

Statute of the Scholarly Journal
ACTA facultatis theologicae Universitatis Comenianae Bratislaviensis

§ 1 General Provisions

- (1) The journal *ACTA facultatis theologicae Universitatis Comenianae Bratislaviensis* (hereinafter referred to as the “Journal”) is a peer-reviewed scholarly periodical published twice a year by the Faculty of Roman Catholic Theology of Cyril and Methodius, Comenius University Bratislava (hereinafter “FRCTH CU”), on the basis of authorization of the Ministry of Culture of the Slovak Republic EV 1180/08, with assigned ISSN 2644-6928 (online) and ISSN 1335-8081 (print), with the electronic version being primary. The Journal was established in 2001. The profile and history of the Journal, its previous volumes, the current composition of the Editorial Board, and requirements for formal layout are published on the website of the Faculty of Roman Catholic Theology of Cyril and Methodius, Comenius University Bratislava.
- (2) The Statute of the Journal is a document defining the focus and content of the Journal, the composition and functioning of its Editorial Board, and the rules of the peer-review process.

§ 2 Focus and Content of the Journal

- (1) The Journal is focused on publishing original scholarly contributions devoted primarily to theological, philosophical, historical, canon-law, and pedagogical topics, without further thematic limitation. The Journal should also contribute to informing the Slovak readership about the state of domestic and international research.
- (2) Regular sections of the Journal consist of articles, studies, and reviews. Irregularly, the Journal includes a section on defended habilitation and doctoral theses and lectures delivered within habilitation and inauguration proceedings at FRCTH CU.

§ 3 Bodies of the Journal

- (1) Three bodies of the Journal participate in the professional preparation of each issue: the Editor-in-Chief, the Managing Editor, and the Editorial Board. The current composition of the Journal’s bodies is published on its website.
- (2) Editor-in-Chief
 - a) Heads the Editorial Board, manages its activities, and convenes its meetings.
 - b) In cooperation with the Managing Editor, prepares meetings of the Editorial Board, which are held at least once a year.

- c) Provides professional guidance to the Managing Editor.
- d) Represents the Editorial Board externally.
- e) Proposes the composition of the Editorial Board.
- f) Decides on further procedure in the event of a tie vote of the Editorial Board.
- g) Is elected for a five-year term by at least one half of the members of the Editorial Board (present in person or online at a meeting of the Editorial Board). The election is held from among candidates proposed by members of the Board; the elected candidate is the one who obtains at least three fifths of the votes of the members present. If there are multiple candidates, the one with the highest number of votes is elected. If candidates receive the same number of votes, the election is repeated.
- h) After election by the Editorial Board, the Editor-in-Chief appoints a Deputy Editor-in-Chief.

(3) If the Editor-in-Chief is unable to perform their duties, the Managing Editor is entrusted with the temporary management of the Journal (until the next meeting of the Editorial Board).

(4) Managing Editor

- a) Ensures the operation of the editorial office (administrative support of the Editorial Board's activities, receipt of submitted manuscripts, communication with authors and reviewers, management of agenda related to publishing the Journal, technical preparation of the manuscript of an issue for printing, and updating information on the Journal's website).
- b) Is appointed by the Editor-in-Chief from among employees or students of FRCTH CU in Bratislava.
- c) Is directed by and accountable to the Editor-in-Chief.
- d) In cooperation with the Editor-in-Chief, prepares meetings of the Editorial Board and records the minutes.

(5) Editorial Board

- a) The Editorial Board (hereinafter "EB") is the main guarantor of the scholarly quality, profile, and structure of the Journal.
- b) The EB consists of the Editor-in-Chief and ordinary members of the EB. The current composition of the EB is stated in the printed version of each issue of the Journal and on its website.
- c) Membership in the EB is subject to approval by the Dean of FRCTH CU Bratislava on the proposal of the Editor-in-Chief.

- d) Meetings of the EB are convened by the Editor-in-Chief as needed, but at least once a year. If necessary, especially where there is a risk of failure to comply with a legal obligation, the EB may, at the discretion of the Managing Editor, decide *per rollam* using electronic means. The Managing Editor then informs all EB members of the outcome of such decision-making.
- e) In EB decision-making, the decisive votes are those of members present in person or connected online at the meeting. Members may also express their views on specific issues via email or correspondence; in such cases, their vote is considered equivalent to an in-person vote. Further procedure is decided by a simple majority of EB members; in the event of a tie, the Editor-in-Chief decides. The role and opinion of each EB member are irreplaceable.
- f) At the request of the Editor-in-Chief or the Managing Editor, EB members recommend reviewers for individual submissions and, according to their possibilities, participate in acquiring new contributors and promoting the Journal.

§ 4 Requirements for Submissions and the Peer-Review Process

- (1) The Journal publishes contributions that meet customary requirements for scholarly quality in both formal and substantive terms and whose content corresponds to the purpose of publishing the Journal.
- (2) The primary language of the Journal is Slovak; however, texts are also published in English and Czech and in languages relevant to theology (German, French, Italian, and Spanish).
- (3) Manuscripts of articles, studies, and reviews must meet the formal requirements as set out in the guidelines published on the Journal's website.
- (4) Articles and studies are subject to peer review. Each accepted submission is anonymously assessed by two independent experts knowledgeable in the subject matter, with regard to the scholarly focus of the text. Reviewers may be experts who are not members of the EB. The composition of articles published in an issue is approved, in cooperation with the Managing Editor, primarily by the Editor-in-Chief or, where applicable, by the Deputy Editor-in-Chief, provided that the peer-review process in the form of *double-blind review* has been positive.
- (5) Only submissions that meet all requirements (see § 4, points 1–3) and with whose submission to reviewers the Editor-in-Chief agrees are included in the peer-review process. In the event of serious formal or substantive deficiencies, a submission may be rejected by the editors of the Journal or by EB members even before the start of the peer-review process.

(6) Communication with reviewers and informing EB members about the results of the peer-review process are ensured by the Managing Editor.

(7) Authors

Authors are responsible for the linguistic and substantive editing of their submissions. By submitting a contribution, the author guarantees that its publication will not result in a violation of applicable legal regulations, in particular copyright law. Unsolicited manuscripts are not returned to authors. The editorial office may terminate cooperation with an author if the author has submitted for publication a study or other contribution that has also been offered to another periodical, or if the author has engaged in improper practices in processing the topic, such as plagiarism.

(8) Financing of the Journal

Contributions are not remunerated.

The Journal is financed from grants, funds, projects, and other sources.

§ 5 Final Provisions

1. The draft Statute of the Journal was discussed and approved by the EB at its regular meeting on 20 November 2025.
2. This Statute enters into force and effect on the date of its signing by the Dean of FRCTH CU in Bratislava.
3. Any amendments to the Statute are subject to approval by a simple majority of the members of the Journal's EB.
4. The Statute is deposited in hard copy at the Dean's Office of FRCTH CU in Bratislava and published on the Faculty's website.

Bratislava, 28 November 2025

Published / updated: 18 December 2025