

2. 5. Rule Book of the Journal *Metalurgija*

Amendments to the Rule Book of the Journal *Metalurgija*

Editorial Board of the Journal *Metalurgija*

Based on the Rule Book of Croatian Metallurgical Society, Article 21., Paragraph 2., 3., Editorial Board of the Journal *Metalurgija* on its session held on 19 June 2006 has adopted

RULE BOOK on the Journal *Metalurgija*

1. Starting point for this “Rule Book” is the Rule Book on the Journal *Metalurgija* that was adopted by Publishing Council of the journal *Metalurgija* on 7 May 1991. Little modifications were necessary because the Act on Publishing Activities in the Republic of Croatia anticipated no publishing councils for single Journals. Consequently, the Publishing Council of Journal *Metalurgija* suspended its activities in 1993 (List of members of the Publishing Council was no longer published in *Metalurgija* (1993) 3). The competences and obligations of Publishing Council are transferred to Editorial Board or Publisher (i.e. co-publisher) or Founder of the Journal.
 2. The term of office of the Editor-in-chief is four years. Editor-in-chief can be re-elected by Editorial Board. The number of terms is not limited.
 3. Editor-in-chief is authorized to choose, appoint and discharge the members of Editorial Board, Deputy Editor-in-chief, Technical Editors, Linguistic Advisers (Croatian, English and German language) and other assistants.
 4. Editor-in-chief, with the purpose to raise the level of the Journal *Metalurgija* to the worldwide level, select as well the members of Editorial Board in Croatia as abroad. The International Editorial Board may count 15 members at most (including Editor-in-chief).
 5. The members of the Editorial Board need to be well-known scientists with their works published in recognized world periodicals, by their vocation at least senior research fellow (full professor) with at least one re-election and must be able to speak two world languages (one of them must be English).
 6. The members of Editorial Board cover special scientific (professional) fields in metallurgy as follows:
 - physical metallurgy and materials,
 - processing metallurgy (non-ferrous and ferrous metallurgy),
 - mechanical metallurgy (manufacturing, energy supply, ecology etc.),
 - related (adjoining) professions: mechanical engineering, chemistry, physics etc.
 7. The members of Editorial Board are not representatives of legal persons of their firms but they are physical persons as prominent scientists from inland and foreign countries.
 8. In the International Editorial Board - for the reason of reducing editorial costs - each member of Editorial Board will in his scientific (professional) field independently give suggestions for a reviewer (or personally make such reviews but not more than 5 per year).
 9. The narrow part of the Editorial Board (Editor-in-chief and Technical Editors) is empowered to overtake the articles and deliver them to the members of Editorial Board to choose reviewer (according to the Article 8). At the session of the narrow part of the Editorial Board a minutes is taken down and the sessions are held 4 times a year at least.
 10. Each member of the International Editorial Board must receive every issue of the Journal *Metalurgija* so that he may send his written remarks if wished and necessary. In this way, in view to reducing financial costs, the session of the International Editorial Board may be held at least once in two years. In case of their absence, the members of the Editorial Board can send their approvals or disapprovals of particular items on the agenda or else designate a proxy. A member may not be absent from more than 4 meeting in succession. On these sessions minutes are taken. At the same time, the members of Editorial Board in inland and in foreign countries are completely equalized in their rights and obligations.
 11. The term of office of all the members of Editorial Board, Technical Editors and others is not limited. It depends

only upon the results and assistance in the publishing of the journal *Metalurgija*, which is appraised by the Editor-in-chief (s. Article no. 3. of this Rule Book). Every appointed member may submit his resignation if he wishes. The Editor-in-chief is recommended to invite such a member to talks and explanation (if the members in resignation responds to the written invitation of the Editor-in-chief).

12. The circle of foreign authors must be expanded. In order to increase the level of the Journal to the worldwide level, the papers from abroad are desirable to be written predominantly in English.
13. Publishers (i. e. co-publishers or founders) provide the necessary financial assets for the publishing of the journal *Metalurgija*. The Editor-in-chief is charged with financial operations of the Journal *Metalurgija*. Specially, he provides - if possible - additional financial assets (he submits written requirements to many competitions, look for donors, organizes various conferences). By his own choice he appoints a phototypesetter, printing etc.
14. Membership in Editorial Board is voluntary. The authors are not paid equally. The assets have to be provided for other staff members (Editor-in-chief, Technical Editors, Linguistic advisers and other ancillary staff). The value of these works and tasks is determined on the level of previous Rule Book for the related Journal "Strojarstvo" which, being within everybody's reach, is not written herewith (eg. the salary of the Editor-in-chief is leveled with the salary of assistant professor, the salary of Technical Editor is 30 % level of the salary of assistant professor and so on).
15. Finances of the Journal *Metalurgija* are managed on the bank account of the publisher or founder with a separate sub-account. The cosignatory of financial documentation for the Journal *Metalurgija* must be the Editor-in-chief. The Editor-in-chief is entitled to choose the drawing account on which the finances of the Journal *Metalurgija* (publisher or founder) are conducted.
16. The Rule Book may be modified in the same way as it was adopted. This Rule Book comes into force immediately.