

*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. In each year, the number of issues of AOGS to be published shall be in accordance with the decision of the NFOG Board, on the recommendation of the Chief Editor. The Board's decision shall be supported by a financial calculation drawn up by NFOG's Treasurer, who is also the NFOG treasurer of AOGS.
3. AOGS shall contain original scientific articles relating to the entire subject field of obstetrics and gynecology and reproductive medicine, review articles, editorials and other relevant material concerned with current developments within the subject fields and seek to further education of readers/members.  
This includes to devote space to scientific debate and readers' comments on published material. All material shall be published in the American English. To qualify for publication, scientific articles shall have been scrutinised by reviewers with acceptable results. The option of issuing conference proceedings and scientific material with a degree of thematic cohesion in the form of supplements or thematic issues shall be available.
4. AOGS shall publish scientific articles without restriction as regards the 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 Board for a period of four years. This appointment may be extended by two years on two occasions. In special situations, the appointment can be prolonged. The appointment is expected more or less 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 ordinary service. The Chief Editor is responsible for seeing that the journal is published in accordance with the guidelines laid down by the Board. The Chief Editor is responsible for the journal's ongoing administrative operation in cooperation with the publishers, and shall represent the journal and its interests. On entry into financial agreements with third parties, the journal's interests shall be jointly represented by the Chief Editor and the Federation's Chairman and Treasurer.
6. An *Editorial Board* shall exist to support the carrying on of the business. The Editorial Board shall work to ensure that Acta achieves as high a reading value and as good an international reputation as possible. All editorial appointments shall terminate at the time of retirement from professional career.

The Chief Editor:

is Chairman of the editorial board. It is the responsibility of the Chief Editor to draw up a job description for the editorial staff. The NFOG treasurer is also the Federation's Treasurer.

Nationally-representative Editors:

shall be appointed by the relevant member society for a period of four years in each case, three for each of the countries, except one for Iceland. Their expense allowances shall be determined by the Federation's Board and reviewed every 4

years or if otherwise required. Appointment as a national editor may be extended by two years at a time for a maximum of two times. Specific decision may be made by the federations Board on international editors or advisors for the journal as well as junior editors.

The NFOG treasurer:

shall be responsible for the overall financial management of AOGS and make up the accounts and budget proposals; hand over the documents, including the publishers' financial report, required for the auditing of the business to an authorised auditor appointed by the Board not later than 1 April each year; and with assistance of the publishers, keep up to date the register of the journal's subscribers.

7.

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

- estimated incomes;
- quotation from publishing company or equivalent in respect of all costs of production, distribution, shipping and marketing of Acta, together with certain specified administrative assistance for the editorial board;
- estimated costs of the general operation of the editorial office, including auditing.

The financial year shall embrace the period 1 Jan – 31 Dec, and the period of administration 1 Jan of the year in which the Assembly of Delegates is held until 31 Dec of the year before the next Assembly of Delegates is to be held. The NFOG treasurer's accounting/budget proposal shall be presented to the Federation's Board not later than 1 April for confirmation/approval.

7.2. The Editorial Board may make financial decisions only where the consequences of these are within the bounds of the journal's own available financial resources.

If it is envisaged that an injection of funds from the Federation will be required for the performance of an editorial task, the editorial board will not be competent to take a decision on measures requiring such expenditure. The question shall be referred to the NFOG Board for its ruling.

7.3. Remuneration in some form for personal work contributions and expenditure in the performance of assignments in the area of activity of the journal's Editorial Board may need to be paid. To the extent that such remuneration and its amount can be foreseen, it should be included in the preparation of Acta's budget. Otherwise, such remuneration may not exceed the amount covered by Acta's own financial resources. This includes remuneration for the editors expenses. Decisions regarding the amount and form of remuneration paid to members of the editorial board over and above as confirmed in the 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 of which notice has been issued.

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.

8.3. Issues may be decided *in capsulam* if all members of the Editorial Board agree on the decision.

9. In the performance of its duties the Editorial Board may engage individuals or groups of people for specific assignments, such as *reviewers* to examine the quality of manuscripts submitted, undertake linguistic revision, statistical revision or similar/related tasks (the possible financial consequences of such appointments are dealt with in item 7.3).

10.

- 10.1 Should the Chief Editor or NFOG treasurer resign during the current term of office, the Federation's Board shall immediately appoint a replacement.

- 10.2. Should a nationally-representative editor resign during the current period of office, the national members society concerned shall immediately appoint a replacement.

11. A report covering the most recent period of administration, including the relevant final accounts, shall be submitted by the Editorial Board to the NFOG Board for distribution to the Assembly of Delegates when the Assembly of Delegates is summoned.

Revised at the General Assembly June 17 2010 in Copenhagen