



**UNIVERSITETI "UKSHIN HOTI" PRIZREN
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**REGULATION FOR PUBLICATIONS BY UNIVERSITY "UKSHIN HOTI"
PRIZREN**

Prizren 2022

Based on article 4, of Law on publishing activities and books, Act number 02/L-51, of article 25 of the Law for Higher Education no.04/L-037, and on the article 231, 232, 233, 234 of the Statute of “Ukshin Hoti” University in Prizren, the University Senate, dated _____, approves

REGULATION FOR PUBLICATIONS BY UNIVERSITY “UKSHIN HOTI” PRIZREN

General provisions

Article 1

- 1.1. By this Regulation is defined the establishment of Publishing Council and the activities of the Publishing House at the University “Ukshin Hoti” in Prizren.
- 1.2. This Regulation defines and determines the terms and procedures of publishing, republishing, and the translation of basic textbooks, of other textbooks, of practicums, assignments summaries and other specific publishing (monographs and periodicals) of professional, scientific, literary, artistic and informative nature (hereafter: publishing)
- 1.3. The publisher of these publishing is University of Prizren “Ukshin Hoti” (hereafter - University).

Article 2

- 2.1. Publications are published based on the publishing Plan.
- 2.2. Publishing Plan is approved by Publishing Council of the University (hereafter: Publishing Council) for each academic year, based on the proposals of other academic units and organizational units.
- 2.3. Publishing Plan is proposed by academic units in November, whereas is valid for the following calendar year.

Article 3

- 3.1. On the publishing of basic textbook, and of other textbooks, of practicums, assignments summaries is included the subject matter of a course, respectively of a specific field.
- 3.2. Publishing must contain professional, scientific, literary and artistic achievements in accordance to modern methodological and pedagogical requirements.
- 3.3. Authors of the books might be professors with a full time job at the University. On specific cases, authors/coauthors may be even the retired personnel of the University.
- 3.4. Publishing Council may allow the publishing of publications by prominent personalities that are not part of the University personnel. Author’s excuse has to be well argued (he lacks funds to publish it and the indirect benefits that students have by publishing this title).

Publishing Council of the University

Article 4

- 4.1. Publishing Council consist of 9 members with a right to vote:
 - Vice-rector for scientific research

- Library representative (with no right to vote)
 - 6 (six) experts of fields that are studied at the University (Law, Economics, Philology, Life and Environment Sciences, Teaching, Computers). While new study programs are added the number of members may be increased.
- 4.2. In case of a tie of the number of votes, the vote of the chairman is decisive.
- 4.3. Members of the Publishing Council are proposed by the rector, while they are elected by the University Senate, according to the respective study programs of the University.
- 4.4. The mandate of the Council members lasts 4 years.
- 4.5. The chairman of the Publishing Council is elected by its own members.

Article 5

- 5.1. Publishing Council, among others, reviews and allows the publishing of publications based on a written consent of the Council of the academic units, of at least two reviewers of the respective field and of the editor.
- 5.2. Publishing Council decides to select the idea of the book cover and to edit the text.
- 5.3. University logo is placed only on the publishing that come from the Publishing House of the University of "Ukshin Hoti" Prizren.

Article 6

- 6.1. Elected members of the Publishing Council are at the same time editors of the university publishing from the scientific, professional and artistic field, to which they belong.
- 6.2. For the sciences that are not included on article 4, on specific cases, the Council appoints a professional editor.
- 6.3. The reviewers and the editor are responsible for the quality of the manuscripts, for the professional and scientific level of the manuscripts.
- 6.4. The editor based on the positive evaluation of the reviewers and analysis of the manuscript, gives a written opinion to the Publishing Council to allow the publishing of the manuscript.
- 6.5. The editor is obligated to complete his editing work within 30 days period starting on the day he receives the full manuscript.
- 6.6. The author is responsible for the quality and originality of the paper.

Article 7

- 7.1. Publishing Council gives ideas, opinions and viewpoints for the policy and advancement of university publishing.
- 7.2. Governing council and the Senate supports the Publishing Council to release university publishing.
- 7.3. Publishing Council for its work answers to Senate.

Procedure of publishing

Article 8

- 8.1. The permission to publish is given by Publishing Council of the University.
- 8.2. Publishing manuscripts from article 1 of this Regulation are subject to review, which is done by at least three members of the relevant field.
- 8.3. Reviewers are appointed by the Council of academic units.

- 8.4. Reviewers have an obligation to write a positive or a negative review. Their review can be shared between them or they can do it separately.
- 8.5. Reviewers report must be submitted within the deadline specified on the decision of their appointment.
- 8.6. The manuscript is accepted on further procedures to be published if it has at least two positive reviews.

Article 9

- 9.1. Before the Publishing Council accepts the manuscript, beside the affidavit of authorship and originality by the author/authors, the paper must be checked for plagiarism/self-plagiarism.
- 9.2. The check report of plagiarism/self-plagiarism shall not exceed the 20% value and as such must be forwarded to the Publishing.

Article 10

- 10.1. The author must submit the manuscript and the positive reviews from at least two reviewers. The manuscript must be printed on paper (soft bound) and the original electronic version (Word, LaTeX, etc.) and PDF (and collated in computer).
- 10.2. The manuscript of basic textbooks, other textbooks, of practicums, assignments summaries must be in accordance with the plan and program of the teaching subject, respectively of that field.
- 10.3. The manuscript must be proofread and edited.
- 10.4. The author, simultaneously with the manuscript based on point 3 of this article and the reviews must submit the curriculum of the relevant subject, of that field, verified by the academic unit.
- 10.5. When applying, the author/authors sign a statement for the originality of the paper and for other responsibilities.
- 10.6. Publishing Council drafts and approves forms for the application process.

Article 11

- 11.1. If the editor makes a remark to the author or to the reviewers about the manuscript, and they do not act based on the remarks and suggestions within the deadline, it is considered that they give up from further procedures.
- 10.1. In cases of eventual disagreement of the author and the reviewers with the editor's remarks, based on the 1st paragraph of this article, decides the Publishing Council.

Article 12

- 12.1. Priority for publishing have: original publications, especially for teaching subjects that do not have a basic university textbook, and publishing that in the curriculum are essential literature for the students, as well as
- 11.1. Translation of basic textbooks with special professional, scientific, literary and artistic importance.

Article 13

- 13.1. University Publishing contain: the name of the University, the name of the academic unit, the name and the last name of the author/authors, the title of the textbook, the logo of the University, and the publishing place and year.
- 13.2. The first and second page are blank.
- 13.3. The third page is exactly the same as the cover but without colors.

- 13.4. The fourth page: names of the reviewers, the chairman of the Publishing Council, the editor's, the publishers (University "Ukshin Hoti" Prizren) and lastly the number of the decision with this content: Publishing Council of the University "Ukshin Hoti" Prizren authorized the publishing and the use of this textbook with the decision no. _____ of date ____ . ____ . ____ .
- 13.5. Fifth page: contents.
- 13.6. The content is followed by the preface on the odd number page (right side), the published text, then after the text – literature, name index, notion index and the last page – author's name and last name, the title of the publication, name and last name of proofreader, editor, art's editor, computer artist and the author of the illustrations.
- 13.7. Acknowledgment for the sponsors may be on the penultimate page.
- 13.8. On text pages appear the author's name and the title of the publication.
- 13.9. In the publication is also this note: All copyrights are protected by law.
- 13.10. The format of the University publishing is B5 (17 x 24 cm). The typesetting should be done by Times New Roman font, font size 11, with line spacing 1.0.
- 13.11. Special publication may have special technical and artistic choices.
- 13.12. The cataloging (CIP) of the Kosovo National Library is published on the last page, while ISBN on the back cover of the book.

Funding publishing

Article 14

- 14.1. The evaluation of publishing expenses should be expressed in (euro-€) currency and the basis for calculation is the page of the published text.
- 14.2. The assignment of points is made as follows:
- 14.2.1. For the editor - 1 €per page.
 - 14.2.2. For the reviewer – 2 €per page (the amount is divided based on the number of the reviewers).
 - 14.2.3. For editing and proofreading - 1 €per page.
 - 14.2.4. The cost of publishing the textbook of at least a 100 copies must be covered by the University.
 - 14.2.5. Copyright compensation is defined based on the agreement between Publishing House and the author/authors of the textbook, respectively 20 % from the sale of each copy of the textbook.
 - 14.2.6. Author/authors compensation is made annually after the issuance of sales balance.
- 14.3. To translate a university textbook the fee will be 12 €per page.
- 14.4. In cases of translation requests, author/authors should contact the Publishing House priory, and to get informed for the terms of transferring the right for translation, which will be considered on the decision of the Publishing Council. If the Publishing Council takes a positive decision, then University (through the Publishing Council) addresses the Publishing House or the authors with an official request for the right to translations. Only after the permission is granted, the author/authors will be able to start translating and after they are done, to make the next request to the Publishing Council, attaching the reviewers report and also fulfilling the other requirements just like in other publishing cases.
- 14.5. If the costs of publishing are covered by the author, 80% of the income made by sales will go to the author, while 20% belong to the University.
- 14.6. From the cost price of the publishing sales pertains to:

- 14.7.From the moment of the establishment of the University Bookstore (as part of University Library), sales of publishing will be made at that bookstore and on other selling points (bookstores) and the funds will be transferred at the University's bank accounts.
- 14.8.Funds from the publishing sales return to the University based on the dynamic of sales.
- 14.9.No matter the way of financing the publishing (University financing or self-financing), the selling price and the place of selling is assigned in the same way (and is based on this regulation), whereas the author/authors have no right to sell it themselves nor to impose students to buy it.

Article 15

- 15.1.The number of published copies will be based on the financial possibilities (budget planning).
- 15.2.In cases when budget is surpassed the request for compensation goes to the Governing Board of the University for reviewing and approval in order for funds to be distributed proportionally in accordance with the financial capacities.
- 15.3.Financial support according to this regulation is done from the relevant budget code in each fiscal year and is recommended that the execution of payments to be done on the relevant year of the publishing.

Article 16

- 16.1.Financing for publishing is made from the budget of the University and other sources (sponsors, donations, funds collected from the textbook sales, etc.). Funds collected from sponsors and sales go to the University's special account and are used to support new publishing.

Article 17

- 17.1.The provisions of this regulation are applied even for publications that are made with the author's money, with the exception of Article 14 and 16 (relevant paragraphs) of this Regulation.

Article 18

- 18.1.Prices and other responsibilities between the publisher and the author, and the other entities provided for in this Regulation are determined by the contract.

Article 19

- 19.1.The Rectorate of the University (Financial Service) makes the compensation of the publishing cost to print the publication in accordance with relevant procedures. Responsible for the funds related to publishing is the Vice-Rector for Budget, Finance and Infrastructure.

Article 20

- 20.1.The Publishing House of the University exchanges, gives away with no compensation or sells its own publication.
- 20.2.The Publishing House of the University, exchanges its own publication with scientific

institutions, universities, faculties, and other scientific-cultural organizations in and out of the country.

20.3. The exchange is made based on the principle, all publications from the Publishing House with all publications of other institutions, book for book, regardless their value, or book for book, based on the value.

20.4. Exchanges are made based on the previous agreements of the representatives of the institutions.

Article 21

21.1. University gives away with no compensation a copy of each publication to:

- All professors of the unit where the author comes from, if he comes from a respective Faculty; University Rectorate, Governing Council, Deans of the Faculties.
- 10 copies Library of the University "Ukshin Hoti";
- 3 copies Ministry of Education, Science, Technology and Innovation;
- 3 copies Ministry of Culture, Youth and Sports;
- 3 copies University Library of Kosovo;
- 3 copies National Library of Kosovo according to the law in force;
- 3 copies National Library of Albania;
- 2 copies Library of Albanian Studies Institute of Prishtina;
- 2 copies Library of History Institute of Kosovo and
- 2 copies respective Libraries of the faculties of the University "Ukshin Hoti".

21.2. At the request of interested institutions or individuals, with the permission of Publishing Council publications of the Publishing House can be given away for no compensation.

21.3. Those copies have the stamp "Gift" of Publishing House of the University "Ukshin Hoti".

Article 22

22.1. The author and coauthor of the publication are entitled to 30 free copies in total.

22.2. The author and coauthor of joint publication works (conferences, meetings and other scientific activities) are entitled to one free copy.

22.3. The editor, reviewers, proofreaders, design services, and other technical services are entitled to one free copy of the publication.

Article 23

23.1. Publications of the Publishing House are sold at the University Bookstore and other legal forms.

23.2. The selling price is set by the Publishing Council and approved by Governing Council.

23.3. Bookstores are allowed ordinary or contracted margin.

23.4. Publications of the University Publishing House, on special occasions can be sold with a discount up to 50%.

Article 24

24.1. At the University archive are kept five copies of each publication.

Transitional and final provisions

Article 25

- 25.1. This Regulation can act retroactively on the rights of the parties it affects.
- 25.2. For the right enforcement of this regulation cares the chairman of Publishing Council.
- 25.3. The authentic interpretation of this regulation is given by the University Senate.

Article 26

- 26.1. The amendment and completion of this regulation is done based on the approval procedure.
- 26.2. This Regulation enters into force on the day of approval by the Senate of the University “Ukshin Hoti” Prizren and applies to publications approved after the entry into force of this regulation.
- 26.3. In accordance with Statute competencies, the Governing Council gives the financial consent to implement this Regulation.

Senate Chairman

Prof. Asoc. Dr. Samedin Krrabaj