

# **RULES OF PROCEDURE FOR THE EDITORIAL BOARD OF THE JOURNAL *HADTUDOMÁNY* (HUNGARIAN MILITARY SCIENCE)\***

## **CHAPTER I**

### **General description and designation of the Journal**

1. Pursuant to Resolution 8/2013 of the meeting of delegates, Journal *HADTUDOMÁNY*, founded by the Hungarian Association of Military Science (hereinafter: HAMS), is a joint periodical of the HAMS and the Committee on Military Science of the Hungarian Academy of Sciences (hereinafter CMS HAS). The Journal is an independent, open-distribution periodical published in four issues in B5 format in print, and in a continuously uploaded online edition. The English language name of the Journal, used both in printed and electronic issues, is HUNGARIAN MILITARY SCIENCE. The responsible publisher of the periodicals, registered by the Ministry of Culture and Public Education document B/FL/28/1991. under ISSN1215-4121 (printed edition) and ISSN 1588-0605 (online edition), is the president of the Association.

The Journal, in connection and cooperation with the defence sector media, is a theoretical periodical dedicated to military science and military engineering in the broad sense of the word, reflecting national defence values. It encompasses all fields of military science, and integrates the results of the sciences related to defence issues.

2. The Journal is a tool to present the scientific activities and results of the theoretical and practical work of the Association (its governing bodies, departments, clubs, and members) and those of the CMS HAS. As a qualified publication interface, it serves for the qualification system of the Hungarian Academy of Sciences with studies published in its peer-reviewed sections. At the same time, it comprises a forum for the members of the Association and all those who wish to contribute to the enrichment of military science with their opinions and proposals. It is also a forum for the Association members for improving their knowledge, assisting their research, disseminating and publishing their professional views.

*HADTUDOMÁNY* is a tool also of presenting the Association's achievements to the public. Consequently, its authors are primarily from the membership of the Association since the achievements of the community are composed of the partial results of its members. If the author of a study submitted to the Journal is not a member of the Association, the possibility of joining should be offered. In order to enrich military science, expand the circle of authors, and last but not least increase the awareness of the Association, civil initiatives willing and able to work for national defence should be encouraged during the editing.

3. The Journal intends to contribute to the development of the components of military science, and to the enrichment of the theoretical background of national defence and security policy. It wishes to provide help with the development of scientific thinking, the fulfilment of state tasks of national defence, a forum for all professionally grounded papers that enrich military science.

---

\*

The rules governing the operation of the Editorial Board are general principles and methods contain. General regulations for board work and Journal editing flexible and creative application is essential.

The main topics and tasks of the Journal – which also determine its structure – are included in its sections. The designation of the Journal is as follows:

- analysis of defence-related issues, international and domestic security processes and events, publishing articles examining and introducing their military aspects; publishing and evaluating papers on major security policy events, and presenting the findings of such studies;
- presentation of the achievements and effects of military science, cultivating and enriching science. Within this range, the Journal accepts all high-quality scholarly papers dealing with the achievements, knowledge and institutional system of military science, as well as its research methodologies and findings. It undertakes the dissemination of results of the research on development of national defence, military knowledge and its application, generalization of their research findings;
- participation in the dissemination of theoretical and practical issues related to national defence and the deployment of armed forces implementing them; in the establishment of an effective national defence system in line with the basic principles and objectives of national defence;
- participation in the elaboration of general and special (joint, combined arms, branch-related) issues of military art, and in presenting the related practical peace- and wartime procedures;
- presentation of the life of the Association, including that of its departments, divisions, and clubs, and the members' work. The Journal provides information about the Association's events, presidential and committee meetings, section events, workshop achievements, and plans for the future. It publishes documents, decisions, and important information in government resolutions of public interest. All this news is published in sections *Forum* and *Association News*;
- in order to extend the circle of authors and stimulate scientific life, the Journal encourages debates of public interest on military science issues on its pages.

The Journal is a suitable tool for forwarding recommendations based on the achievements of the Association to state and military leaderships, and vice versa: the military leadership may share its thoughts with readers, articulate its requests and expectations towards the Association.

The Journal intends to play a key role in communication within the Association and in coordinating work within the Association. Through its external distribution, it takes on an important mediating and networking role with domestic associations, organizations, and companies, thus fostering cooperation and exchange of information.

The Journal is tasked with publishing translations of materials and articles published in foreign military literature as well. In order to assist researchers, bibliographies, annotations, article reviews, summaries, book reviews are published in the **Review** section. Information about foreign associations of military science, invitations, and remarkable anniversaries of scientific life are also published. An opportunity for the publication of English language papers is provided in the online edition. An independent Hungarian and English publication interface of the Journal will be completed within the Association's website. A schedule for international presence was developed by the Editor in Chief and adopted by the EB.

### **The sections of the printed and online editions of the Journal:**

1. **SECURITY STUDIES** (new threats and dangers; local and regional security issues; international power relations; organizations; NATO; EU CSDP; V4; military intelligence and counterintelligence).
2. **MILITARY ART** (theory of war and warfare, types, means, and procedures of armed struggle; force organization and mobilization; training; leadership; military cooperation; crisis management; peace operations; asymmetric and hybrid warfare; fight against terrorism; cyber warfare and military cyber defence; military geography and cartography).
3. **MILITARY HISTORY** (military history; history of military art; maintenance of military traditions).
4. **NATIONAL DEFENCE** (strategy development; force development; military modernization; capability development; situation of the armed forces; relations between society and national defence; border policing and border protection; migration management; civil protection and disaster prevention; defence administration; defence infrastructure; defence potential; reserve system).
5. **MILITARY ENGINEERING** (military technology; military engineering construction; new technologies).
6. **SOCIAL SCIENCES** (human resource management; military sociology; military pedagogy and military psychology; civil–mmilitary relations; military higher education).
7. **DEFENCE ECONOMY** (military logistics; defence planning; national defence training; resilience; military medical issues; European defence, military, and research base).
8. **FORUM** [Note: the last three sections are not peer reviewed.]
9. **REVIEW**
10. **ASSOCIATION NEWS**

## **CHAPTER II**

### **Composition and function of the Editorial Board (EB), mandate, roles, and responsibilities of its members**

1. The EB shall play a decisive role in the management and editing of the Journal, therefore its composition has to be in line with the nature of the Journal and scopes of departments, divisions, and clubs. The EB consists of:

- President (Vice President of the Association),
- Vice President (Editor in Chief),
- the members of the Editorial Board (including the delegate of the Hungarian Academy of Sciences).

The composition of the **EB** may be modified, but the number of its members cannot exceed **15**. The members of the EB shall be invited (or relieved) by the President of the Association, on the

basis of the proposals made by the departments, the President, or the Editor in Chief. Efforts should be made to increase the number of external experts of the EB to one third, and a minimum of two international experts should be invited.

2. Pursuant to the Statute of the Association, the **President of the EB** is the **Vice President of the Association**. With the approval of the presidency, the President of the Association shall conclude a contract of assignment with the Editor in Chief of the Journal, selected by competition.

3. The EB is the collective governing body for editing the Journal. It shall exercise the governing role at its meetings through the oral or electronic resolutions approved after joint discussions, and shall implement them through the active participation of the Committee members. As a body, the Editorial Board shall regularly evaluate the results of the Journal and determine the courses of its development; discuss and approve the planned content of the subsequent issue of *Hadtudomány*. The members of the Board, representing their areas of expertise, shall constantly take part in the preparatory phase of editing, the organizing activities of the Journal, and in the edition of scientific publications (**see Annex 1**).

4. **EB** membership is a personal mandate until revoked. In the Board, the members of the EB shall do their work: the representation of their fields of expertise, the professional assistance to the Editor in Chief, the contribution to the proofreading of articles shall be performed as a voluntary job. In the colophon of the Journal, the names of the members of the EB shall indicate the responsibility of the person and involvement in the editing process, which is also an appreciation for their work.

**5. The President of the EB** shall be responsible for ensuring that the Journal and its governing body, the EB, function in accordance with the Association's Statute, Code of Conduct, and the guidelines of the Committee on Military Science of the Hungarian Academy of Sciences. The President of the EB shall chair the in-person, electronic, or on-line committee meetings of the Committee. Between two meetings, the President shall maintain daily communication with the Editor in Chief and monitor the editing process, participate in the preparation of the next printed and online editions. After the EB meetings, the EB President shall inform the President of the Association about the main points of the meeting and the important decisions. The President shall annually report to the presidency on the work of the Journal and the EB.

6. The **Editor in Chief** (Vice President of the EB) shall:

- organise the work of the EB, prepares (chair, in the absence of the President,) the meetings, which can be face-to-face or electronic meetings, and electronic exchanges of views;
- prepare a memorandum of the meetings of the EB, ensure that the EB decisions are enforced in the editing process. He shall liaise with the President of the EB and its members;
- be tasked with editing and publication of printed and online editions of the Journal: planning, organizing and editing the studies and articles planned to be published in the

forthcoming issues, manage proofreading, monitor the prepress of manuscripts, check the printing of the issues and the compliance with the production deadlines;

- design printed issues;
- maintain communication with the webmaster of the online edition (validating the electronic periodical);
- organize and plan tasks related to the print and online publication of the Journal;
- monitor the scientific expectations of the Hungarian Academy of Sciences vis-à-vis Journals;
- prepare documents and decisions related to internationalization;
- issue a certificate to the authors of the planned publication of their papers, upon request, if the study is recommended for publication by reviewers.

#### 7. Tasks of **Board Members**:

- Representation of their field of expertise at the EB meetings, participation in the discussions on materials on agenda and in drafting the resolution;
- Organization or personal execution of proofreading of papers, participation in coordinating different opinions and in facilitating publication;
- Monitoring the literature in their field of expertise;
- Ensuring the publication of brief, informative bulletins about the work of the sections of public interest, major events, and ideas reflecting novelties.

8. In accordance with the requirements of the HAS, and to meet the expectations of the Hungarian scientific life, the *scientific publications* in the sections of HADTUDOMÁNY should be evaluated by two independent reviewers. (Exceptions are news, interviews, reports, and reviews in sections Forum, Review and Association news.) In the case of doctoral students, the abstract of the publication by the supervisor, shall be accepted as a reviewer's opinion. The point is to meet professional requirements and ensure suitability for publication. Reviewer's opinions (supervisor's recommendations) and papers shall be archived by the Editor in Chief.

### **CHAPTER III**

#### **The work of the Editorial Board**

1. The EB shall hold a face-to-face, on-line, or electronic meeting per issue, with the following permanent items on agenda:
  - content development of the next issue of the Journal on the basis of the received articles and the proposals of the members of the Editorial Board;
  - a review of the content of the previous (published) issue and the editing experience, as evaluated by the Editor in Chief.
  - a report by the Editor in Chief on the papers published in the online edition.
2. In addition to the permanent items of the agenda, all members of the EB may initiate a discussion of issues of common interest.
3. To the meetings independent experts, authors, and leaders of the bodies involved in the cooperation may be invited by a joint decision of the President and the Editor in Chief. The President of the Association shall be notified of all Board meetings.

4. An audio recording of the discussions shall be made, which is to be forwarded to the President of the Association and the Secretary of the CMS HAS.

5. At the meetings of the EB, decisions shall be made by a majority on issues of dispute or requiring a resolution, which shall be included in the sound recording.

In line with the renewal of the Association the description of the Journal and the document containing the operating rules of the EB should be clarified based on the lessons learned and the new leadership's requirements.

The Rules of Procedure of the EB were discussed by the **EB in an electronic way**. After the insertion of the suggested alterations, this document was finalised and authenticated by the signatures of the President of the EB and the Editor in Chief.

Budapest, 28 April 2020

Henrik Hegedűs, PhD

President of the EB

Lieutenant Colonel László Gábor Hausner, PhD

Vice President of the EB, Editor in Chief

**Annex 1**

**JOURNAL of THE HUNGARIAN ASSOCIATION OF MILITARY SCIENCE and the  
COMMITTEE ON MILITARY SCIENCE OF THE HAS**

**PEER REVIEW**

**(in Hungarian or English)**

Author's name:

Title of the manuscript:

Name of the reviewer:

Academic degree of the reviewer:

1. Timeliness, scientific theoretical and / or practical value of the choice of the topic of the manuscript:

2. Manuscript content evaluation, strengths / weaknesses, structure, language / style, relevance of your links (data):

3. The formal adequacy of the manuscript (consideration of the author's guide, scope, illustrations, tables, references, Hungarian and English table of contents):

4. Item remarks, suggestions for the author and the editor:

5. The manuscript is suitable / not suitable for publication:

- in its original form
- with minor alterations
- abridged
- after substantial revision
- unsuitable for publication

Reasons for refusal in detail:

Budapest, ..... 2020

Reviewer's signature:

