

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). Acta is owned and managed by NFOG.
2. In each year, the number of issues of Acta to be published shall be in accordance with the decision of the NFOG Board, on the recommendation of Acta's Editor in Chief. The Board's decision shall be supported by a financial calculation drawn up by NFOG's Treasurer, who is also the Finance Manager of Acta.
3. Acta shall contain original scientific articles relating to the entire subject field of obstetrics and gynaecology, plus review articles and editorials concerned with current developments within the subject field. In addition, articles may be published of specific value to the further education of readers/members.

If necessary, it should be possible to devote some space to scientific debate and readers' comments on published material. All material shall be published in the American English language. To qualify for publication, original scientific articles shall have been scrutinised by a referee with acceptable results. The option of issuing conference proceedings and scientific material with a degree of thematic cohesion in the form of supplements shall be available.

4. Acta shall publish original scientific articles without restriction as regards the geographical residence of the authors.
5. Acta 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 a maximum of two occasions. 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, Acta'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.

The Chief Editor:

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

The Finance Manager:

shall be responsible for the overall financial management of Acta 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; with the assistance of the publishers, keep up to date the register of Acta's subscribers.

Nationally-representative Editors:

appointed by the relevant member society for a period of four years in each case. Appointment as a national editor may be extended by two years at a time.

7.

7.1. In consultation with the editorial board, Acta's Finance Manager 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 Finance Manager'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 Acta'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 Acta'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. 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 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 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 of the editorial board. 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 sitting 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 *per capsulam* if all voting 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 a referee to examine the quality of manuscripts submitted, undertake language revision etc. (the possible financial consequences of such appointments are dealt with in item 7.3).

10.
 - 10.1 Should the Chief Editor or Financial Manager 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.