

DEED OF FOUNDATION

Institutiones Administrationis

JOURNAL OF ADMINISTRATIVE SCIENCES

English-language international scientific journal

I. Journal details

Name: **Institutiones Administrationis - Journal of Administrative Sciences**

Founder: Dr. Gábor Hulkó and Dr. András Lapsánszky

Seat of Founder: H-9026 Győr, Áldozat utca 12, Hungary

Year of foundation: 2021

Publisher: UNIVERSITAS-Győr Szolgáltató Nonprofit Kft.

II. Activity

1. History

The predecessor of the electronically published journal was established as an English-language international journal of public administration, the study of governance and public financing entitled “Public Governance, Administration and Finances Law Review”, edited and published by Wolters Kluwer Hungary Kft. and first appearing in 2016. Even at the very beginning it was of paramount importance to establish and organise widespread international cooperation under the aegis of the journal, especially among the “Visegrád countries”. Consequently, the representatives of around 25 universities, mostly foreign institutions, took part in running, organising and editing the journal. The international scientific community thus established was able to rely and build on an outstanding and unparalleled professional background, which ensured the continuous operation of the journal. The founding rights were transferred to the Hungarian University of Public Service, which maintained the strong international character of the journal and its diverse contributors, thereby ensuring its continuity as well as the high-quality research and publications in the scientific topics embraced by the journal. It became inevitable to subject the journal to a complete renewal and restructuring due to the continued significant strengthening of the international and Hungarian cooperation in the journal, the growth of support and institutional interest as well as the increasingly determined focus on the discipline of public administration. The main element and aspect of this renewal was that besides sustaining and further improving the international scientific cooperation and community created by the journal, the scope of theoretical topics should focus on public administration, i.e. its disciplinary field should solely encompass public administration in the broader sense.

2. Aims

The journal's primary objective is to become both a top quartile international journal of the highest scientific and professional quality and rank, and based on its CEE collaboration a dominant international scholarly forum, one that is open to high-quality scientific publications, professional discourse and debate, synthesising scientific opinions, and comparative research from all over the world.

Although the journal is international, special emphasis is still placed on developing and strengthening the scientific, educational and research relations of the Visegrád countries.

In terms of its agenda and topics the journal is mainly theoretical and scientific in nature, but it is equally open to legal case-studies and analyses, exploring and debating issues of public policy, acting as a scientific forum, and reviewing books.

As indicated by the journal's title, it is a journal of public law and administration covering the areas of public administration, public services (and their organisation), public management, public finances and economic governance.

III. Operation

1. Editorial Board

The Editorial Board is a consultative and review body comprising esteemed scholars of the discipline of public administration. Editorial Board members are commissioned by the decision of the Editor(s)-in-Chief based on a joint proposal of the Editorial Office and the chairman of the Editorial Board.

Members of the Editorial Board contribute to improving the journal's scientific standard to the best of their scientific and professional beliefs. Members are not remunerated.

To achieve the objectives of the Journal, the Editorial Board shall, in particular:

- evaluate the published issues of the given year and make suggestions for the Journal's further development,
- make suggestions for publishing special thematic issues,
- accept the guidelines for the content, structure and form of publication based on the Editorial Office's proposal.
- discuss and define the scientific directions and principles of the Journal, "visibility" aspects, indexation goals, and

- make proposals for international events organised under the aegis of the Journal, and for the focal areas and timing thereof.

2. Frequency of publication

The Journal is published twice a year, in June and November.

3. Form of publication

The Journal is published in an electronic format.

4. Online access to the Journal: administrativescience.com

5. Length of the Journal

Each issue has between 6 and 10 authors' sheets, depending on the total length of the papers accepted for publication.

6. Structure of the Journal

- cover,
- data on Editorial Office and Editorial Board,
- colophon page, table of contents,
- articles

7. Rules applicable for manuscripts and publishing

7.1. Manuscript submission and acceptance

Authors shall submit their manuscripts to the Editorial Office. The formal and structural requirements for the manuscripts can be found in the guidelines published online.

- After submitting the manuscript, the Editorial Office decides whether the manuscript is suitable for further review.
- The Editorial Office either commissions the reviewers (two independent reviewers – double-blind refereeing procedure), or informs the author that the manuscript has been rejected (e.g. manuscript does not fit into the Journal's thematic scope, or it is clearly unsuitable for publication based on its content or form).
- Based on the two reviewers' opinions, the Editorial Office either accepts the submission, calls upon the author to revise or review it, or rejects the study.
- Authors shall submit revised manuscripts to the Editorial Office. If another review is required, the process starts over again.

7.2. Rules of double-blind peer review

- If a manuscript submitted to the Editorial Office is suitable for review, i.e. its subject matter is aligned with the thematic scope of the Journal, and a proper professional review of the manuscript can be ensured, the Editorial Office commissions the reviewers based on a previously compiled database.
- The review process is anonymous to both the reviewers and the authors (“double-blind peer review”).
- The detailed rules of the reviewing system can be found in the guidelines published online.
- Once commissioned, the reviewers prepare their evaluation of the manuscript, covering its shortcomings and making detailed suggestions to the Editorial Office for a potential revision.
- The Editorial Office either accepts the manuscript, or by sending the reviewers’ opinions it asks the author to revise it, or the manuscript is rejected entirely.
- If requested by the Editorial Office, the author shall revise the manuscript and send it back to the Editorial Office.
- If a further review is deemed necessary by the Editorial Office, the process starts over again.

7.3. Publishing

After the Editorial Office finalises the manuscripts for publication, it begins the publishing process:

- The commissioned copy-editor copy-edits the manuscript and makes suggestions for textual amendments.
- Proofreading in English is provided by the Editorial Office.
- Textual amendments are approved or rejected by the Editorial Office after consultation with the author, if necessary.
- The page-proof manuscript is sent to the Editor(s)-in-Chief.
- If necessary, the imprimatur (PDF) is sent to the author.
- Publishing (preparing e-publication, publication on the Journal’s website).

8. Organisation and running of the Journal

The manager(s) of the Journal is(are) the Editor(s)-in-Chief. The Editorial Office, the Editorial Board and the Editorial Review Board ensure the Journal's continuous publication. The Editorial Office carries out the operative tasks necessary for the Journal's publication, the Editorial Board provides support for ensuring and further developing the Journal's scientific quality and visibility, while the members of the Editorial Review Board perform tasks related to the professional reviewing of each issue.

The editors and the chairman of the Editorial Board are commissioned by the Editor(s)-in-Chief. They may only be removed by mutual consent or due to the repeated and continuous infringement of their obligations regarding the running of the Journal.

9. The Editorial Office

The Editorial Office comprises the Editor(s)-in-Chief, three (3) Editors and the Journal Manager. The Editorial Office decides on every matter not referred to the Editorial Board's exclusive competence by this Deed of Foundation, in particular:

- previewing the received manuscripts,
- commissioning the independent reviewers,
- ensuring continuous contact with the authors, providing information about the status of the acceptance of manuscripts,
- providing guidance on the compilation of current issues,
- organising Journal events,
- keeping records of the received manuscripts, reviewers' opinions, and other relevant matters affecting the Journal in accordance with the relevant data protection regulations.

The Editors and the Journal Manager work under the guidance and according to the instructions of the Editor(s)-in-Chief, as well as according to their own scheduling and working hours.

The Editorial Office is responsible for communicating and consulting with the Chairman and the Members of the Editorial Board, the authors and the reviewers, as well as for registering

users, managing the Journal's website, creating and editing the peer-reviewed and edited articles, and uploading the final issue received from the Publisher to the website.

The Journal Manager is responsible for monitoring and organising the running of the Journal, as well as for coordinating the work and tasks of the Editorial Office and the Journal.

Members of the Editorial Office:

Editor-in-Chief: Dr. András Lapsánszky (lapsanszky@nmhh.hu)

Editor-in-Chief: Dr. Gábor Hulkó (gabor.hulko@email.cz)

Editors: Dr. Anikó Kőhegyi-Zeller (kohegyi-zeller.aniko@nmhh.hu)

Dr. Attila Nagy (nagy.attila@nmhh.hu)

Dr. Márta Pokorádi (pokoradi.marta@nmhh.hu)

Journal Manager: Dr. Renáta Orosi (orosi@nmhh.hu)

10. Editorial Review Board

The reviewers commissioned from among the members of the Editorial Review Board are responsible for determining the scientific standards and professional quality of the specific articles. Its members comprise esteemed scholars of public administration. Members of the Editorial Review Board are commissioned based on the decision of the Editor(s)-in-Chief.

Members of the Editorial Board contribute to the improvement of the Journal's scientific standards to the best of their scientific and professional beliefs. Members are not remunerated.

11. The Journal's scientific and international visibility

The organisational and human resources for running and managing the Journal are provided by the Editorial Office. In accordance with 21st century criteria of scientific visibility, the journal is published continuously, twice a year. The priority is to continuously expand the scientific indexation of the journal, thus to appear for example in the Social Sciences Citation Index of the Web of Science platform, in the Scopus database and in other

prestigious and acknowledged scientific databases. The records of the published studies are automatically added to the Database of Hungarian Scientific Works (Hungarian abbreviation: MTMT). Using the Open Journal System (OJS), the open source, editor-driven journal managing and publishing system developed for managing and publishing online publications, the content is fully indexed and automatism are installed via various export solutions, e.g. DOI, ORCID registration or data transfer to MTMT.

12. Archiving policy

The authors of the Journal are free to download, print or republish their electronic articles on other electronic platforms without any modifications.

The identification data of the Journal shall be indicated in the course of the publication.

Readers are free to download and print the electronic version of the articles published in the Journal from the administrativescience.com.

All users shall apply the appropriate referencing method for scientific disciplines when using all or parts of published articles.

The studies are archived in the Repository of the Library of the Hungarian Academy of Sciences.

13. Legal notice

Publisher: UNIVERSITAS-Győr Szolgáltató Nonprofit Kft.

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