

"APPROVED"
Rector of the Herzen State Pedagogical University of Russia
[signature] / S. I. Bogdanov
“[16]” October 2018

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the Herzen State Pedagogical University of Russia (Herzen University);
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**The Editorial Charter
of the online periodical
“Amurian Zoological Journal”**

1. GENERAL PROVISIONS

- 1.1. The online periodical “Amurian Zoological Journal” (hereinafter — the “Electronic Journal”) was established by the Herzen State Pedagogical University of Russia in accordance with Federal Law No. 2124-1 of 27 December 1991 “On mass media” (hereinafter — the “Federal Law”).
- 1.2. The Electronic Journal is an official website in the internet, registered as a mass media, and intended to spread information about current issues of zoology at present.
- 1.3. The Electronic Journal was created for the following purposes:
 - 1.3.1. publishing articles and reports on various zoological issues;
 - 1.3.2. publishing descriptions of new taxa.
- 1.4. The Electronic Journal does not have any permanent sections.
- 1.5. This Charter of the Editorial Office (hereinafter — the “Editorial Office”) of the Electronic Journal (hereinafter — the “Charter”) determines:
 - 1.5.1. powers, mutual rights and obligations of the issuing body, the Editorial Office, the editorial board;
 - 1.5.2. the procedure for appointment (election) of the Editor-in-Chief and the deputy (deputies) of the Editor-in-Chief, the Executive Editor and the Executive Secretary, and the Editorial Board;
 - 1.5.3. the grounds and procedure for the termination and suspension of the activities of the Electronic Journal;
 - 1.5.4. transfer and (or) preservation of the right to the journal title, other legal consequences of changing the issuing body, termination of the activities of the Electronic Journal;
 - 1.5.5. the procedure of approving and amending the Charter, as well as other provisions stipulated by the Federal Law and other enactments.
- 1.6. Location (address) of the Editorial Office: Russia, 191186, St Petersburg, Moika embankment, 48.
- 1.7. The Electronic Journal is located in the Internet at www.azjournal.ru.
- 1.8. The Electronic Journal publishes papers in Russian and in English.

2. RIGHTS AND OBLIGATIONS OF HERZEN UNIVERSITY

- 2.1. The issuing body and publisher of the Electronic Journal is the Herzen State Pedagogical University Of Russia (hereinafter — “Herzen University”).
- 2.2. Herzen University performs the functions of the issuing body and publisher, as defined by the Federal Law and other enactments, through the system of Herzen University’s governing bodies and officials in accordance with this Charter and local acts of Herzen University.
- 2.3. Herzen University has the right to:
 - 2.3.1. approve the Editorial Charter, amendments, and additions to the Editorial Charter;
 - 2.3.2. terminate or suspend the activities of the Electronic Journal in the cases and in the manner set out by this Charter and the legislation of the Russian Federation;
 - 2.3.3. approve and change the title, subject matter and specialization, language, publication frequency and volume of the Electronic Journal, the procedure and deadlines for issuing the Electronic Journal, structure (sections), design, as well as other features of the Electronic Journal;
 - 2.3.4. to monitor the compliance with the subject matter and specialization, language, publication frequency and volume of the Electronic Journal, compliance with the procedure and deadlines for its issuing, structure (sections), design, as well as adherence to other features of the Electronic Journal;
 - 2.3.5. approve the development plan of the Electronic Journal;
 - 2.3.6. suggest and approve the members of the Editorial Office, the Editorial Board of the Electronic Journal;
 - 2.3.7. appoint and dismiss the Editor-in-Chief of the Electronic Journal, the deputy (deputies) of the Editor-in-Chief, the Executive Secretary of the Electronic Journal;
 - 2.3.8. resolve issues of admission and dismissal of employees of the Editorial Office, to enter into employment contracts with the employees of the Editorial Office;
 - 2.3.9. place in the Electronic Journal reports and materials in their own name in the amount of not more than 5% of the total volume of each issue free of charge;
 - 2.3.10. monitor the compliance of the activities of the Editorial Office with the legislation of the Russian Federation, the provisions of this Charter, the approved development plan for the Electronic Journal and the local acts of the University;
 - 2.3.11. conclude agreements aimed at preparing and issuing of the Electronic Journal, as well as its distribution and promotion;
 - 2.3.12. perform other practical and legal actions related to maintaining the activities of preparing and issuing the Electronic Journal.
- 2.4. Herzen University is obliged to:
 - 2.4.1. comply with the provisions of this Charter and the legislation of the Russian Federation on mass media;
 - 2.4.2. approve income and expenditure estimates for the production and issuing, distribution and promotion of the Electronic Journal (hereinafter — the “Estimate”);

- 2.4.3. not to interfere in the professional activities of the Editorial Office, except for the cases stipulated by the legislation of the Russian Federation, this Charter;
- 2.4.4. provide the Editorial Office with other kinds of assistance in the implementation of its activities.
- 2.5. Herzen University is liable for obligations arising from the activities of the Editorial Office with all the property belonging to it, and acts as a plaintiff and a defendant in judicial bodies.
- 2.6. Herzen University is entitled to transfer its rights and obligations of the issuing body and publisher to third parties with the consent of the Editorial Office.

3. POWERS OF THE EDITORIAL OFFICE, MANAGEMENT OF THE ELECTRONIC JOURNAL'S EDITORIAL OFFICE

- 3.1. The editorial team produces and issues the Electronic Journal in accordance with the features of the Electronic Journal approved by Herzen University, and in accordance with the provisions of the Charter, the requirements of the Federal Law, and other enactments.
- 3.2. The Editorial Office is a structural unit of the University performing the following main functions:
 - 3.2.1. providing a high informative, academic, creative, and professional level of papers published in the Electronic Journal;
 - 3.2.2. interacting with the readers and the authors of the Electronic Journal;
 - 3.2.3. implementing academic editing of materials accepted for publication;
 - 3.2.4. organizing the reviewing of materials received for publication in the Electronic Journal;
 - 3.2.5. organizing events aimed at improving the ranking of the Electronic Journal, and its promotion;
 - 3.2.6. ensuring the development of the Electronic Journal in accordance with the development plan approved by Herzen University;
 - 3.2.7. publishing reports or materials on behalf of Herzen University, upon its request, free of charge, within the period specified by Herzen University, and in the volume set by the Charter;
 - 3.2.8. ensuring the compliance with the subject matter and specialization approved by Herzen University, language, publication frequency and volume of the Electronic Journal, compliance with the procedure and deadlines for its issuing, structure (sections), design, as well as adherence to other features of the Electronic Journal, and the Electronic Journal's development plan.
- 3.3. Management of the Editorial Office is carried out by the University's governing bodies and the Editor-in-Chief, within the limits of their competence, as prescribed by this Charter, Herzen University's Charter and local acts, and the legislation of the Russian Federation.
- 3.4. Within their competence, the Editor-in-Chief independently resolves all issues connected to the activities of the Editorial Office, with the exception of those referred to the competence of Herzen University's governing bodies by local acts of Herzen University.

- 3.5. The Editorial Office is entitled to:
 - 3.5.1. plan its activities within the framework of the subject matter and specialization approved by Herzen University, language, publication frequency and volume of the Electronic Journal, compliance with the procedure and deadlines for its issuing, structure (sections), design, and other features of the Electronic Journal, and in compliance with the Electronic Journal's development plan;
 - 3.5.2. carry out search and interaction with the authors of the materials of the Electronic Journal;
 - 3.5.3. carry out correspondence with the readers of the Electronic Journal, take into account their interests and suggestions;
 - 3.5.4. forward proposals for amendments and additions to this Charter to Herzen University;
 - 3.5.5. include temporary sections in the Electronic Journal by agreement with Herzen University.

4. MEMBERS OF EDITORIAL OFFICE, POWERS OF THE EDITORIAL BOARD OF THE JOURNAL

- 4.1. The Editorial Office includes:
 - 4.1.1. Editor-in-Chief;
 - 4.1.2. Deputy (deputies) of the Editor-in-Chief;
 - 4.1.3. Executive Secretary;
 - 4.1.4. Executive Editor.
- 4.2. The Editor-in-Chief is guided in their activities by the legislation of the Russian Federation, this Charter, and Herzen University's Charter and local acts.
- 4.3. Editor-in-Chief:
 - 4.3.1. organizes the production and issuing of the Electronic Journal in compliance with this Charter, the subject matter and specialization approved by Herzen University, language, publication frequency and volume of the Electronic Journal, compliance with the procedure and deadlines for its issuing, structure (sections), design, as well as other features of the Electronic Journal, and the Electronic Journal's development plan;
 - 4.3.2. ensures the compliance with the subject matter and specialization approved by Herzen University, language, publication frequency and volume of the Electronic Journal, compliance with the procedure and deadlines for its issuing, structure (sections), design, as well as adherence to other features of the Electronic Journal, and the Electronic Journal's development plan;
 - 4.3.3. represents the interests of the Editorial Office in relations with Herzen University and third parties;
 - 4.3.4. makes proposals to Herzen University to introduce changes to the members of the Editorial Board and the Editorial Office;
 - 4.3.5. bears responsibility for a high informative, academic, creative, and professional level of the Electronic Journal;
 - 4.3.6. assigns reviewers for the materials submitted for publication in the Electronic Journal;

- 4.3.7. organizes work of the Editorial Office, gives instructions that are compulsory for implementation by all employees of the Editorial Office;
- 4.3.8. makes the final decision on the matters of preparing and issuing the Electronic Journal;
- 4.3.9. approves the requirements for the formatting of materials submitted for publication in the Electronic Journal, the procedure of their consideration, acceptance or rejection;
- 4.3.10. submits annual reports to the Vice-Rector for Research of Herzen University on the work in production, issuing, and promotion of the Electronic Journal, as well as implementation of other obligations set out in this Charter, the Charter of Herzen University, local acts of Herzen University;
- 4.3.11. at the request of the Vice-Rector for Research, provides unscheduled reports of the work in production, issuing, and promotion of the Electronic Journal, as well as implementation of other obligations set out in this Charter, the Charter of Herzen University, local acts of Herzen University;
- 4.3.12. bears personal responsibility for complying with all the requirements for media activities imposed by the legislation of the Russian Federation;
- 4.3.13. carries out other obligations prescribed for the Editor-in-Chief by the Federal Law and other enactments.
- 4.4. Deputy Editor-in-Chief:
 - 4.4.1. is jointly responsible with the Editor-in-Chief for the informative, academic, creative, and professional level of the Electronic Journal;
 - 4.4.2. contributes to the popularization and promotion of the Electronic Journal;
 - 4.4.3. participates in decision-making on the acceptance and rejection of materials submitted for publication in the Electronic Journal;
 - 4.4.4. develops drafts of regular and long-term plans of the Editorial Office and submits them for consideration to the Editor-in-Chief;
 - 4.4.5. temporarily serves as Editor-in-Chief during his absence.
- 4.5. Executive Editor:
 - 4.5.1. carries out necessary editing of the materials submitted for publication in the Electronic Journal;
 - 4.5.2. develops the plan of upcoming issue of the Electronic Journal and submits it for consideration to the Editor-in-Chief;
 - 4.5.3. checks the materials submitted for publication in the Electronic Journal for compliance with the requirements of the legislation regulating intellectual property issues (plagiarism);
 - 4.5.4. selects the reviewers and forwards the materials submitted for publication in the Electronic Journal for review;
 - 4.5.5. organizes work and ensures the execution of agreements with the authors;
 - 4.5.6. performs other functions on the instructions of the Editor-in-Chief.
- 4.6. Executive Secretary:
 - 4.6.1. accepts, registers and stores incoming materials, monitors the authors' compliance with the requirements for the materials submitted for publication in the Electronic Journal;

- 4.6.2. consults the authors on the issues of preparing materials for submission to the Editorial Office, carries out correspondence with the authors;
- 4.6.3. registers the materials submitted to the Editorial Office.
- 4.7. The Editorial Board is created in order to assist in ensuring a proper academic level of the Electronic Journal, and serves as an advisory and expert body.
- 4.8. The Chairman of the Editorial Board is the Editor-in-Chief. In his absence, the powers of the Chairman of the Editorial Board are exercised by another member of the Editorial Board authorized by the Editor-in-Chief.
- 4.9. The Editorial Board is convened by the Editor-in-Chief as necessary, in order to discuss issues related to the preparation and issuing of the Electronic Journal. The agenda is determined by the Editor-in-Chief.
- 4.10. The Editorial Board deals with the following issues:
 - 4.10.1. organizing and/or carrying out expert evaluation of materials submitted for publication in the Electronic Journal;
 - 4.10.2. recommending candidates for reviewing the materials submitted for publication in the Electronic Journal;
 - 4.10.3. conducting academic expertise;
 - 4.10.4. recommending or rejecting materials for publication in the Electronic Journal;
 - 4.10.5. contributing to the development and promotion of the Electronic Journal;
 - 4.10.6. resolving other issues related to ensuring the appropriate academic level of the Electronic Journal.
- 4.11. Meetings of the Editorial Board can be held in person or in absentia with the use of telecommunications.
- 4.12. A meeting of the Editorial Board is considered valid (in person or in absentia), if more than half of the members of the Editorial Board, including the Editor-in-Chief, took part in it. Decisions are made by a simple majority of votes. In case of an equal number of votes, the vote of the Editor-in-Chief is considered decisive.

5. POWERS OF THE EDITORIAL OFFICE STAFF MEMBERS

- 5.1. The powers of the Editorial Office staff members are determined by the Federal Law and other enactments that regulate the rights and obligations of the staff members of the Editorial Office.
- 5.2. The general meeting of the staff members of the Editorial Office has the right to consider any issues of professional and creative activities of the Editorial Office, the decision of which is not attributed by the Charter to the exclusive competence of the administration of the Editorial Board, Herzen University, the administration of Herzen University, or officials of Herzen University.
- 5.3. The exclusive competence of the general meeting of the staff members of the Editorial Office includes:
 - 5.3.1. adoption of the Editorial Charter of the Electronic Journal;
 - 5.3.2. adoption of amendments to the Editorial Charter of the Electronic Journal.
- 5.4. A meeting of the staff members of the Editorial Office is considered valid if at least two thirds of the total number of staff are present.
- 5.5. Decisions are made by a simple majority of votes of the staff members present at the meeting and are recorded in a protocol.

6. PROPERTY AND FINANCIAL RELATIONS

- 6.1. The property used by the Editorial Office for the preparation and issuing of the Electronic Journal belongs to Herzen University.
- 6.2. The funds necessary for the preparation and issuing of the Electronic Journal are allocated by Herzen University in accordance with the income and expenditure estimate approved in line with the established procedure at Herzen University.
- 6.3. The income received as a result of distributing the Electronic Journal and/or placing advertisements and other materials, is transferred to Herzen University's ownership and used by it to compensate for the costs of preparing and issuing the Electronic Journal, as well as for other purposes in accordance with Herzen University's Charter and local acts.

7. BASIS AND ORDER OF TERMINATION AND SUSPENSION OF THE ACTIVITIES OF THE EDITORIAL OFFICE

- 7.1. The Editorial Office's activities may be terminated or suspended by the decision of Herzen University or the court of law.
- 7.2. Herzen University has the right to terminate or suspend the activities of the Editorial Office in the following cases:
 - 7.2.1. The Editorial Office violated the requirements of the legislation of the Russian Federation or this Charter;
 - 7.2.2. Herzen University is no longer capable of financing the preparation and issuing of the Electronic Journal;

- 7.2.3. Herzen University is seeking the termination or suspension of the activities of the Editorial Office for other reasons.
- 7.3. The decision by Herzen University to terminate the activities of the Editorial Office entails the termination of this Charter.

8. RIGHTS TO THE JOURNAL'S TITLE

- 8.1. The right to the title of the Electronic Journal belongs to Herzen University. Herzen University may, at its decision, change the title of the Electronic Journal and/or transfer the right to use the title of the Electronic Journal to third parties.
- 8.2. The title and symbols of the Electronic Journal may be registered by Herzen University as a trademark in accordance with the legislation of the Russian Federation.
- 8.3. In case of Herzen University's decision to terminate the issuing of the Electronic Journal, the right to resume its issuing under the same title is reserved by Herzen University.

9. CONSEQUENCES OF CHANGING THE ISSUING BODY

- 9.1. In case the Electronic Journal's issuing body is changed, the Electronic Journal continues its activities after its re-registration in the manner prescribed by law.
- 9.2. In the event of reorganizing Herzen University, its rights and obligations are transferred in full to the legal successor. In the event of the dissolution of Herzen University, the activities of the Editorial Office cease.

10. PROCEDURE FOR THE ADOPTION AND APPROVAL OF AMENDMENTS AND ADDITIONS TO THE CHARTER

- 10.1. The Editorial Charter is adopted at a meeting of the staff members of the Editorial Office by the majority of votes and is approved by Herzen University.

Adopted at a general meeting of the staff members of the editorial office
(the minutes of "[5]" [October] 2018)

Editor-in-Chief: [signature]

A. N. Streltsov