

Memorandum of Understanding

Establishing Scientific Publishing Hub – SPH

between

the institutions/individuals, who have signed the non-binding Agreement of Co-operation and thus allow the possibility for further institutions/individuals to join as founder members, provided they have signed the enclosed, non-binding Agreement of Co-operation.

I. Purpose of Memorandum

The main purpose of integrating publishing activities of the above mentioned institutions – hereinafter jointly referred to as the Scientific Publishing Hub – SPH – is to facilitate publishing, distribution, exchange, usage and promotion of scientific research knowledge and higher education teaching/learning methods and skills, published in the form of monographs, periodical publications, scripts, and other materials, mainly in English language.

SPH is not an independent legal entity with a head office, it is an organisational form of co-operation.

II. Aims of the joint activity

In agreement with the authors, the Scientific Publishing Hub (hereinafter SPH) sets out to publish and promote their publications.

The SPH shall obtain the ISBN Number (International Standard Book Number), the ISSN Number (International Standard Serial Number) and the CiP (Cataloguing-in-Publication) data for authors.

III. Requirements for publication

All publications shall be published in electronic version, and may also be available in hard copy. Printing/editing costs are covered by the authors.

The SPH has its own requirements for publications, which are specified in the document Guide for Authors. Authors are also requested to release their work under a Creative Commons Licence.

All printed and electronic publications should include the logo of the publisher on the front page, in recommended size and within the guidelines outlined by the SPH.

IV. Responsibilities of the publisher

The SPH pursues an active publishing policy and solicits authors for submitting manuscripts. Manuscripts can be submitted by the authors; however, the publisher can also invite authors to submit their work by advertising calls for papers on specific research fields. Calls for papers are announced in line with the annual financial plan, publication topic requirements etc.

V. Reviewing process

Reviewers are appointed by the management board. All publications are peer-reviewed and proofread. In addition, the electronic publication is to undergo a technical review. Professional or scientific publications shall be subjected to a standard double blind review, a technical review and proofreading.

Reviewers are typically acknowledged experts in their fields, who hold an equivalent or higher academic title as the author of the manuscript. One of the reviewers may work for one of the founder members of the SPH.

VI. Usage

Publications and materials, published by the SPH may be partly or entirely used for the purpose of research, teaching and private study, provided consent of the author(s) has been obtained.

VII. Principles of joint developments

Each signatory has one representative in the management board. The latter appoints an editor in chief every year. Publishing activities are financed by founder members as well as by promoting the SPH's trademark. The SPH is oriented towards ensuring high standards of quality and excellence.

VIII. General

The Agreement of Co-operation shall expire on the date that is five (5) years after the date of execution, but may be terminated earlier than that date at any time by either party upon the giving of one (1) month's written notice to the other.

The terms of this Memorandum may be amended at any time by agreement in writing between the parties.

This Memorandum of Understanding shall be effective upon the signature of the Agreement of Co-operation. By signing it you are confirming that you agree with its terms.