

# **THE MASS MEDIA EDITORIAL BOARD CHARTER**

## **of "ELECTRONIC SCIENTIFIC EDITION ALMANAC SPACE AND TIME"**

### **License and Register no. ΦC77-49293, dated 6 April 2012**

This Charter is the main inner document that covers the Editorial Board activity and its communication with different legal entities and natural persons.

#### **1. The Journal Founder of the Electronic Scientific Edition Almanac Space and Time**

**1.1.** The Founder of Electronic Scientific Edition Almanac Space and Time, hereinafter to be referred in the Charter to as the "Journal", – is the Autonomous Non-Commercial Organization Scientific-Publishing Center "Space and Time"; Main State Registration Number 1117799006490, note in Unified Register of Legal Entities made 13 April 2011;

Address:

15-2-12, Academician Volgin str.,

Moscow, 117485,

Russian Federation

Tel.: +7(495)336-11-49, +7916-534-74-95;

hereinafter to be referred in the Charter to as the "Founder".

#### **2. The Journal Editorial Board**

**2.1.** Official name is the Editorial Board of Electronic Scientific Edition Almanac Space and Time, in the Charter - Editorial Board.

**2.2.** Editorial Board is located: 15-2-12, Academician Volgin str., Moscow, 117485, Russian Federation.

**2.3.** The Editorial Board provides its activity in terms of professional independence and financial dependency from the Founder.

**2.4.** The Editorial Board is controlled by Editor in Chief implementing his/her authorities in terms of current Charter and Russian Federation legislation system.

**2.5.** Editor in Chief can decide to organize any of the Editorial Board branches or specific editing structures.

**2.5.1.** (as amended on 18 March 2016 and 5 August 2018) Youth Editorial Board is not independent part (specific structure) of Editorial Board.

#### **3. The Founder status, rights and assumptions**

**3.1.** The mass media Founder confirms the current Charter, its changes and additions, can be the only juridical person to appoint (excepting the cases, fixed in Russian Federation legislation system) the Editor in Chief and Journal Director and has the only right to dismiss them. All changes and additions to the current Charter and also any its new versions have the legal validity only after appointing it by the Founder.

**3.2.** The Founder with the Editor in Chief's approval can transfer partly or fully the rights and obligations on the current Charter to the third person.

**3.3.** The Founder is the owner of all financial funds, and also the property, acquired as the result of Editorial Board structures and branches' creative and project activities.

**3.4.** The Editorial Board registration process (except Youth Editorial Board) as the juridical person can only be done via official written agreement of the Founder.

**3.5.** The Founder can independently dispose all the Journal merchandise or merchandise as the result of the Editorial Board creative and project activity and its branches and structures. Everything does in terms of the Main and Additional forms of the Founder activity, except the cases fixed in Russian Federation legislation system, incomes received as the result of both his/her activity and Editorial Board activity and its branches and structures.

**3.6.** The Editorial Board and all its structures and branches function on non-commercial basis. In special occasions the Founder can confirm the form, system and amount of Editorial Board members' labor payment.

**3.7.** The Founder determines the number of Journal copies and final price for all forms of activity, connected to the Journal projects and functioning, its Editorial Board and all the Journal branches and structures.

**3.8.** The communication between the Founder and the Editorial Board is based on current Charter and in terms of current Russian Federation legislation system.

#### **4. The Editorial Board status, its rights and assumptions**

**4.1.** The Journal Editorial Board is not the juridical person and does not have separate budget or property.

**4.2.** The Journal Editorial Board can decide to establish separate budget via competent major voting, however, it will be controlled by the Founder.

**4.3.** The Editorial Board can access the Charter text (current version) and all the recommendations to improve or change it via competent major voting.

**4.4.** The Editorial Board, while planning and preparing their work on publication, establishes the main Journal development direction.

**4.5.** Editorial Board provides the inner examination and prepares all the upcoming materials for the Journal Issues, including stylistics and illustrations.

**4.5.1.** Editorial Board has the right to make editing corrections without any permission from the author (without distinction of their position or degree in scientific community, Editorial Board or Editorial Council), if Editorial Board members have quality claim to the received materials.

**4.5.2.** (as amended on 18 March 2016). If the amount of corrections is over 30% of the received material, Journal Editorial Board member has the right to claim for the coauthor status; If more than 50%, the editor's full name is placed on the first place among other authors of received material.

**4.6.** The Editorial Board can independently plan its creative activity, establish its own correspondent points in Russia and abroad. The Editorial Board is also engaged in informational and project activity in terms of autonomous non-commercial organization Scientific-Publishing Center "Space and Time" and

**4.7.** The staff of the Editorial Board is entitled to make recommendations to the Editor in Chief regarding their professional activities.

**4.8.** Members and employees of the Editorial Board have rights and obligations in accordance with the current legislation of the Russian Federation and are guided in their professional activities by the Law of the Russian Federation "On Mass Media", as well as by other legislation of the Russian Federation.

**4.9.** The staff of the Editorial Board is formed by the Editor in Chief, as well as by the members of the Editorial Board (with the exception of the Youth Editorial Board) in coordination with the Editor in Chief. Membership in the Editorial Board is voluntary and is carried out on a non-commercial basis. Membership in the Editorial Board of each new member is approved by the Editor in Chief.

**4.10.** Youth Editorial Board is not the juridical person, do not have its own budget, specific property and is not able to have one.

**4.10.1.** Youth Editorial Board takes part in forming the Scientific Edition Youth Issues and Youth Headings, creating the local communities in social media and communicates with their members according to the policy of Editorial Board and Scientific Edition.

**4.10.2.** Youth Editorial Board's members are able to advice on the main subject of their professional special and share their point of view to the Editor in Chief.

**4.10.3.** Youth Editorial Board's members do not take the decision to change the Editorial Charter, except the cases when they are included in the Editorial Board.

**4.10.4.** Youth Editorial Board's members are able to have technical positions in Editorial Board, if Editor in Chief has decided that.

**4.10.5.** The structure of Youth Editorial Board is formed by Editor in Chief and the Editorial Board members from the elder years of universities, Master's degree programs' students, post-graduates under 35 after submission to the Editor in Chief and approval by the Editor in Chief.

**4.10.6.** The structure Youth Editorial Board includes the secretary, editors and consultants, approved or appointed by Editor in Chief:

**4.10.6.1.** The secretary of Youth Editorial Board:

- a)** coordinates its connection with young authors and other youth scientific communities and creative groups, including Internet media. Moreover, the Youth Editorial Board secretary coordinates the work on technical, organizational, communicatory issues and representative issues of the editing, creative and project activity of the Youth Editorial Board strict to the written instructions from Editor in Chief;
- b)** together with the Editor in Chief and Director of the Journal or due to the written assignment, or due to the power of attorney, the secretary plays the representative role of the Youth Editorial Board in all the presentations, conferences or talks strict to the given instructions or letter of attorney, and report about that within three days term;
- c)** the Youth Editorial Board secretary on behalf of the Editor in Chief and in the interests of the Journal's policy register the accounts in social media, forms the internet communities, looks at the content, updates, provides the moderation of the community, and gives access the Editor in Chief to the accounts of the Editor in Chief, all the Youth Editorial Board members, mentors of the Youth Editorial Board projects, and Journal web-administrators, applied by the Editor in Chief;
- d)** the Youth Editorial Board secretary provides informational and technical support in terms of Journal and its Youth Editorial Board policy. Youth Editorial Board secretary is not allowed to hold any financial, juridical or administrative operations, if they are not led by the strict assignment or under the direction of Editor in Chief, Journal Director or Chief Editor;

**4.10.6.2.** All Youth Editorial Board members:

- a)** according to their professional skills and knowledge provide the preliminary review of the upcoming materials sent to the Editorial Board via e-mail by the young authors – participants of the main Journal projects;
- b)** prepare the whole amount of materials for the publication in the Youth Thematic Issues. Including the error of style corrections and finding the proper illustrations:
- c)** communicate with the young authors on the quality of their materials sent to the Editorial Board, and provide full methodologic support for them:

**4.10.6.3.** The Editorial Board advisors consult their Editors on the design and other technical questions, referred to the publishing, creative and project processes in Youth Editorial Board

**4.10.6.4.** In case when any of the Youth Editorial Board members do not have necessary skills/qualifications to prepare the young authors' issues and/or the main rubrics of the Journal Editor in Chief sends the received materials of young authors to the Editorial Board members to write the inner review and to the external reviewers without approval of the Youth Editorial Board members.

**4.10.7.** Youth Editorial Board plans its creative, project and other activity in terms of the Russian classifier of the economic activity of ANO Scientific-Publishing Centre "Space and Time" by the power of attorney of the Founder, his/her written decision and / or contract with the Founder and under the direction with full reporting both to the Founder and Journal Director.

**4.10.8.** The work of the creative and project activity of Youth Editorial Board is regulated by Editor in Chief and/or appointed mentors from the Editorial Board.

**4.10.8.1.** Publishing, creative and any project activity of the Youth Editorial Board members is the common cause of the Youth Editorial Board regardless of authorship ideas of each specific project;

**4.10.8.2.** Editor in Chief can form the Editorial Board to prepare the specific Young Authors' Issue from both the Youth Editorial Board members and invited participants of the publishing project;

**4.10.8.3.** The measurement, participation level of each Youth Editorial Board member and Editorial Board of specific Young authors' Issue, and also the current and further status of each Youth Editorial Board member and Editorial Board of specific Young authors' Issue in actual and any future publishing, creative and any other activity is provided by Editor in Chief and the appointed mentor of the project from the Youth Editorial Board members;

**4.10.8.4.** Editor in Chief and the appointed mentor of the project from the Youth Editorial Board members estimate the main results of each Youth Editorial Board member, based on the information of his/her activity having taken from both authors/customers' and other Youth Editorial Board members' feedback or from other Editorial Board branches. Editor in Chief also takes decision whether any of the projects are perspective and advisable to extend and determines the possibility and status level for the Youth Editorial Board and any of its members;

**4.10.9.** Youth Editorial Board members build their interaction between each other, Editorial Board members and the Journal Administration based on mutual respect and each member's contribution to the overall issues and joint Journal activity, benevolence, compliance with the business etiquette. It is strictly prohibited to clarify the superiority and the degree of contribution of each member to particular creative, publishing or other project, including commercial ones. It is unacceptable to use the bossy command tone and arrogance towards any of the Youth Editorial Board members, Journal Administration and any other Editorial branch.

**4.10.10.** All Youth editorial Board members' correspondence concerning publishing, creative and other project activities is necessarily and fully copied to the Editor in Chief, the Journal Director and the appointed project mentor. All notifications and surveys on the events within the scope of the Journal and on its behalf are carried out only via the corporate Youth editorial Board and the Editor in Chief e-mail.

**4.10.11.** According to the Russian Federation legislation, the Editor in Chief, been only head of the Journal and all his/her divisions, including the Youth Editorial Board, is the official head of all Youth Editorial Board projects. Editor in Chief also considers the materials for the further Youth Editorial Board project, sends these materials to expert review and, in case of the positive results, approves or appoints the executive in charge of this project among the Editorial Board members or Youth Editorial Board members. Appointed executive editor does not have the authority to be the Head of this project.

**4.10.12.** Whether the Secretary or any Youth Editorial Board member stops his/her work as part of Journal Editorial Board's activity, as both project mentor, Editorial Board member, and Journal Administration worker, Editor in Chief deprives those the administrative or moderation access to the Journal accounts in social network or corporate e-mail.

**4.10.13.** The Editorial Board members are guided by the interests of the Journal and its Editorial Board, this Charter and the current Russian Federation legislation.

**4.10.14.** It is not allowed to realize any commercial services and/or informational activity on behalf of the Journal without the written permission and/or letter of attorney given by Editor in Chief and/or Journal Director. The Journal Administration reserves the right to resolve these situations in terms of Russian Federation legislation system.

**4.11.** The Youth Editorial Board members are guided by the Russian Federation Law "On mass media", other Russian Federation, legislation system, as well as the Charter and internal regulations of the Editorial Board.

**4.12.** Membership in the Editorial Board and all its structures can be terminated in case of:

**4.12.1.1.** voluntary withdrawal of Editorial Board member;

**4.12.1.2.** by the decision of a simple major voting (except for the Editor in Chief and the Journal Director, who cannot be derived from Editorial Board);

**4.12.1.3.** if Editorial Board member has not provided any internal review without a valid reason for the six months and sent it via e-mail to the Editor in Chief or other Editorial Board members;

**4.12.1.4.** if in case of regular (more than three times in a row) any Editorial Board member has shown an unfair (unprofessional) attitude against the duties on preliminary review(editing work) received materials from

the Editor-In Chief or other Editorial Board members, as well as in case of regular (more than three times in a row) unfair (unprofessional) attitude against his/her duties as the Journal author (by sending low-quality materials and offering for publication, which are inconsistent to the Journal concept; propose to publish factual inaccurate materials; showing both inconsistency or inaccurate attitude towards the rules of publication, placed in the Journal and on its website, and do not follow them at all);

**4.12.1.5.** if he/she has broken the terms either financial or corporate ethics by:

- 4.12.1.5.1.** taking charges for publication in the Journal without informing, written agreement and/or power of attorney given by Editor in Chief and the Journal Director;
- 4.12.1.5.2.** self-publication and/or let any other Journals publishing materials from the Editorial Board portfolio prior to their publication in the Journal – both with or without payment;
- 4.12.1.5.3.** negative PR-work of both the Journal and its Administration, Editorial Board members and any of its branches and structures, as well as the Editorial Council;
- 4.12.1.5.4.** disloyalty to the Editor in Chief, the Journal Director, other Editorial Board members and all its branches and structures, including the Youth Editorial Board, Editorial Board members and/or breaking the rules of business etiquette by showing no professional attitude to these persons;
- 4.12.1.5.5.** giving the right to make administrative, management, financial and/or juridical decisions to oneself, as well as the right to act on behalf of the Journal, the Editor in Chief and/or the Journal Director without their written permission, strict instructions, or power of attorney;

**4.13.** The Editorial Board members are guided in terms of Journal and the Editorial Board's policy, this Charter and the current Russian Federation legislation system.

**4.14.** If any current or former Journal Editorial Board member from all Editorial Board branches and structures implements the informational and/or commercial activities, as well as provides various services on behalf of the Journal, its Editor in Chief and/or Journal Director without written permission and/or power of attorney given to that person, the Journal Administration has the right to resolve this situation in the legal field of the Russian Federation legislation system.

## **5. Editorial Board Issues**

**5.1.** The Journal is oriented to the wide range of readers: researchers, faculty members, graduate students and anyone interested in scientific and applied problems of Space and Time. The main tasks, which the Editorial Board and all its departments deal with, include:

- 5.1.1.** Collecting and distributing the information about issues of Space and Time, and other different forms of matter in Space and Time in such fields as philosophy, history, political science, social science, cultural studies, studies of art, philology, physics, geology, geography, medicine, biology, ecology and economics;
- 5.1.2.** Developing strict and scientifically reasonable system of views on the problems of Space and Time in all its difficulties and diversities.
- 5.1.3.** Creating the perfect soil for discussions between specialists in humanity or natural science and STEM sciences (science, technology, engineering and mathematics) on the problem of Space and Time.
- 5.1.4.** Forming the axiological "coordinate system" which will become the vector for both scientists and citizens in Space and Time in all its diversities as a basis to strategic thinking.
- 5.1.5.** Assisting in incorporation the contemporary achievements in humanities to the educational process, natural science and STEM sciences in the high school education.
- 5.1.6.** Granting an opportunity for both established and young researchers to publish their scientific issues.

## **6. Editorial Council status, its rights and assumptions**

**6.1.** The Journal Editorial Council has not the juridical status, separate budget, property and have no right to have any.

**6.2.** The Editorial Council structure is established by Editor in Chief and Journal Director. Membership of any new participant in Editorial Council is also approved by Editor in Chief. Membership in Editorial Council is a voluntary work and realizes on non-commercial basis.

**6.3.** Editorial Council has the right to recommend to Editor in Chief and Editorial Board members any changes and vectors of Journal activity during preparing and planning of publications and ways to develop it and offer its forms and kinds of creativity.

**6.4.** In its activity, Editorial Council works only in the interests of the Journal, current Charter and Russian Federation legislation system.

**6.5.** Journal Editorial Council has the right to make preliminary review on the received materials and work as experts for any kind of controversial science, creative or ethical issues due to the Editor in Chief and/or Journal Director requests.

**6.5.1.** In case of any conflicts between authors and editorials (including other Journal members or Editorial Council members) mentioned in 6.5. of the current Charter on the received materials, Editorial Council members must provide the written review or/and written opinion letter to the Editor in Chief.

**6.5.2.** It is enough of one written expert opinion on Editorial Board's member for Editor in Chief to resolve any kind of conflicts mentioned in 6.5. of current Charter.

**6.6.** Editorial Council members have the right and assumptions to rely on the Russian Federation law "About Mass Media» and other laws in terms of current Russian Federation legislation system.

**6.7.** Membership in the Editorial Council and all its structures can be terminated in case of:

**6.7.1.** voluntary withdrawal of Editorial Council member;

**6.7.2.** if he/she has broken the terms either financial or corporate ethics by;

**6.7.1.1.** taking charges for publication in the Journal without informing, written agreement and/or power of attorney given by Editor in Chief and the Journal Director;

**6.7.1.2.** self-publishing and/or providing other editions any materials from among manuscripts in Editors' hand before they are published in the Journal – both for payment and without charge;

**6.7.1.3.** negative publicity of both the Journal and its Administration, Editorial Board members and any of its branches and structures, as well as the Editorial Council;

**6.7.1.4.** disloyalty to the Journal, the Editor in Chief, the Journal Director, other Editorial Board members and all its branches and structures, including the Youth Editorial Board, Editorial Board members, Editorial Council members and/or breaking the rules of business etiquette by showing no professional attitude to these persons;

**6.7.1.5.** giving the right to make administrative, management, financial and/or juridical decisions to oneself, as well as the right to act on behalf of the Journal, the Editor in Chief and/or the Journal Director without their written permission, strict instructions, or power of attorney;

**6.8.** In case any of the activities mentioned in 6.7.2.1.4 and 6.7.2.1. of the current Charter by the Journal Internet community member, Editor in Chief dismisses that person from the Internet community

**6.9.** If any current or former Journal Editorial Council member from all Editorial Board branches and structures implements the informational and/or commercial activities, as well as provides various services on behalf of the Journal, its Editor in Chief and/or Journal Director without written permission and/or power of attorney given to that person, the Journal Administration has the right to resolve this situation in the legal field of the Russian Federation legislation system.

## **7. The Editor in Chief status. His/her rights and assumptions**

**7.1.** The Editor in Chief coordinates the working process of all Editorial Board branches, defines the main concept of the Journal and the quality of publishing materials in accordance to the reading public, and also defines the structure and content of the Journal rubrics and issues,

**7.2.** Together with the Journal Director approves and invites the new Editorial Board members, all its branches and structures;

**7.3.** Editor in Chief also organizes the order of materials for publication and all the preparations for publication and printing, considers the main issues in creative activity.

**7.4.** Together with the Founder and Journal Director, Editor in Chief carries out planning and management of the Journal project activities, its Editorial Board and all its branches and structures.

**7.5.** Editor in Chief carries out joint creative projects with the Editorial Boards of other Journals, organizations or individual people.

**7.6.** Informs the Internet community Journal members about the upcoming events and the publishing, creative and project activity news of the Journal and its Editorial Board, monitors the compliance with ethical standards within the Internet communities of the Journal.

**7.7.** The Editor in Chief acts on behalf of the Editorial Board and all its branches and structures, represents the Editorial Board interests in accordance with its laws, goals and issues, gives the instructions and orders, which are required to follow by all the Editorial Board members, its branches and structures, hire the new workers and dismiss them.

**7.8.** Together with the Journal Director, Editor in Chief represents the interests of Editorial Board, its members and employees, branches and structures in relations with citizens, associations, enterprises, institutions, organizations, state bodies, etc.

**7.9.** The Editor in Chief acts in terms of the Journal interests and the interest of its Editorial Board, current Charter and Russian Federation legislation system.

## **8. The Journal Director status, his/her rights and assumptions**

**8.1.** The Journal Director provides the legislative and financial control to the Journal activity, its Editorial Board and all the branches and structures, and monitors the compliance with ethical standards within the Journal Editorial Board and Editorial Council members, all the Journal branches and structures;

**8.2.** Together with the Editor in Chief approves and invites the new Editorial Board members, all its branches and structures;

**8.3.** Together with the Founder and Editor in Chief, Journal Director carries out planning and management of the Journal project activities, its Editorial Board and all its branches and structures.

**8.4.** The Journal Director acts on behalf of the Editorial Board and all its branches and structures, represents the Editorial Board interests in accordance with its laws, goals and issues, gives the instructions and orders, which are required to follow by all the Editorial Board members, its branches and structures, hire the new workers and dismiss them.

**8.5.** Together with the Editor in Chief, Journal Director represents the interests of Editorial Board, its members and employees, branches and structures in relations with citizens, associations, enterprises, institutions, organizations, state bodies, etc.

**8.6.** The Journal Director acts in terms of the Journal interests and the interest of its Editorial Board, current Charter and Russian Federation legislation system.

## **9. The Editorial Board dissolution**

**9.1.** The Editorial Board can be terminated by the decision of the Founder or the Court decision

**9.2.** The Journal Editorial Board termination is carried out in accordance with the Russian Federation legislation system

## 10. Final provisions

**10.1.** The Charter is adopted unanimously at the general meeting of all Editorial Board members, Journal Administration and commence on the date of signing.

**10.2.** The Charter is written on ten sheets, signed in three copies in Russian language. It was translated into English (April 8, 2019). First copy of the Charter goes to the Editor in Chief, second – to the Founder, third one, in terms of Russian Federation legislation goes to Federal Supervision Agency for Information Technologies and Communications.

## 11. The signatures of the Founder and Editorial Board

On behalf of the Journal Administration,  
Editor in Chief:



Olga N. Tynyanova, Ph.D., M.Sc.

On behalf of the Founder,  
Editorial Council Chairman of  
ANO Scientific Publishing Centre  
"Space and Time"



Ivan A. Kalashnikov, Ph.D.

Executive Director of  
ANO Scientific Publishing Centre  
"Space and Time"



Olga N. Tynyanova, Ph.D., M.Sc.