DEAN’S DIRECTIVE ON THE ACTIVITIES AND PROCEDURES OF THE EDITORIAL BOARD OF THE TRANSACTIONS PUBLISHED BY VŠB-TECHNICAL UNIVERSITY OF OSTRAVA, CIVIL ENGINEERING SERIES
Art. 1 General regulations

- *The Transactions of the VŠB-Technical University of Ostrava, Civil Engineering series* (hereinafter referred to as the ‘Transactions’), is a traditional printed medium published by the *Faculty of Civil Engineering of VŠB-Technical University of Ostrava* (hereinafter referred to as FAST VŠB-TUO). The Transactions provides a space for the publication of short original contributions within the framework of the science and research activities of FAST VŠB-TUO, especially in the fields of CEP & CEZ & RIV\(^1\): JM Civil Engineering and JN Building Industry, and in related fields AL, AP, DC, JI, JK, JL, JO, and JS. All manuscripts are reviewed by at least two reviewers, who are required to be members of a different institution (faculty) to the author and co-authors of the manuscript.

- The publisher of the Transactions is FAST VŠB-TUO, represented by the Dean of FAST VŠB-TUO.

- The Transactions is financed by the publisher, who determines the economic terms and conditions for publishing the Transactions, including advertising and publication fees.

- The Transactions is published at least twice a year. The deadline for submitting manuscripts is determined by the Editorial board (EB).

- The Transactions is published in both printed and electronic online versions, and is published on respective web pages under the title *The Transactions of the VŠB – Technical University of Ostrava, Civil Engineering Series*.

- All the manuscripts for the printed version of the Transactions must be in English and are limited to an even number of 4, 6, 8 or 10 pages. In exceptional cases, longer manuscripts may be approved by the EB.

- Online manuscripts for the Transactions must also be written in English, but are not limited in length.

- Manuscripts may also be sent via organizers of conferences in which FAST VŠB-TUO is an organizer. In this case, the organizers represent the authors of the manuscripts and guarantee the fulfilment of all requirements for manuscripts, including formal aspects.

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\(^1\) In accordance with the classifications and registers valid for the Information system of research, experimental development and innovations, under the Deputy Prime Minister for Science, Research, and Innovation.

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Art. 2 Organizational structure of the Editorial Board of the Transactions

- The EB comprises prominent authorities from various fields of interest within FAST VŠB-TUO. The selection criterion for members of the EB is primarily the number of references to and citations of their work in world-renowned and recognized databases as defined by The Research, Development and Innovation Council\(^2\).

- Members of the EB are appointed by the Dean on the basis of recommendations and references provided by Heads of Departments, members of the Dean’s Board of Advisors, or current members of the EB.

- Members of the EB may be removed by the Dean.

- Membership of the EB expires at the end of the Dean’s term of office.

- The Dean appoints and removes the technical editor, whose functions are delineated in Art.6.

- The Chairman and Vice-Chairman of the EB are appointed and may be removed by the Dean on the basis of recommendations from the EB.

- The EB consists of both internal and external members. External members, who are not employees of FAST VŠB-TUO, must comprise an absolute majority of all members of the EB.

- Membership of the EB is an honorary position. Members do not receive financial remuneration or travel expenses.

Art. 3 Competences of the Editorial Board of the Transactions

- The EB is responsible for the professional standard of all published contributions, which should reflect the focus and orientation of the periodical in accordance with the Art. 1, and should be of a creative and innovative nature.

- The EB provides commentary on the factual content of manuscripts, their formal accuracy and conformity with the focus and orientation of the Transactions in accordance with Art. 1. After evaluating its professional quality and factual content, the EB decides whether the manuscript shall be accepted for the review procedure.

- The EB appoints the reviewers of manuscripts by the course of action detailed in Art. 4.

- The EB determines the order in which manuscripts are accepted for publication.

- The EB discusses reviewers’ suggestions and comments, and proposes appropriate measures.

- Members of the EB vote on the discussed proposals and suggestions.

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\(^2\) The Research, Development and Innovation Council is an expert advisory body to the Government of the Czech Republic, established by Act No. 130/2002 Coll., for the support of research and development from public funds and the amendment of related acts (Act on the Support of Research and Development), subsequently amended.

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The EB is authorized to establish a further advisory body comprising prominent authorities from the field.

Membership of the EB is not transferable.

Art. 4 The procedure for discussing submitted manuscripts

1. The EB only accepts manuscripts that are submitted in accordance with the instructions stated on the web pages of the Transactions, and which are received no later than the closing date.

2. The EB nominates at least three reviewers for each manuscript. The EB may take into consideration all suggestions and proposals made by the authors in their application form. The EB reviews both the formal aspects of manuscripts (compliance with document templates and completeness) and their conformity with the focus and orientation of the Transactions in accordance with the Art. 1.

3. The EB discusses nominations for reviewers and authorises them by means of a vote. The EB also approves or suggests revisions to formal aspects of manuscripts. Should a manuscript fail to conform with the focus and orientation of the Transactions, the EB is entitled to exclude it from further procedures. In such a case, the EB must provide a written explanation for their decision, which is sent to the authors.

4. The information and materials for review are sent to the first two authorised reviewers. Should any of the reviewers not issue a review or fail to do so within 15 working days, the review is sent to the third reviewer. The same procedure is followed in cases in which the opinions of the reviewers differ.

5. Should it be necessary to appoint additional reviewers, they are appointed by the Chairman of the EB within three working days, in accordance with the procedures and conditions stated in Art. 1.

6. Commentary from reviewers and the EB are forwarded to authors simultaneously. The authors should revise their manuscripts accordingly. Should authors not deliver a final version of their manuscript within ten working days from the date of receipt of the commentary, the manuscript is excluded from further procedures. In an EB meeting, the EB is entitled to extend deadlines and to propose a new date for the delivery of final drafts of manuscripts. The deadline may only be extended for justifiable reasons.

7. Should the reviewers provide any commentary in their review, the author is required to return a revised draft of the manuscript for further review. If the reviewers do not consider their comments and proposals to have been fully addressed by the author, the manuscript is then excluded from further procedures. Unless a reviewer delivers negative commentary within five working days, a manuscript is considered to be authorised by the reviewer.

8. Within three working days, the Chairman of the EB assesses whether the EB’s commentary has been incorporated in the revised draft of the manuscript. It is then passed on to the technical editor, to review its formal aspects. Should the manuscript fail any of these reviews, the author
must correct any deficiencies within five working days, or the manuscript is excluded from further procedures.

9. Only manuscript that are authorised by reviewers and meet formal requirements in accordance with Art. 8, are published.

10. The EB does not provide proofreading or other editorial services to authors.

Art. 5 The Chairman of the Editorial Board of the Transactions

- The Chairman of the EB presides over meetings of the EB and fulfils additional functions in accordance with Art. 4.

- The Chairman of the EB communicates with the editor and informs the EB and the technical editor about the dates, deadlines and other issues important to the activities of the EB.

- At the request of the editor, the Chairman of the EB, or his deputy, is obliged to convene a session of the EB within ten working days.

- The Chairman of the EB issues a report on the activities of the EB, which is sent to all members of the EB and the editor.

Art. 6 Technical editor of the Transactions

- The Technical editor (hereinafter referred to as the TE) is responsible to the editor regarding the formal aspects of the Transactions.

- The TE is responsible for the observance of all terms and deadlines during the preparation and editing of the Transactions, both in printed and electronic online versions. He immediately informs the Chairman of the EB of any disputes and delays. The chairman then decides on any further course of action.

- The Technical Editor communicates with both the authors of manuscripts and their reviewers, and is also responsible for keeping records of the minutes from EB meetings.

- The TE contacts the authors of manuscripts via email. He also communicates final decisions about the acceptance or rejection of manuscripts by the same means. In exceptional cases, based on a recommendation from the EB, the TE may send authors a written communication signed by the Dean of FAST VŠB-TUO.

- The TE communicates with reviewers by email.

- The TE communicates with external members of the EB via both standard and electronic mail.

- The TE keeps minutes of EB meetings, and submits them to the Chairman of the EB. After the Chairman approves the minutes, the TE submits them to other members of the EB.
Art. 7 Meetings and the conduct of proceedings of the Editorial Board of the Transactions

- Sessions of the EB are convened by the Chairman or the Vice-Chairman as required, typically twice a year. If necessary, the session of the EB can also be convened by the publisher.

- The EB makes decisions by means of a vote. A simple majority of votes of all members present is required to insure the validity of EB decisions. In the event of the vote being tied, the Vice-Chairman (or, in the case of his/her absence, his/her deputy) has a casting vote. If necessary, a postal ballot may replace a direct vote.

- The quorum for an EB meeting is three members. The Chairman and deputy must be present.

- Minutes of an EB meeting are kept in accordance with Art. 6, and are signed by the Chairman of the EB or deputy.

Art. 8 Final provisions

- This directive shall take effect on 1. 10. 2016.

Prof. Ing. Radim Čajka, CSc.
The Dean of the Faculty of Civil Engineering, VŠB-TUO

Efficiency since 1. 10. 2016
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