

**Regulations of the editorial team of  
the “Medical Library Forum/Forum Bibliotek Medycznych” journal**

**§1. General provisions**

1. “Medical Library Forum/Forum Bibliotek Medycznych” (hereinafter: “MLF/FBM”) is an academic, professional journal issued by the Medical University of Warsaw (hereinafter: MUW).
2. The journal is dedicated to providing a forum for an exchange of ideas and recording activities of academic medical libraries and related institutions.
3. “MLF/FBM” aims to publish articles in accordance with the journal’s thematic scope and to enable academic discourse on a national and international forum, as well as to create a platform for an exchange of ideas, views, conceptions, including in an interdisciplinary and cross-specialty aspect.
4. Publishing of the journal is co-financed from the contributions paid by the libraries whose directors are a part of the Conference of Directors of Academic Libraries of Medical Universities, based on the signed agreements.
5. The journal’s editorial board has its headquarters in the Main Library of MUW.
6. The journal is published on the CC BY-NC-ND licence.
7. Each year, no later than February 15<sup>th</sup>, the Editor-in-Chief of “MLF/FBM” reports to the co-financing institutions on the journal’s activity in the past year, including information on the budget’s spendings.

**§2. Organisation of the Editorial Team**

1. The collegiate bodies of the journal are:
  - The Editorial Board – responsible for the organisation and functioning of the journal,
  - The Programme Board – an advisory board, supporting the journal’s development.

The Editorial Board

2. The Editorial Board consists of:
  - the Editor-in-Chief,
  - deputy Editor-in-Chief,
  - members of the Editorial Team.
3. The task of the Editorial Board is to ensure the journal’s proper functioning, especially carrying out the tasks related to preparing current issues – gathering articles for

publication, ensuring their quality, and approving the texts meeting all the formal, ethical, and factual requirements for review.

4. The Editor-in-Chief is the journal's representative, and their competences include managing the work of the Editorial Team.
5. The Editor-in-Chief is appointed by the Rector of MUW based on a motion put forward by the Vice Rector in charge of academic publishing, who receives a motion from the president of the Conference of Directors of Academic Libraries of Medical Universities.
6. The Editor-in-Chief puts forward a motion to the Vice Rector in charge of academic publishing to appoint and dismiss the Deputy Editor-in-Chief.
7. The Editor-in-Chief appoints and dismisses members of the Editorial Team.

#### The Programme Board

8. The Programme Board consists of persons actively participating in developing the journal.
9. Members of the Programme Board are appointed by the Editor-in-Chief.
10. The tasks of the Programme Board include: issuing opinions on and initiating directions of further development of the journal, supporting the editorial team in gathering materials for publication, ensuring the factual standards of the journal, promoting the journal in the national and international academic and professional community.

### **§3. Article publishing process**

1. The thematic scope of the journal includes: library and information science, scholarly communication, evaluation of academic achievements, bibliography, the publishing market, history of books and journals.
2. The Editor-in-Chief has the right to return the submitted work should they decide it is not in line with the thematic scope of the journal.
3. The journal is open to articles from library employees, as well as academic teachers, scientific employees from national and foreign institutions, and persons working in library-related fields.
4. The journal publishes articles in Polish, English, or both languages.
5. Works submitted for publication cannot be, neither earlier nor at the same time, submitted to other journals or academic publishers.
6. The Editorial Team has the right to introduce changes to the articles, especially in the case of: omitting repetitions, adding headings and subheadings, omitting illustrations and photographs, using abbreviations, editing and translating the text.
7. Each published article is given a DOI number.

#### **§4. The review process**

1. The review process includes:
  - an initial formal and factual evaluation (carried out by the Editor-in-Chief and/or the Deputy Editor-in-Chief),
  - an outside review (open peer-review) by at least one reviewer,
  - informing the author about the review results and corrections – if needed,
  - a final decision on the publication, made by the Editor-in-Chief.
2. The identity of the reviewers and authors is transparent and the reviews can be made available to the readers.

#### **§5. Ethical standards**

1. The journal relies on the COPE guidelines (Committee on Publication Ethics and ICMJE – International Committee of Medical Journal Editors).
2. Plagiarism and other unethical practices are unacceptable.
3. Authors are required to thoroughly present the research results.

#### **§6. Copyright and licensing**

1. The authors retain the personal and financial copyright to their works.
2. The Editorial Team does not charge any fees for publishing, nor does it remunerate the authors.

#### **§7. Responsibilities of the reviewers**

1. The reviewers must be properly qualified in the given field.
2. In case of a conflict of interest, the reviewer should decline the evaluation.
3. The reviews must be objective and factual.

#### **§8. Appeal and complaint procedures**

1. The authors can appeal to the Editorial Team's decision by presenting a justified motion.
2. Any complaints related to the review and publication processes are considered by the Editor-in-Chief.

#### **§9. Final provisions**

1. The Editor-in-Chief or the Deputy Editor-in-Chief decides about including the given works or materials in the issue, with emphasis on the recency and factuality of the specific text.

2. The Editor-in-Chief can repeal the acceptance of specific works or materials for print at any point without stating a reason. The author should be informed about such a decision.
3. Decisions on matters not included in the regulations are made by the Editor-in-Chief.
4. The regulations come to effect on June 4<sup>th</sup>, 2025.