

*Special enactment relating to*

## **Acta Obstetricia et Gynecologica Scandinavica**

1. The Nordic Federation of Societies of Obstetrics and Gynecology (NFOG) publishes a scientific journal entitled "Acta Obstetricia et Gynecologica Scandinavica" (Acta, AOGS). AOGS is owned and managed by NFOG.
2. The yearly number of issues of AOGS to be published shall be decided by the NFOG Board, on recommendation of the Chief Editor and in consultation with the publisher. The Board's decision shall be based on a financial budget from the NFOG Treasurer.
3. AOGS publishes original scientific articles relating to the entire field of obstetrics and gynecology and reproductive medicine, review articles, editorials and other relevant material concerned with current developments within these fields and seeks to further education of readers/NFOG members. This includes devoting space to scientific debate and readers' comments. The journal is published in American English. To qualify for publication, scientific articles shall have been scrutinized by peer reviewers with acceptable results. Conference proceedings and scientific material with a thematic cohesion may be published as supplements or theme issues.
4. AOGS shall publish scientific articles without restriction as regards geographical residence of the authors.
5. AOGS is under the direction of a Chief Editor, who is responsible to the NFOG Board. The Chief Editor is appointed by the NFOG Board for a period of four years. The appointment may be extended by two years on two occasions. In special situations, the appointment can be prolonged by the NFOG Board. The appointment is expected to correspond to a half-time consultancy (or similar post), for which NFOG will cover the loss of income suffered by the appointee by reason of half-time absence from prior ordinary service. The Chief Editor is responsible for the journal being published in accordance with guidelines laid down by the Board. The Chief editor shall represent the journal and its interests within and outwith NFOG, also as regards international collaboration and representation. On entry into financial agreements with third parties, the journal's interests shall be jointly represented by the Chief Editor and the NFOG Chairman and Treasurer.
6. An *Editorial Board* shall exist to support administration of the journal work and to ensure that AOGS achieves as high a standard and reading value and as good an international reputation as possible.
  - 6.1. The *Chief Editor* is chairman of the Editorial Board. The Chief Editor shall develop and uphold working guidelines for the editors and editorial staff and is responsible to the NFOG Board for decision taken on behalf of the journal.

6.2 *Associate Editors* shall be appointed by the five national societies for a period of four years in each case. The number of Associate Editors from each country and their expense allowances shall be determined by the NFOG Board and reviewed every 4 years or if otherwise required. Associate Editor appointments may be extended by two years at a time for a maximum of two times. Specific decisions may be made on international editors or advisors for the journal as well as on junior editor posts. All editorial appointments shall terminate at the time of retirement from a professional career.

6.3. The *NFOG treasurer* is responsible for the overall financial management of AOGS, for presenting the accounts and budget proposals, including the publishers' financial report to be received by contract not later than 1 April each year for auditing by an authorized auditor appointed by the NFOG Board.

## 7.

7.1. In consultation with the Chief Editor and the Editorial Board, the NFOG treasurer shall draw up budget proposal for the next administrative period. The budget proposal shall be based on:

- estimated incomes;
- quotations or tender information from the publishing company in respect of all costs of production, distribution, and marketing and of AOGS,
- costs of the Editorial Board,
- estimated costs of the operation of the editorial office.

7.2. The financial year shall embrace the period 1 Jan – 31 Dec, and the administrative period 1 Jan of the year in which the General Assembly of NFOG is held until 31 Dec of the year before the next General Assembly is to be held. The NFOG treasurer's accounting/budget proposal shall be presented to the NFOG Board for confirmation/approval.

7.3. The Editorial Board may make financial decisions only with reference to the journal's budgeted and financial resources. Other decisions shall be referred to the NFOG Board.

7.4. Remuneration for personal work contributions and expenditure which concern journal activity may need to be paid. To the extent that such remuneration can be foreseen, it should be included in the journal budget. This includes remuneration for the editors' expenses. The Editorial Board may engage individuals or groups of people for specific assignments, such as in guest editor capacity, for statistical or linguistic revision, or similar/related tasks (possible financial consequences: see item 7.3). Decisions involving financial commitments outside of budget shall be taken by the NFOG Board.

8. The Editorial Board shall meet at least once a year.

8.1. The Editorial Board shall consider making use of the most rational and financially advantageous forms of meeting for the resolution of their duties.

8.2. The Editorial Board shall meet when summoned by the Chief Editor or when two members of the Editorial Board so request. The Editorial Board forms a quorum when at least

half of its members are personally present or are taking part in a telephone conference for which notice has been issued.

8.3. Notice to attend an editorial board meeting shall, together with the draft agenda, have been issued at least 14 days before the date of the meeting, unless there are special circumstances that prevent this. Minutes shall be taken at meetings and sent to Editorial Board and Secretary General of NFOG. The keeper of the minutes shall be appointed at the meeting. Voting will be open unless otherwise requested. Decisions will be passed by simple majority unless otherwise specifically enacted. In the event of parity of votes, the Chief Editor's vote will be decisive, other than in secret voting, in which the parity will be resolved by lot. Issues may be decided *in capsulam* if all members of the Editorial Board agree on the decision.

**9.**

9.1 Should the Chief Editor resign during the current term of office, the NFOG Board shall immediately appoint a replacement.

9.2. Should an Associate Editor resign during the current period of office, the national member society concerned shall immediately appoint a replacement.

**10.** A report covering the most recent period of journal administration, shall be submitted by the Chief Editor to the NFOG Board for distribution at the General Assembly of NFOG.

Revised at the General Assembly June 11 2014 in Stockholm