

Statute
of Journal of Central European Agriculture

§ 1

Journal of Central European Agriculture (acronym: **JCEA**) is peer-reviewed multilingual online scientific journal in agriculture, edited by Central European countries (represented by national editorial boards), which have equal rights and obligations of all full members of the journal. Participation of the country is driven by clear interest as a national editorial board accepting rights, obligations, responsibilities and rules.

§ 2

National editorial boards are representing national scientific institutions – university faculties or research institutions (later called „member institutions”) (see Annex I for the list of the national editorial boards). On principle the national editorial board exclusively represents its whole country, that is, from each country involved only one scientific institution (university faculty, research institution) will be entitled to appoint a national editorial board to be a member of the International Editorial Board of the Journal of Central European Agriculture (in short, IEB-JCEA) - all other scientific bodies may maintain cooperation with the activities of JCEA through the national editorial board of their countries.

2.1

Representation of the members of IEB-JCEA: the head of the national editorial board represents its board in the decision making process (the head of the national editorial board is appointed by the decision making authority of the member institution in question).

2.2

Decision making of the IEB-JCEA: at the annual meeting of the international editorial board. Valid decisions can be made if at least two-thirds of the members are present at the voting.

The process of voting is as follows:

- number of votes: each editorial board of full membership rights (see §6) has one vote;
- votes are generally cast by show of hand (number of „yes” votes, number of „no” votes and the number of abstentions are to be counted and recorded);
- any full member of IEB-JCEA may request a secret ballot by voting slips;
- decisions are generally made by unanimous voting of the national editorial boards except for cases declared in this statute;

- decision making for any particular issue may be changed to simple majority, absolute majority or qualified majority if the voting members decide so unanimously;
- unanimous voting: all votes of the members present at the meeting are for the same opinion; qualified majority voting: at least two thirds of the votes of the members present at the meeting are for the same opinion; absolute majority voting: if at least 50% of the votes of the members present at the meeting are for the same opinion; simple majority voting: the opinion will be accepted which is supported by the largest number of votes of the members present at the meeting.

§ 3

Objectives of the current statute:

- It regulates the operations of national editorial boards and the IEB-JCEA;
- It regulates the system of editing and publishing the journal (available as Annex 2 of the current statute).
- The scope of the JCEA is:
 - the agricultural and rural development issues of Central and Eastern Europe;
 - topics published in section “Outlook to the world” coming from the rest of the world and describing research relevant and interesting for the Central and Eastern European readers;
 - four issues are to be published each year – by 15 March, 15 June, 15 September and 15 December.

§ 4

The national editorial boards: operation, rights, responsibilities

The head of the national editorial board is entitled to:

- vote, representing the national editorial board in the decision making process of JCEA;
- hand over the right of voting to any member of the national editorial board;
- lead the operation of the national editorial board in agreement with the current statute, and the regulations of the member institution that delegated the national editorial board to the IEB.

The head of the national editorial board is responsible for:

- informing all the other national editorial boards directly about any changes happened in the composition of the national editorial board, as soon as possible following the changes;
- carrying out all the tasks and requirements related to the status of membership of the editorial board in question;
- fulfilling the tasks allocated to the national editorial board at the last international editorial meetings, and in particular:

- the tasks of the executive editorial board – see § 5 - according to the scheduling of the rotation of office;
 - providing required national reviewers on request of Executive board;
 - communicating and taking care of timely completion of reviews in the country;
 - maintaining the list of reviewers from the country.
- The financial management of the national editorial boards are the responsibility of the delegating member institutions and the national editorial boards themselves, and does not affect the operations of the international editorial board of JCEA in any ways;
 - The list of the current member institutions with the composition of the national editorial boards is given in Annex 1.

§ 5

Membership status and other positions in JCEA:

Two levels of membership status exist in JCEA, namely:

- Full membership (see § 6);
- Associate membership (see § 7).

Other positions in JCEA:

Chief editor: the activities of IEB-JCEA are coordinated by the Chief Editor, who is appointed at the international editorial meetings by the absolute majority. The term of office is a three-year period. There are no restrictions on renewal of the term office;

Technical board: this board works beside the Croatian National Board in Zagreb, and its role is to maintain the homepage of the JCEA, arrange and typeset the issues prepared by the Executive editorial board (see below), upload them to the homepage, as well as indexation of JCEA in bibliographic databases.

Executive editorial board: one of the national editorial boards (a full member) that takes the role of Executive editorial board for a one-year period between two consecutive annual meetings. The task of the Executive editorial board is rotated annually among the member institutions, and in principle, this rotation should maintain the same frequency for each national editorial boards to be in office. Executive editorial board is responsible for preparing the issues of the actual volume, and carrying out the following tasks:

- collecting submitted manuscripts,
- checking whether the manuscript topic falls in the aims and scope of the journal,
- enforcing plagiarism check of submitted manuscripts,

- making sure the submitted manuscript fulfills minimal technical requirements (according to author guidelines),
- sending submitted manuscripts on review, as follows:
 - one of the reviewers should be from the country which has the role of executive editorial board (if possible)
 - the two remaining review requests should be sent to other national editorial boards, taking into account that one of the reviewers has to be from the same country as main author (only if it comes from the member country) and, also, taking care of reasonable workload of the respective national boards
- designing the contents of the actual issues of the volume of the year within the pre-set deadline for the issue to be published, and sending the material to the Technical Board for typesetting, editing and uploading to the homepage of the journal;
- organising the annual meeting of the IEB-JCEA.

Executive editor: one (or more) member(s) of Executive editorial board who manage and coordinate the activities of the Executive editorial board (see previous paragraph for Executive board tasks) during term of office of one year (period between two consecutive annual meetings)

- Appointed by the head of the national board (that has the role of actual Executive board).

Honorary editor: the title is awarded to a former member of national editorial board for lasting contributions to the work of IEB-JCEA that helped JCEA in becoming internationally respected journal

- Nomination for honorary editor title can be proposed by 1 or more national editorial boards:
 - nomination can be proposed orally at the annual meeting (one year in advance) or in written form (delivered to the Chief Editor before the annual meeting);
- The title is awarded by unanimous decision of the representatives present at the annual meeting;
- The role of honorary editor is advisory to the IEB-JCEA.

§ 6

Full membership: rights and responsibilities of national editorial boards being full members:

Rights:

- to participate in the annual international editorial meeting, to vote and to make suggestions or initiatives;
- to recommend new members for becoming members of the international editorial board of JCEA.

Responsibilities:

- to participate actively in editing the Journal:
 - providing one review per manuscript from the country when the manuscript is written in English; and providing two reviews per manuscript from the country when the manuscript is written in national language;
 - reviewing manuscripts from abroad on request of the Executive editorial board.
- in due course, according to schedule, to act as Executive editorial board for JCEA (– see § 5) - to organise the annual meeting of the international editorial board, and the joint conference venue (this latter is not a compulsory task for the executive editorial board, but recommended);
- when acting as Executive editorial board, to announce the planned date for the annual meeting of the international editorial board two months in advance, and to inform the national editorial boards about the planned date.

§ 7

Associate membership: rights and responsibilities of associate members

Rights:

- to participate in the annual meeting of the international editorial board when invited;
- to make suggestions and recommendations at annual meeting of the international editorial board.

Responsibilities:

- to participate actively in editing the Journal, by:
 - providing required national reviewers on request of Executive board;
 - communicating and taking care of timely completion of reviews in the country;
 - maintaining the list of reviewers from the country.

7.1

The process of becoming an associate member:

The institution wishing to set up a national editorial board and join the International Editorial Board of JCEA is expected:

- to show active involvement and interest by sending good quality papers to JCEA for publication (number of papers per year, and quality of these papers are considered);
- to be situated in Central Europe or to be strongly attached to the agricultural economy and scientific interests of the region;

- to submit a written request to the Chief Editor of JCEA declaring its interest to join the IEB-JCEA.

The decision about the assignment of the associate membership status is made at the annual meeting of the IEB-JCEA, by unanimous decision making (unanimous support by the full members of IEB present at the meeting).

7.2

Changes in the associate membership status: by the unanimous decision of the present full members at the annual meeting of the IEB-JCEA, after the report of the full member national board responsible for monitoring the work of associate member:

- national editorial board being full member responsible for monitoring the work of associate member is appointed by the Chief Editor at the annual meeting of the IEB-JCEA.

The associate membership status can be changed in following ways:

- becoming a full member of IEB-JCEA
 - requirements for becoming a full member:
 - at least two years of active involvement in the work of JCEA (by sending papers and doing reviews);
 - submission of a written declaration of request for full membership, submitted to the Chief Editor of JCEA;
 - the full membership is granted by the IEB unanimously, at the annual meeting of IEB.
- renewal of the associate member status for another year - if the activity of the national editorial board of the associate member is not yet sufficient for full membership, but the deficiencies may be corrected, and the associate member wishes to improve its activities, maintaining the associate membership status;
- withdrawal of the associate membership status - if the associate member had not fulfilled the membership requirements and responsibilities or fulfilled them but only on a very low level;
- the associate member may withdraw from further cooperation on its own wish, by written declaration, in which case the IEB acknowledges the decision without further consideration.

§ 8

Changes of the full membership status

- when the full member requests it, declaring its wish for withdrawal in written form; and in this case there is no need for giving reasons or explanations;
- When the member has seriously breached the regulations of the present statute or the interests of JCEA – the decision is made at the annual meeting of the IEB-JCEA by qualified majority of the votes of the present full members, that is, by two-thirds of the votes of the present full members. The decision must be explained and reasoned, the

member to be expelled must be given a possibility for explaining its situation and viewpoints;

- A former full member will be offered associate membership in IEB-JCEA for next two years as an opportunity to improve their editorial activities.
- When a member (national editorial board) has been inactive in editorial work and has not participated in activities of the IEB-JCEA (has not attended the annual meetings) for 2 consecutive years, without a notification and explanation
 - Before further actions are taken, Chief Editor should send a notification to head of the member institution, asking for reasons for inactivity. In case of no or under-reasoned response the national editorial board should be nominated for abolishment of the full membership status by Chief Editor at the next annual meeting. Decision is made by qualified majority of the votes of the present full members.
 - A former full member will be offered associate membership in IEB-JCEA for next two years as an opportunity to improve their editorial activities.

§ 9

The organisation and the agenda of the annual meetings of the IEB-JCEA are as follows:

- the responsible body for organising the meeting is the actual executive editorial board;
- the full and associate members have to be informed about the planned date of the meeting at least 2 months in advance;
- it is recommended for the actual executive editorial board to organise a scientific conference jointly with the annual meeting, for which the topic is chosen by the actual executive editorial board, possibly indicating a wide and topical issue;
- the organisation and food expenses of the annual meeting are covered by the executive editorial board, while the accommodation costs are paid by the invited members (representatives of the national editorial boards) – the executive editorial boards assists them in recommending and booking the accommodation. The annual meeting should be organised by such a schedule that 2 nights of stay should be sufficient for all members to be capable of attending the meeting;
- the working language of the annual meeting is English - although during the discussions native languages are allowed to use freely, but before voting the questions to be voted about have to be declared clearly in English;
- the executive editorial board writes the minutes of the annual meeting and sends it to all the other national boards within 2 weeks of the international meeting;
- the agenda of the annual meeting of the IEB contains the following topics:
 - the annual reports by the national editorial boards about their activities during the year;
 - the report by the executive editorial board about the annual activities and publication of the journal;
 - the report by the technical board (Zagreb) and the report by the Chief Editor about topical issues;

- decision about the executive editorial board for the following year and the preliminary agreement about the executive editorial boards for two more years ahead;
 - if any of the national editorial boards wishes to change the plans of the rotation of the terms of office as executive editorial board within the next three years, this editorial board will have to inform all the other national boards as soon as possible (if the required change may affect the activities of the next year then the involved editorial board must inform the members before the annual meeting, while requests for changes in the activities of later years are sufficient to announce on the annual meeting.);
 - besides the above any member may raise any issues of interest for discussion and decision making.
- The currently valid decisions and rules of operation of JCEA are provided in Annex II.

§ 10

The current objective of the activities of the International Editorial Board of JCEA is:

- to establish a high impact factor for the journal;
- to raise funding for the operation of the journal relying on national and international project funds.

§ 11

Changes to be made in the text of this statute: by unanimous decision of the full members of the IEB, at the annual meeting– if a member is unable to attend the meeting, its vote may be sent in written form to the Chief Editor. The vote is valid only if it reaches the Chief Editor before the date of the annual meeting.

Attachments: (source: homepage of the journal)

1. List of full members, and heads of the national editorial boards, and list of associate members;
2. The philosophy, objectives and editing rules of JCEA, rules of publication;
3. The actual chief, executive and technical editor, executive and technical board of JCEA; chronological list of previous executive editorial boards.

This statute comes into force on September 22, 2017.

This statute was accepted by the representatives of the National editorial boards on September 22, 2017 in Bydgoszcz, Poland.

Annex I
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National Editorial Boards included in the structure of the International Editorial Board of
Journal of Central European Agriculture

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Member Institutions

BULGARIA

Agricultural University Plovdiv

CROATIA

University of Zagreb Faculty of Agriculture

CZECH REPUBLIC

University of South Bohemia, Faculty of Agriculture and Technology

HUNGARY

Hungarian University of Agriculture and Life Sciences, Georgikon Campus

POLAND

Bydgoszcz University of Science and Technology

ROMANIA

University of Agricultural Sciences and Veterinary Medicine

SERBIA

University in Kragujevac, Faculty of Agronomy Čačak

SLOVAKIA

Slovak University of Agriculture in Nitra, Faculty of Agrobiological Sciences and Food Resources

SLOVENIA

Agricultural Institute of Slovenia

Annex II
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Journal of Central European Agriculture (JCEA) is an open-access peer-reviewed online international scientific journal. JCEA was founded as a response to the need for dynamic knowledge exchange, modern information sharing and scholarly communication. Throughout past decade of publishing, due to proper management, the journal has become recognized as one of the leading international journals.

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Aims and Scopes

General Agriculture

Animal Science

Plant Science

Environment in Relation to Agricultural Production, Land Use and Wildlife Management

Agricultural Economics and Rural Development

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Article Types

Original Scientific Papers

Review Articles

Supplement to Agricultural Profession

Preliminary Communication

Congress Reports

Letters

Each paper prior to publishing passes through a review process performed by senior scientists from different member countries. Journal content features articles that reflect original research, interpretative content and content of special interest for the agricultural profession.

One of the Journal's goals is support for the preservation and development of national languages in agriculture. Therefore, authors have the ability to choose whether they want to publish their work in the national language or in English. This way, the articles are easily used in practical and professional work of the country where the research was conducted. For reviewing and use in other countries, articles in national languages have detailed (prolonged) abstract and tables, figures and pictures titled in English.

Journal publishes content under a Creative Commons license and all published content on the web page can be accessed, used and distributed in any form (printed or digital) free of charge. The access to full text of published articles is available through downloadable Adobe PDF files. The authors of published articles bear full responsibility for the content of their papers and the viewpoints of the authors presented in published papers are not necessarily shared by Journal's editorial board.

Publication Ethics and Publication Malpractice

It is necessary to agree upon standards of expected ethical behavior for all parties involved in the act of publishing (authors, editors, peer-reviewers and publishers).

The JCEA ethical statements are based on the guidelines and standards developed and published by the Committee on Publication Ethics (COPE). All documents are available free of charge on the COPE web page.

Editors

JCEA editor is responsible for deciding which of the articles submitted to the Journal should be published.

JCEA editor will accept and evaluate manuscripts for their intellectual content regardless of race, gender, nationality, ethical origin, political philosophy, religious belief, or sexual orientation of the authors.

Editors must not disclose any information about a submitted manuscript to anyone other than stakeholders.

Unpublished manuscripts or materials must not be used in the editor's own research.

All submitted manuscripts will be considered for publication free of charge.

Authors

Authors attest that the paper is their own, original and unpublished work.

Authors guarantee that the manuscript has not been copied or plagiarized (in whole or in part), a paper should contain sufficient detail and references to permit others to replicate the work; any used information sources (phrases, data, images) must be appropriately cited or quoted.

Authorship should be limited to those who have made a significant contribution to the manuscript content. All those who made significant contributions should be listed as co-authors.

Affiliation (all authors/co-authors) and corresponding address (main author) must be clearly stated.

When an author discovers a significant error or inaccuracy in own published work, it is the author's obligation to promptly notify the Publisher and cooperate with the editor to retract or correct the paper.

Reviewers

Any manuscripts received for review must be treated as confidential documents.

Privileged information/ideas obtained by reviewers through the peer review process must be kept confidential and not used for personal advantage.

Personal criticism of the author is inappropriate; the review should be conducted objectively.

All suggestions and comments should be followed with supporting arguments.

Annex III
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Chronology of Executive Editorial Boards in International Editorial Board of JCEA

2021/2022 SLOVAKIA
2020/2021 SLOVENIA
2019/2020 HUNGARY
2018/2019 BULGARIA
2017/2018 SERBIA
2016/2017 POLAND
2015/2016 CROATIA
2014/2015 ROMANIA
2013/2014 CZECH REPUBLIC
2012/2013 SLOVAKIA
2011/2012 CROATIA
2010/2011 HUNGARY
2009/2010 BULGARIA
2008/2009 SLOVENIA
2007/2008 POLAND
2006/2007 SLOVAKIA
2005/2006 CROATIA
2004/2005 BULGARIA
2003/2004 CZECH REPUBLIC
2002/2003 ROMANIA