

# Procedure for editorial work on governing documents

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|------------------------------------------|---------------------------------------------------------------------|
| <b>Type of document</b>                  | Procedure                                                           |
| <b>Approved by</b>                       | Director of Administration                                          |
| <b>Date of approval</b>                  | 2018-06-14                                                          |
| <b>Ref. no.</b>                          | SU FV-1.1.2-1406-18                                                 |
| <b>Period of validity</b>                | 2018-06-14 - until further notice                                   |
| <b>Replaces document</b>                 | Stockholms universitets regelbok, dnr SU 301-2787-08,<br>2008-11-06 |
| <b>Responsible administrative office</b> | Office of the President                                             |
| <b>Responsible administrator</b>         | Anna-Karin Orsmark Hermansson                                       |

**Description:**

The procedure for editorial work on governing documents describes where governing documents are published on the University website and regulates the editorship within the University Administration.

## Website

The University's governing documents are published on the Organisation och styrning page of the University's Swedish website, under the heading Styrdokument – Regelboken, as well as on the English website when it is relevant to do so. The English version of Styrdokument – Regelboken should follow the same structure as the Swedish version. Initially, only the University-wide governing document will be found under Styrdokument – Regelboken, but this section will eventually also include the governing documents of the scientific area boards and faculty boards.

The procedure for editorial work on governing documents describes where governing documents are published on the University website and regulates the editorship within the University Administration. The composition of the group of web editors may need to change over time, depending on what governing documents are included in Styrdokument – Regelboken. Consequently, the Director of Administration will make a separate decision regarding the composition.

*Related documents:*

[Procedure for Governing Documents](#) regulates what types of governing documents can be found at Stockholm University, as well as how they should be prepared, approved, reviewed, and revised.

The [Language Policy](#) specifies the rules for language use at the University.

## Editorship

The Office of the President has the chief editorial responsibility for Styrdokument – Regelboken.

The editorial group for Styrdokument – Regelboken should consist of web editors from administrative offices that are responsible for governing documents. It is the responsibility of each respective office manager to ensure that web editors are available and that time is allocated to work on the content. The chief web editor leads the work of the editorial group and should be informed of who has been appointed as a web editor. The chief web editor should also be informed when a new governing document is being developed or an existing governing document is being revised.

All new and revised governing documents should be published under Styrdokument – Regelboken as soon as possible upon approval, and governing documents that are no longer valid should be unpublished pursuant to the [Procedure for Governing Documents](#).



The Office of the President is responsible for coordinating the relevance checks that should be carried out on a regular basis in order to identify documents in need of revision and thus ensure that the governing documents contain accurate information. The Office of the President is also responsible for convening the editorial group. It is the chief web editor of Styrdokument – Regelboken that grants access in the content management system to the relevant offices' web editors. More detailed procedures for the relevance checks are decided by the Head of the Office of the President in consultation with the editorial group.