

METHODOLOGICAL REGULATIONS

to the Principles of Editorial Activities of Presov University Press

In order to implement the Principles of Editorial Activities of the Presov University Press (hereinafter referred to as "Press"), I issue this Methodological Regulations:

A. Publication procedure

1. As a rule, the Rector of the University decides on the publishing of publications at the Press on the basis of an editorial plan approved by the Editorial Board of the Press in accordance with the Principles of Editorial Activities of the Press.
2. The application for publication includes the following obligatory documents: a cover sheet, a request for funding approval, at least 2 peer reviews and a final manuscript.
3. The cover sheet (Annex 1) must always be filled, even if the publication has been approved by the EP for the next year.
4. If the University is interested in co-funding (full or partial), a request for funding should be addressed to the Rector, signed by the Chairman of the BEA (Annex 2).
5. Review reports (Annex 3) should be delivered to the Department of Editorial Activity. The peer review should be, first of all, a clear statement of the reviewer on the justification for the publication of the reviewed paper. This position should always be stated in the conclusion of the review, indicating whether the reviewer recommends the manuscript for publication without reservation(s) (in this case, a more detailed specification is needed in which the reviewer comments on the consideration of the author's comments and recommends the manuscript for publication without reservation) or does not recommend the manuscript for publication.
6. The manuscript of the publication in electronic form should be delivered to the Department of Editorial Activity after completing points 1-4.
7. The terms and conditions for publishing book publications are set out in the licence agreement concluded between the author of the paper and the University, represented by the Rector.
8. A request for the ISBN (Annex 4) is processed by the Press only after the delivery of positive reviews, as it is the output of the Press. The request for ISBN is sent by the Press graphic designer to the Department of Editorial Activity. ISBNs are not requested by the authors of publications.
9. Printing preparation (typesetting) of all publications published in the Press is usually carried out by the graphic designer of the Press. Typesetting is carried out by the author at his/her own expense in the case of publications covered by grant funds, project funds, etc. If the author arranges the typesetting of the publication independently, it must be approved by the Press graphic designer before the text is submitted for printing, and the author is obliged to follow the formal level of publication customary for Press, to include the Press logo on the cover and title page and to state in the copyright page:
 - © *University of Presov*
 - *"Published by the University of Presov in the Presov University Press"*
10. Publications not approved by the Editorial Board of the Press, published e.g. by faculties or private persons, may be published at Press only on the basis of a written order of the Rector or the Chairman of the Editorial Board of the Press..
11. The electronic version of the texts shall be received by graphic designer of the Press only from the officer of the Department for Science, Arts, Sport and Accreditation or

from another person authorised in writing by the Chairman of the Editorial Board of the Press.

12. The graphic designer of the Press communicates with the author (of a monograph, textbook) or editor (of a journal, collective volume, etc.) only after receiving the media containing the texts.
13. The final version of the publication (after finishing the typesetting and integrating the proofs), agreed by the author or editor and the Chairman of the Editorial Board of the Press, is delivered to the print by the graphic designer of the Press.
14. Confirmation of receiving the author's copies from the Press and sending the obligatory copies is provided by the Department of Editorial Activity.

B. Duties of the author (editor) of a non-periodical publication

1. He guarantees that the submitted publication has been prepared in accordance with the latest scientific and didactic knowledge in the relevant field, that the publication complies with the applicable standards (in particular the citation standard STN ISO 690 and the Copyright Act No. 185/2015 Coll.) and is in accordance with the applicable spelling rules and the applicable professional terminology.
2. He warrants that the rights to the paper submitted belong to him without restriction and shall be liable for any third-party claims arising in this connection.
3. He provides at least two reviews of the paper (submitted with the manuscript), and it is recommended that the reviewers have a scientific and pedagogical title in the field of science in which the author is publishing (in the case of a scientific monograph, at least one of them should have the academic title of professor), and at least one of the reviewers has worked beyond the University of Presov.

C. Basic requirements for a non-periodical publication to be submitted

1. Recommended typographic characteristics of the document: file format: docx, page size: A4, possibly A5, margins: 2,54 cm, font type: standard Windows font (Times New Roman, Arial, etc.), font size of the main text 11 - 12 points, line spacing: 1 - 1,2. If a non-standard font type (e.g. different language, equation, formula and other special characters) appears in the document, the author will ensure that it is delivered to the graphic designer of the Press.
2. If the document contains images (and they are not part of the text), they must be processed with a standard graphic editor, i.e. they must be in commonly used formats: JPG, TIFF, BMP, PNG, etc. If the document contains tables and graphs (and they are not part of the text), they must be processed with a standard spreadsheet.
3. If the document contains registers or lists (of graphs, figures, tables, etc.), the author is obliged to agree on the procedure with the graphic designer of the Press. Registers are created after the final folding of texts, insertion of figures and final proofreading. The author marks them in the text and creates a list. Page numbers are inserted by the author.
4. In case of ambiguity, the technical parameters will be specified by the graphic designer of the Press and the author is obliged to respect them in their entirety. The Press has the right to request the author to modify the document or to reject the document if the requirements of the Press are not met.

In Prešov on March 7, 2022

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector



PREŠOVSKÁ UNIVERZITA V PREŠOVE/ UNIVERSITY OF PRESOV
Ul. 17. novembra č. 15, 080 01 Prešov, Slovenská republika

**Krycí list na publikáciu vydanú Vydavateľstvom PU v Prešove/ *Cover Sheet
for a Publication Issued by Presov University Press***

Vydavateľ/ <i>Publisher:</i>	Prešovská univerzita v Prešove, Vydavateľstvo PU/ <i>Presov University Press</i>
Autor/ <i>Author/ Editor:</i> Fakulta (Pracovisko)/ <i>Faculty (Workplace):</i>	
Názov/ <i>Title:</i>	
Podnázov/ <i>Subtitle:</i>	
Typ publikácie: (vedecká monografia, vysokoškolská učebnica, a iné)/ <i>Publication Type:</i> (<i>scientific monograph, university textbook, etc.</i>)	
V prípade VŠ učebnice súhlasné stanovisko podporujúce vydanie publikácie od garanta príslušného študijného programu (jeho meno, vyjadrenie a podpis)/ <i>In case of a university textbook, a positive statement supporting issuing of the publication from the guarantor of the relevant study programme (his name, statement and signature)</i>	
Formát/ <i>Format</i> (B5, A5, A4)	
Väzba/ <i>Binding</i> (V1, V2, V4, V8)	
Farebnosť vnútra knihy/ <i>Colouring inside the book</i> (1+1; 4+4)	
Poradie vydania/ <i>Edition number:</i>	
Rok vydania/ <i>Year of publication:</i>	
Dátum požiadavky/ <i>Request date:</i>	
Kontakt/ <i>Contact</i> (e-mail, mobil/ <i>phone</i>):	
Zaradené do edičného plánu (áno, nie)/ <i>Included in the Publishing Plan (yes/no):</i>	
Náklad (ks)/ <i>Number of pieces:</i>	
Rozsah (počet AH/strán)/ <i>Range (number of pages):</i>	
Financovanie: (VPU; grant; projekt a pod.)/ <i>Financing: (Presov University Press; grant; project, etc.)</i>	

Vysvetlivky/ *Explanatory notes:*

Formát/ *Format:* B5 – zmenšená/ *smaller* 158x232 mm; A5 – 148x210 mm; A4 – 210x297 mm;

Väzba/ *Binding:* V1 – spinkovaná, mäkký obal/ *stapled, soft-cover*; V2 – lepená, mäkký obal/ *glued, soft-cover*;

V4 – šitá-lepená, mäkký obal, nad 200 strán/ *sewn-glued, soft-cover, over 200 pages*;

V8 – šitá, tvrdý obal (možnosť výberu oblého chrbta)/ *sewn, case bound*

Farebnosť/ *Colouring:* 1+1 – čiernobiela obojstranná tlač/ *black and white double-sided printing*

4+4 – farebná obojstranná tlač/ *colour double-sided printing*

Podpis žiadateľa (autor/editor)/ *Author's/Editor's signature:*

Vyjadrenie: Súhlasím s vydaním publikácie/

Statement: I agree with the release of the publication

prof. ThDr. PaedDr. Ing. Gabriel Paľa, PhD.

predseda Rady pre edičnú činnosť Prešovskej univerzity v Prešove/

Chairperson of the Board for Editorial Activity of the University of Presov



PREŠOVSKÁ UNIVERZITA V PREŠOVE/ UNIVERSITY OF PRESOV
Ul. 17. novembra č. 15, 080 01 Prešov, Slovenská republika

•
Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector
University of Presov
17. novembra 15
080 01 Prešov
•

Place, Date

Subject: Request for Funding Approval

Dear Rector,

I would like to ask you for approval of 100% financing of the number of (*number of pieces*) type of publication "*Title, or subtitle*", from the financial resources of Presov University Press.

Thank you.

Applicant: author/editor

Recommended by: prof. ThDr. PaedDr. Ing. Gabriel Paľa, PhD.
Chairperson of the Board for Editorial Activity of the University of Presov

Approved by: Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the University of Presov



PREŠOVSKÁ UNIVERZITA V PREŠOVE/ UNIVERSITY OF PRESOV
 Ul. 17. novembra č. 15, 080 01 Prešov, Slovenská republika

Peer Review of a Publication

Author(s):.....

Publication title:.....

This review will be provided anonymously to the author for the purpose of editing the manuscript. In case of positive recommendations, reviewer's name will be listed on the back of the title page and in the imprint of the publication.

The editorial board of the Presov University Press asks the reviewer to express the evaluation of the manuscript in the following charts and for a more detailed comment in the text attachment.

Manuscript evaluation

The reviewer assumes part of the responsibility for the quality of the future publication by the peer review and for that reason, he/she should approach the evaluation of the entire manuscript very responsibly. The reviewer classifies individual parts numerically from 1 to 10, with 1 being the lowest rating and 10 being the highest rating.

Rated area	Points
Timeliness of content	
The original scientific contribution of the author(s)	
Synthesis of own and acquired knowledge	
Citations of own works	
Citations of parts taken from other authors	
Logical arrangement - continuity of chapters	
Graphic design	
Quality of images and graphs	
Validity and information level of images	
Validity and information level of charts	
Language level	
Professional Terminology	
Total number of points	

Please provide a detailed comment in the text attachment. You can mark less serious comments directly in the text.

Reviewer:

Name and surname:

Workplace:

Publication type

Scientific monograph	Original, monothematically compiled scientific works of the author (authors) or verbal work dedicated to one personality.	<input type="checkbox"/>
University textbook	The summarization work, which primarily does not bring new, so far unpublished knowledge, but makes accessible, classifies and generalizes current knowledge with a close connection to the higher education process in study and science fields.	<input type="checkbox"/>

Assumed reader category

Intended for the broadest public	<input type="checkbox"/>
Intended for broad professional public	<input type="checkbox"/>
Intended for a small group of experts	<input type="checkbox"/>
Intended for students and experts from the specific field of study or science	<input type="checkbox"/>
Intended for youth up to 15 years of age	<input type="checkbox"/>
Intended for children up to 6 years of age	<input type="checkbox"/>

Reviewer recommendation

Publish according to the submitted manuscript	<input type="checkbox"/>
Publish after elimination of shortcomings	<input type="checkbox"/>
Publish after revision and re-evaluation	<input type="checkbox"/>
Not suitable for publishing	<input type="checkbox"/>

I propose to submit a revised version of the publication for review: yes - no

In..... Date.....

Signature of the reviewer.....



PREŠOVSKÁ UNIVERZITA V PREŠOVE/ UNIVERSITY OF PRESOV
Ul. 17. novembra č. 15, 080 01 Prešov, Slovenská republika

ŽIADOSŤ O PRIDELENIE ČÍSLA ISBN/ *REQUEST FOR ISBN ASSIGNMENT*

Vydavateľ/ <i>Publisher</i> Adresa/ <i>Address</i>	
Autor/ <i>Author</i>	
Názov/ <i>Title</i>	
Podnázov/ <i>Subtitle</i>	
Názov časti/ <i>Part title</i>	
Typ publikácie ¹ / <i>Publication type¹</i>	vedecká monografia, vysokoškolská učebnica, učebný text, zborník, časopis, odborná knižná práca, publikácia iného typu a pod./ <i>scientific monograph, university textbook, conference proceedings and other types of scientific publications</i>
Číslo časti/ <i>Part number</i>	
Poradie vydania/ <i>Edition number</i>	
Rok vydania/ <i>Year of publication</i>	
<input type="checkbox"/> viazaný/ <i>case bound</i> <input type="checkbox"/> brožovaný/ <i>soft-cover</i> <input type="checkbox"/> elektronický dokument (CD-ROM, DVD)/ <i>electronic document (CD-ROM, DVD)</i> Podčiarknuť spôsob vyhotovenia väzby/ <i>Underline the type of binding</i>	
Náklad/ <i>Number of pieces</i>	
Dátum požiadavky/ <i>Request date</i>	
Aktualizácia údajov ² / <i>Date update²</i>	
Posledné pridelené ISBN ³ / <i>Last assigned ISBN³</i>	

¹ Vyberte typ publikácie, na ktorú sa ISBN vzťahuje./ *Select the type of publication to which the ISBN applies.*

² Uveďte, prosím, akúkoľvek zmenu adresy, čísla telefónu a faxu, www stránku atď./ *Please indicate any change of address, telephone, e-mail address, website, etc.*

³ Vypĺňajú vydavatelia, ktorí majú 6-miestny identifikátor, napr. 80-968300- / *Filled in by publishers who have a 6-digit identifier, e.g. 80-968300-*

COPYRIGHT PAGE 1 (of the author)**Second page – back side of the cover sheet** **(MUST BE)**

TITLE TITLE TITLE TITLE TITLE TITLE TITLE **(MUST BE)** Subtitle
 Subtitle Subtitle Subtitle Subtitle *(if any)*

Editor: Name and Surname *(if any)*

Authors: Name and Surname **(MUST BE)**
 Name and Surname
 Name and Surname
 Name and Surname

Translator: Name and Surname *(in case the paper is translated)*

Reviewers: Name and Surname Titles **(MUST BE)**
 Name and Surname Titles **(MUST BE)**

Edition: Second, completed and extended **(MUST BE with the 2nd edition and more, with its attribute)**
Issued by: University of Presov in Presov University Press
 Prešov, 2022 **(MUST BE)**

The publication was produced within the framework of the KEGA project No. 123PU/2022: Project name *(if any)*

The authors are responsible for the content of the papers and their editing.
(It is recommended to indicate if there is no proofreading.)

© Text – Name and Surname, Name and Surname, Name and Surname, 2022 **(MUST BE)**
 © Translation – Name and Surname, 2022 *(if any)*
 © Illustrations – Name and Surname, 2022 *(if any)*
 © Photo – Name and Surname, 2022 *(if any)*
 © University of Presov, 2022 **(MUST BE)**

ISBN 978-80-555-1234-5 **(MUST BE)**

The last page of the publication

(It does not have to be, but then the missing data from this copyright page must be given in the copyright page 1.)

TITLE TITLE TITLE TITLE TITLE TITLE TITLE (MUST BE)

Subtitle Subtitle Subtitle Subtitle Subtitle (if any)

Editor: Name and Surname Titles (if any)

Authors: Name and Surname Titles (MUST BE)
Name and Surname Titles
Name and Surname Titles
Name and Surname Titles

Translation: Name and Surname Titles (in case the paper is translated)

Range: 69 strán (MUST BE), (3,15 AH) (does not have to be)

Number of pieces: 110 pieces (MUST BE)

Edition: Second, completed and extended edition (MUST BE)

Cover: Name and Surname Titles (if any)

Cover photo: Name and Surname Titles (if any)

Illustrations: Name and Surname Titles (if any)

Editing: Name and Surname Titles (if any)

Resumé translation: Name and Surname Titles (if any)

Typesetting: Name and Surname Titles (if any)

Issued by: University of Presov in Presov University Press
Prešov, 2022 (MUST BE)

ISBN 978-80-555-1234-5

EAN 9788055512345