



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

Senate

Ref. 1360

Datë: 22.07.2016

REGULATION FOR PUBLICATIONS OF "HAXHI ZEKA" UNIVERSITY IN PEJA

Peja, 2016

Pursuant to Articles 231 and 232 of the Statute, the Senate of "Haxhi Zeka" University in Peja, at its meeting held on 20.07.2016, approved the following:

REGULATION FOR PUBLICATIONS OF "HAXHI ZEKA" UNIVERSITY IN PEJA

General Provisions

Article 1

1.1. This Regulation defines the conditions and procedure for publishing, reprinting and translating basic texts, other texts, practices, task summaries and other special publications (monographs and periodicals), of a professional, scientific, literary, artistic and informative character (hereinafter: publications).

1.2. Publisher of these publications is "Haxhi Zeka" University in Peja.

Article 2

2.1. Publications are published according to the publishing plan.

2.2. The publishing plan is approved by the Publishing Council of "Haxhi Zeka" University in Peja, (hereinafter: the Publishing Council), for each academic year, as proposed by the academic units and the organizational units.

2.3. The publishing plan is proposed by the academic units in November and is valid for the following calendar year.

Article 3

3.1. Publications of basic textbooks, other textbooks, internships, and task summaries include the subject matter of a particular subject area.

3.2. Publications must contain professional, scientific, literary and artistic achievements, in accordance with contemporary methodological and pedagogical requirements.

3.3. The authors of the textbooks can be teachers in full time employment at UHZ. In exceptional cases, author / co-authors may also be from retired UHZ staff.

University Publishing Council

Article 4

4.1. The Publishing Council is composed of 5 voting members. Vice Rector is a member of the Publishing Council ex officio and has the right to vote. The Council decides by a majority of votes. If the number of votes is equal, the vote of the chairman is decisive.

4.2. The members of the Publishing Council are proposed by the Rector, while being elected by the Senate of "Haxhi Zeka" University in Peja, according to the relevant fields of science and art.

4.3. The term of office of the members of the Council shall be four years.

4.5. The President of the Publishing Council is elected by its members.

Article 5

The Publishing Council shall, inter alia, consider and permit the publication of publications on the basis of consent

- 5.1. Written by the academic unit council, to at least two relevant field reviewers and the editor.
- 5.2. The Publishing Council decides on the conceptual choice of front page and the text editor

Article 6

- 6.1. Selected members of the Publishing Council are also editors of university publications in the scientific, professional and artistic fields to which they belong.
- 6.2. For the sciences not covered by paragraph 4 of Article 4, in certain cases, the Council shall appoint 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 reviews of the reviewers and the manuscript analysis, gives a written opinion to the Publishing Council on allowing the publication of the manuscript.
- 6.5. The editor is obliged to complete his / her editing work for a manuscript within 30 days of receiving the completed manuscript.
- 6.6. The author is responsible for the quality and originality of the work.

Article 7

7 .1. The Publishing Council provides ideas, opinions and views on politics and the advancement of university publications.

The Governing Council and the Senate support the Publishing Council for the realization of university publications.

- 7.2. The Publishing Council reports to the Senate on its work

Procedure for edition of publications

Article 8

- 8.1. Publication permission is given by the University Publishing Council.
- 8.2. Manuscripts of publications referred to in section 1 of this Regulation shall be subject to review by at least three members of the relevant field.
- 8.3. The reviewers are appointed by the academic unit council.
- 8.4. 8.4. Reviewers are required to write a positive or negative review. Their relationship can be common or seperated.
- 8.5. The reviewers' report must be submitted within the deadline specified in the decision to appoint them.
- 8.6. The manuscript is accepted for further publication if it has at least two positive reviews.

Article 9

- 9.1. The author must submit the manuscript and positive reviews of at least two reviewers. The manuscript should be printed on paper (with soft links) and in the original electronic version (Word, Late X etc.) and PDF (and sorted by computer).
- 9.2. The manuscript of basic textbooks, other textbooks, internships and assignments should be in accordance with the syllabus and curriculum of the subject, respectively of that field
- 9.3. The manuscript must be proofread and corrected.
- 9.4. The author, together with the manuscript according to paragraph 3 of this article and the reviews, must submit the syllabus and curriculum of the subject in question, certified by the academic unit.
- 9.5. When applying, the authors sign a statement of authenticity of the work and other responsibilities.
- 9.6. The publishing council develops and approves the formulas for the application process.

Article 10

- 10.1. The publishing council develops and approves the formulas for the application process.
- 10.2. In cases of eventual disagreement between the author and the reviewers with the editor's remarks, according to paragraph 1 of this article, the Publishing Council decides.

Article 11

- 11.1. Advantages of publication are: original publications, especially for courses that do not have basic university textbooks and publications which with curricula are necessary literature for students;
- 11.2. Translations of basic texts of particular professional, scientific, literary and artistic importance.

Article 12

12. I. University publications contain: University name, academic unit name, author name and surname, text title, the emblem of the University, place and year of publication. The first and second pages are empty.
2. The third page is the same as the front page, but without color.
3. The fourth page: the names of the reviewers, the president of the Publishing Council, the editor, the publisher (Haxhi Zeka University in Peja) and finally the decision number with this content: The Publishing Council of "Haxhi Zeka" University in Peja, allowed the publication and use of this text by decision no. dated xx.xx.xxxx.
4. Fifth page: content.
5. After the content follows the preface to the page number (on the right), the text of the publication, and after the text - literature, index of names, index of notions and on the

last page - name and surname of author, title of publication, name and surname of lecturer, proofreader, artistic editor, computer executor and author of illustrations.

6. Thanksgiving for sponsors can be on the penultimate page.
7. The text pages show the author's name and the title of the publication.
8. The publication also notes: All copyright is protected by law
9. The format of University publications is BS (17 x 24 cm). Sorting should be in Century Gothic font, font size 11, with rarity 1.0.
10. Special editions may have special technical and artistic solutions.
11. The last page of the publication contains the cataloging (CIP) of the National Library of Kosovo, and ISBN in the back cover.

Financing the publication of publications

Article 13

13.1. The estimate of publication costs is expressed in foreign currency (Euro- €) and the published text page is calculated.

13.2.1. Points are assigned as follows:

13.2.2. Per editor - 1 € per page.

13.2.3. For reviewers - 2 € per page (amount divided by number of reviewers).

13.2.4. For proofreading & correction - 1 € per page.

13.2.5. For the author / authors honorarium:

i) 1500 EURO for 70-99 page texts:

ii) 3000 Euro for 100-250-page texts; and

iii) $3000 + 5(X-250)$ EURO, for texts of more than 250 pages (where X is the number of pages of text).

13.2.8. For task summary, praktikume:

i) 1000 EURO for 70-99-page texts

ii) 2000 EURO for 100-250 page texts; and

iii) $2000 + 5(X-250)$ EURO, for texts of more than 250 pages (where X is the number of pages of text).

iv) 13.3. The fee for translation of university text will be 12 € per page

13.4. The royalties for the second edition will be 50% of the royalties for the first edition.

13.5. Author / authors royalties for the third edition onwards will be 30% of the royalties for the first edition

13.6. Only the author (s), not the editor, reviewers, proofreaders, and proofreaders, are compensated for the second edition.

13.7. In case of translation requests, the author (s) should contact the publishing house or authors in advance and be informed of the conditions for transfer of the right to translation, which will be taken into account in the UHZ Publishing Council decision. If the Publishing Council makes a positive decision, then UHZ (through the KLS) addresses the publishing house or authors with a formal request for the right to translation. Only after obtaining permission, the author (s) will be able to begin the translation and, once finalized, submit the next request

to the Publishing Council, including the reviewers' report and fulfill other requirements as in the case of other publications

13.8. The Rectorate of "Haxhi Zeka" University in Peja, compensates the author (s) with 50% of the proceeds from the sale of the publication. Compensation is made annually after the sale balance is issued

13.9. If the author has covered the publication costs, 80% of the proceeds from the sale will go to the author, and 20% to the University.

I 3.1 0. From the selling price of the publication belongs:

I 3.10.1. University - 85% of the sale price of the publication;

13 .10.2. Sales network - 15% of the sale price.

Since the establishment of the University Library (within the University Library), the publications will only be sold in that library and the funds are deposited into the University account.

Funds from the sale of publications are returned to the Rectorate according to the dynamics of the sale of publications

13.11. In any way of financing the publications (with UP funding or self-financing), the selling price and the place of sale are determined in the same way (and under this regulation), while the author (s) have no right to sell the book themselves, nor to impose its purchase on students,

Article 14

Publications are funded by University budget funds and other sources (sponsors, donors, funds raised from the sale of textbooks, etc.). Funds raised by sponsors and sales are collected in separate University accounts and used to support new publications.

Article 15

The provisions of this Regulation shall also apply to publications published by the author's means, with the exception of Article 13 (relevant paragraphs) and Article 14 of this Regulation.

Article 16

16.1. The sale price for each publication is calculated according to the amount of funds from 0.015- € per page of published text.

16.2. Prizes and other obligations between the publisher, the author and other entities provided for in this Regulation are determined by contract.

Article 17

17.1. Rektorati i Universitetit (Sektori i financave) e bën kompensimin e shpenzimeve të publikimit për shtypjen e publikimit në përputhje me procedurat përkatëse. Përgjegjës për mjetet financiare lidhur me botimin është prorektori për çështje materiale-financiare.

Article 18

18.1. Any publication that refers to the attributes provided for in this Regulation without going through the foreseen procedures is considered to be an unlicensed publication and does not have university validity, respectively, legal measures are taken.

18.2. After publication, in cases where the publication is financially supported by UHZ, the publisher is obliged to submit:

I 8.2.1. Author of the publication - 10 copies;

I 8.2.2. Rectorate - 1 copy;

18.2.3. Library of the respective academic unit 5 copies;

18.2.4. National Library of Kosovo - 3 copies;

18.3. UHZ Central Library - 5 copies.

18.3.1. In cases where university publications are self-financed, the author is obliged to submit:

18.3.2. Rectorate - 1 copy;

18.3.3. Library of the respective academic unit 5 copies;

18.3.4. National Library of Kosovo - 3 copies

18.4. UHZ Central Library - 5 copies.

Transitional and Final Provisions

Article 19

19.1. The President of the Publishing Council shall be responsible for the proper implementation of this Regulation

19.2. The authentic interpretation of this Regulation is provided by the UHZ Senate.

Article 20

20.1. Amendments to this Regulation shall be made in accordance with the approval procedure.

20.2. This Regulation shall enter into force on the day of its adoption by the UHZ Senate and applies to approved publications after the entry into force of this Regulation.

Rector

Prof. Dr. Fadil Millaku

Explanation: This regulation is translated in English but signed and protocolled in Albanian.