



Universiteti Publik "Kadri Zeka" University
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Pursuant to Article 49, point 1.3 of the Provisional Statute of the Public University "Kadri Zeka" in Gjilan, the Steering Committee of the University in its XVII meeting held on 24.07.2020, approved this:

REGULATION ON THE WORK OF THE PUBLISHING COUNCIL OF THE "KADRI ZEKA" UNIVERSITY, GJILAN

General provisions

Article 1

1. This regulation defines the conditions and procedures for the publication, republication and translation of university textbooks, other textbooks, practicums, task summaries, and other special publications (monographs, authorized lectures, journals and periodicals) of professional, scientific, literary, artistic and informative character (hereinafter university publications).
2. The publisher of university publications is the University "Kadri Zeka" in Gjilan.

Article 2

1. The publication of university textbooks, other textbooks, practicums, task summaries include the content of a course, respectively the content of the particular field required for the particular study program.
2. Publications must contain professional, scientific, literary and artistic achievements in accordance with contemporary scientific, professional and methodological requirements.

3. The authors of the textbooks can be full-time professors at UKZ. The author may also be a part-time professor whose manuscripts the Publishing Council considers useful to UKZ, giving a strong reason.

THE PUBLISHING COUNCIL OF THE UNIVERSITY

Article 3

1. The Publishing Council consists of five (5) members with the right of vote. The Vice-Rector for Academic Affairs, ex officio, is a member of the publishing council with the right of vote.
2. The members of the Publishing Council are proposed by the rector while elected by the senate of the University "Kadri Zeka", in which case each academic unit will have at least one member in the Publishing Council according to the respective fields of science and art.
3. The mandate of the members of the Publishing Council lasts four (4) years.
4. Being a member of the Publishing Council is not inconsistent with any other university mandate.
5. The chairperson of the Publishing Council is elected by its members.
6. The Publishing Council decides by a majority vote. In case the number of votes is equal, the vote of the chairperson is decisive.
7. The members of the Publishing Council get paid for their work based on the meetings they hold.
8. The Publishing Council holds at least two meetings a year: one at the beginning of the winter semester and the other at the beginning of the summer semester.
9. The Publishing Council reports and is accountable to the senate and the rector for its work.
10. The Publishing Council provides ideas, opinions and views on the policy and advancement of the university publications.

Article 4

1. The UKZ Publishing Council drafts the annual publishing plan. The annual publishing plan is approved by the publishing council of the Public University "Kadri Zeka" (hereinafter the Publishing Council) every academic year, according to the proposals of the academic units of the University, in November while valid for the following calendar year.

2. The Publishing Council, among others, reviews and allows the publication of university publications based on the written recommendation of the Academic Unit Council made on the basis of at least two different written reviews and the consent of the editor.
3. The Publishing Council approves the look of the cover and the imprint of the book.

Article 5

1. The Publishing Council elects the editors of the university publications from the respective scientific, professional and artistic fields.
2. The reviewers and the editor are accountable to the Publishing Council for the quality of the manuscripts for the quality of the manuscripts, for the professional, scientific and artistic level of the manuscripts.
3. The editor, based on the positive evaluation of the reviewers and the analysis of the manuscript, gives a written recommendation to the Publishing Council to allow the publication of the manuscript.
4. The editor is obliged to complete his editorial work for a manuscript within 30-45 days from the day he receives the completed manuscript.
5. The author is responsible for the originality of the work, as well as for the proofreading.

THE PUBLISHING PROCEDURES OF THE UNIVERSITY PUBLICATIONS

Article 6

1. Publishing permission is given by the Publishing Council.
2. The decision for publication is signed by the rector who is the legal representative of the publisher.
3. The author in written form requests from the Faculty Council the publication of the manuscript, attaching the prepared manuscript to the request.
4. The faculty council appoints two reviewers to read the manuscript based on a requisition from the vice-dean for academic affairs who affirms or denies that the manuscript meets the basic conditions set out in this regulation for the commencement of the procedure.
5. Reviewers should be in the narrow field of the study to which the manuscript belongs.
6. At least one of the reviewers should not work at UKZ.

7. The reviewers, separately, have the obligation to write a positive or negative review by filling in the form determined by the Publishing Council.
8. The reviewers must complete their work within the time limit specified in the appointment decision.
9. The author submits to the Publishing Council the completed manuscript together with the reviews and the decision of the faculty council to initiate the publication procedure.
10. The manuscript is accepted in the further publication procedure if it has two positive reviews.
11. The Publishing Council appoints a manuscript editor who must complete his work within 35-40 days.
12. At the next meeting, the Publishing Council examines the manuscript, reviews and written recommendation of the editor and makes a decision on publication, correction of the manuscript or cancellation.

Article 7

1. The manuscript must be printed on paper (hard copy) and in the original electronic version (Word, LATEX, etc.) and PDF (computer-aligned).
2. The manuscript must be proofread.
3. The author, together with the manuscript and reviews, must also submit the syllabus (Curriculum Planning) of the respective subject or field certified by the academic unit.
4. Upon application, the author/the authors signs/sign the statement on the originality of the work and other responsibilities.
5. The Publishing Council drafts and approves the forms for the application process.

Article 8

1. In case the editor makes a remark to the author or the reviewer for the manuscript, and they do not act according to the remarks and suggestions within the set deadline, it is considered that they give up the further procedure.
2. For cases of eventual disagreement of the author and the reviewers with the remarks of the editor, the Publishing Council decides according to paragraph 1 of this article.

Article 9

1. Priority is given to the original publications, especially for courses which do not have a basic university text and publications which with curricula are basic literature for students, scientific monographs, doctoral theses defended at UKZ, etc.
2. Priority is also given to translations of basic texts of special professional, scientific, literary and artistic importance.

Article 10

1. University publications contain the name of the University, the name of the academic unit, the name and surname of the author/authors, the title of the text, the emblem of UKZ, the place and year of publication.
 - 1.1. The first and second page are blank.
 - 1.2. The third page is the same as the front cover but colorless.
 - 1.3. The fourth page: the names of the reviewers, the name of the chairman of the Publishing Council, the name of the editor, the name of the publisher (University "Kadri Zeka" Gjilan) and finally the number of the decision with this content: The Publishing Council of the University "Kadri Zeka" in Gjilan allowed the publication and use of this text with the decision (decision number) of the date (decision date).
 - 1.4. The fifth page: The Table of Contents.
 - 1.5. After the table of contents follows the preface on page number to (on the right) the text of the publication and after the text - literature, index of names, index of notions, and on the last page the name and surname of the author, title of the publication, name and surname of the proofreader, technical / artistic editor, book designer and author of illustrations.
 - 1.6. Thank you letter to sponsor may be on the penultimate page.
 - 1.7. The pages of the text contain the name of the author and the title of the publication.
 - 1.8. The publication also gives this note: "All copyrights are protected by law".
 - 1.9. The format of university publications is B5 (17x24cm). The alignment must be done according to the font selected by the author, the text with the font size 11, with an ordered list 1.1 while the chapters with the font size 14 respectively the subchapters with 13.
 - 1.10. Special publications can have special technical and artistic solutions.

1.11. On the last page of the publication is placed the cataloging (CIP) in the National Library of Kosovo and the barcode on the back cover.

1.12. The number of the printed copies is determined by the Publishing Council.

PUBLICATION FUNDING

Article 11

1. For each publication, the Publishing Council drafts a financial plan which provides for all publication costs.

2. The estimation of publication costs is expressed in euro (€) currency and the page of the published text is taken as a basis for calculation.

3. The allocation of points is done as follows:

3.1. Editor 0.25 € page

3.2. Reviewer 0.50 € page

3.3. Proofreader 0.50 € page

3.4. Book designer 0.05 € page

3.5. Book author 5 € page

3.6. The author of task summaries, practicums 2.5 € page

3.7. Translation of university textbook 3.5 € page

3.8. The author's/authors' honorarium for the second edition will be 50% of the value of the first edition honorarium.

3.9. The author's/authors' honorarium for the third and other editions will be 30% of the value of the first edition honorarium.

3.10. For the second and other editions, only the author gets paid but not the editor and the reviewers.

3.11. The same text can be republished at least 5 years after the first publication.

4. In case of translation requests, the author must contact the publishing house in advance and be informed about the conditions of transfer of the right to translation which will be taken into account in the decision of the Publishing Council of UKZ. If the publishing council takes a positive decision, then UKZ (through the publishing council) addresses the publishing house or authors with a formal request for the right to translation. Only after obtaining the permission, the author/authors will be able to start the translation and after they have finalized it, he/she (they)

must make the request to the publishing council by attaching the consent of the authors and fulfilling the other requirements as in the case of other publications.

5. "Kadri Zeka" University in Gjilan gives to the author the 50% of the funds realized from the sale of the university publication. The payment is made every year after the sale balance is issued.

5.1. From the sale of publications, earned funds are divided as follows:

5.1.1. Author: 50%

5.1.2. University: 35%

5.1.3. Sales network: 15%

6. Publication sales fund are returned to the university according to the dynamics of the sale of the publication.

7. The author has no right to sell the book himself.

Article 12

1. University publications are financed from the University budget and from other sources (sponsors, donors, funds raised from the sale of textbooks, etc.)

Article 13

1. The selling price for each publication is calculated according to the amount of financial means from 0.010 € per page of the published textbook.

2. Prices and other obligations among the publisher, author and other entities provided by this regulation are determined by contract.

Article 14

1. The UKZ finance department reimburses the publication costs for printing the publication in accordance with the relevant procedures. The Vice-Rector for Financial Affairs is responsible for the financial means related to the publication.

Article 15

1. Any university publication which refers to the attributes provided by this regulation without going through the prescribed procedures is considered an illegal publication and does not have

university validity, respectively legal measures are taken against the abuser of the name and logo of the university.

2. After publication, the publisher is obliged to submit:

2.1. To the author of the publication - 20 copies;

2.2. To the Rectorate – 5 copies;

2.3. To the library of UKZ – 10 copies;

2.4. To the National Library of Kosova – 5 copies

2.5. To the Library of Gjilan – 5 copies;

2.6. To the library of the municipalities such as: Kamenica, Novoberda, Vitia, Kaçanik, Hani i Elezit, Lipjan, Shtimje, Ferizaj, Presheva, Bujanoc, Medvegja, and Kumanova – 2 copies each.

TRANSITIONAL AND FINAL PROVISIONS

Article 16

1. The correct implementation of this regulation is taken care of by the publishing council, the UKZ Senate and the Steering Committee.
2. The authentic interpretation of this regulation is made by the UKZ Senate.

Article 17

1. The amendment and supplementation of this regulation is done according to the approval procedure.

Article 18

1. The regulation enters into force on the day of approval by the Steering Committee of UKZ and applies to publications approved after its entry into force.

Chairman of the Steering Committee

Msc. Ibrahim Kosumi