj County Library (1) shall be entitled to legal deposit copies in the numbers indicated in the parentheses.

For purposes of publication exchange, the issues of the Journal's series shall be made available for the faculty libraries of Sapientia Hungarian University of Transylvania at no charge. Various libraries, universities, and academic establishments from Romania, Hungary, and other countries participate in this exchange programme.

The purpose of the donation is to promote the Journal's series, to make them known as widely as possible, as well as to develop deeper relations with other educational and/or academic institutions. Donations shall be made at the dean's request and with the approval of the Publisher's Director.

The electronic version of all issues shall be uploaded on the Journal's webpage and to the REAL-J repository of MTA KIK (the Library and Information Centre of Hungarian Academy of Sciences). In addition, in line with the contract concluded with CEEOL, the series included therein shall be likewise uploaded to the CEEOL online platform in compliance with the requirements set out in the bilateral agreement (i.e. provision of the necessary metadata: classification by subject areas, page numbers, keywords, abstracts, etc.).

The University may enter into contracts with various international publishers, databases, electronic libraries, and repositories to publish and distribute the Journal. Contracts signed with domestic and foreign partners shall be concluded by the provisions enshrined in the relevant University regulations.

VIII. Promotion of the Journal

As a task aimed at addressing the requirements set out by the Publisher, promotional activities shall be conducted that include first of all the organization of Journal presentations targeting an increased readership and the editors' further expansion of professional relations.

Online promotion taking place on various social media platforms (Facebook, LinkedIn, Academia.edu, ResearchGate, etc.) shall be the joint responsibility of Scientia Publishing House and the series of editorial boards in coordination with the University's Public Relations Department.

IX. Final Provisions

The present Regulations shall apply to all series of *Acta Universitatis Sapientiae* and shall enter into force upon adoption by the Senate.

In cases of legal disputes concerning copyright (right to publish or republish articles, plagiarism, etc.), the responsibility shall lie with the authors.

László Dávid, Ph.D., University Professor
President of the Senate

Countersignature

Erika Zsigmond
Legal Adviser