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Title: PRINCIPLES OF EDITORIAL ACTIVITY OF PRESOV UNIVERSITY PRESS				
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Appendix	Valid from	Description of change	Approved by	
			date	Signature
Prepared by: prof. ThDr. PaedDr. Ing. Gabriel Paľa, PhD. Ing. Peter Hal'ko Date: January 21, 2022		For accuracy: prof. ThDr. PaedDr. Ing. Gabriel Paľa, PhD. Date: January 24, 2022		Approved by: Dr. h. c. prof. PhDr. Peter Kónya, PhD. – rector of university Date: January 27, 2022
Quality Manager: doc. Ing. Andrej Šutaj-Eštok, CSc.			Date: January 25, 2022	

1. PURPOSE

These Principles of Editorial Activities of Presov University Press determine and regulate a uniform procedure for issuing and publishing the results of the scientific and research activities of the creative staff of the University.

2. VALIDITY AREA

This policy applies to and is binding on all parties concerned, i.e. all creative and administrative staff and students of the University, and other representatives of collaborating institutions, where appropriate.

3. TERMS AND ABBREVIATIONS USED

Principles - Principles of editorial activity of the Presov University Press.

Press - Presov University Press.

BEA – Board for Editorial Activities of the University of Presov.

EP - Editorial Plan.

University or UP - University of Presov.

UL UP - University Library of the University of Presov.

CRPA - Central Register of Publication Activity.

CRAA - Central Register of Artistic Activity.

Process owner - Vice-rector for Science, Art, Sport and Accreditation.

Operator - the functional position (job title) that carries out the activity.

4. RESPONSIBILITY AND COOPERATION

The owner is responsible for the management of this process. The Vice-Rector for Science, Art, Sport and Accreditation is the owner of this process. Process operators are listed directly next to the process description.

5. DESCRIPTION

5.1 Purpose

This internal regulation has been updated in accordance with the requirements of Act No. 131/2002 Coll. on Higher Education and on changes and supplements to some acts, as amended, Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on changes and supplements to Act No. 343/2015 Coll. on Quality Assurance of Higher Education and on changes and supplements to some acts, on public procurement and on amendment and supplementation of some acts, as amended, the Standards and Guidelines for Quality Assurance in the European Higher Education Area ESG 2015, the Standards of the Slovak Accreditation Agency for Higher Education and the internal regulations of the University of Presov.

5.2 Scope of activity

1. The subject of the editorial activities of the Presov University Press is primarily the publication of books and periodical scientific publications.
2. Publications are commissioned by individual departments of the University, or their employees or cooperating institutions.

5.3 Management of editorial activities of the Press

1. The Vice-Rector for Science, Art, Sport and Accreditation is responsible for the editorial activity of the Press in accordance with the statutes of the Press.
2. The coordination of the publishing activities of the Press is carried out by the Board for Editorial Activities of the University of Presov.
3. The editorial activity of the Press is ensured by the Department for Science, Art, Sport and Accreditation, namely the Department for Editorial Activity.
4. The Vice-Rector for Science, Art, Sport and Accreditation is responsible for the implementation of the editorial activity of the publications (observance of deadlines, correct inclusion of publishing data, quality of printing services, etc.).

5.4 Board for Editorial Activity (BEA)

1. The Vice-Rector for Science, Art, Sports and Accreditation is the Chairman of the BEA; the Rector appoints and dismisses the members of the BEA.
2. The BEA is convened by its chairman. In case of a current need (deliberations of the BEA, additional inclusion of a work in the EP, etc.), a meeting can be held online or by per rollam vote.
3. On the basis of the proposals of the departments, the BEA draws up an editorial plan and monitors its implementation, assesses the objectives of editorial activity.
4. Department for Editorial Activity:
 - a) directly ensures the publishing of the Press's publications and is responsible for the administrative and technical aspects of the Press's activities,
 - b) is responsible to the Rector for the activities of the Press, is guided by the decisions of the Rector (represented by the Chairman of BEA) and the BEA in matters of the content of the EP,
 - c) is responsible for the priority implementation of the publishing activity according to the approved EP and for observing the deadlines for the implementation of the published papers in accordance with the contracts,
 - d) in the case of publishing activities for external customers, the Rector (represented by the Chairman of the REC) is responsible for the content of self-published publications in such a way that the basic principles of morality, ethics and apoliticality of academic publishing are not violated and that the reputation of the University is not professionally damaged,
 - e) is responsible for the distribution and archiving of sample or compulsory copies of all publications issued by the Press,
 - f) submits to the Chairman of BEA a list of publications issued in the previous year, no later than the end of January of the following year.

5.5 Publishing

1. The Press publishes the following types of publications:
 - a) scientific monographs,
 - b) university textbooks,
 - c) professional book publications, dictionaries, survey works, compilations, collective volumes, university textbooks, artistic monographs, author catalogues, etc,
 - d) special-purpose publications (handbooks, manuals, methodological guides, study materials for courses, promotional brochures, reports, etc.),
 - e) periodicals.

2. Published publications are obliged to meet the requirements set by the Ministry of Education, Science, Research and Sport of the Slovak Republic in the current Regulation on the Central Register of Publication Activity and the Central Register of Artistic Activity and the current valid methodological guidelines, so that they meet the conditions for their registration in the relevant categories of publication activity.
3. In the Press, it is recommended to publish mainly scientific periodicals and scientific non-periodical publications (especially monographs and university textbooks), which will be beneficial for UP either in terms of ensuring the accreditation process or guaranteeing study programmes (qualification growth), while the authors are obliged to care about the good reputation of UP. It is recommended that at least one of the authors of the university textbook is a supervisor of a study programme or a supervisor of a relevant course (or has been the author of a course syllabus).
4. All texts in publications issued by the Press must undergo language editing, which is the responsibility of the author/editor, unless otherwise agreed in advance.
5. Each issued publication has to be assessed by at least two independent reviewers, whose names will be given in the cover page. The reviewers may not work at the author's place of work and have to hold, as a rule, the academic title of professor or associate professor. As a rule, eminent personalities in the relevant field are proposed as reviewers. If the opinions of the reviewers are ambiguous, the BEA may recommend a third reviewer. The paper will be published as a book only if two reviewers give a positive review. The Rector, on the proposal of the Chairman of BEA, may refuse publication if the author disagrees with the reviewers' assessment and is unwilling to accept the changes that are requested.
6. More detailed conditions for the publishing are set out in a licence agreement concluded between the author of the publication and the University, represented by the Rector.
7. Any penalties caused by violation of academic ethics, publishing ethics or possible claims of third parties will be borne in full by the author(s) of the publication.
8. The Press can provide electronic print preparation, including copies required for author copyediting and printing of the entire publication for submission to the press.

5.6 Periodicals

1. A periodical (usually a scientific journal) is a publication published at least twice a year under the same title, with a periodicity and in a form characteristic of that type of printed publication, containing studies, articles and up-to-date information in a particular scientific or professional field. Publication shall be guided by the principles of publication of the periodical concerned.
2. The publication of each periodical at the University shall be approved by the Rector on the proposal of the BEA. Periodicals should thematically cover the areas of knowledge defined in the criteria of the Slovak Accreditation Agency for Higher Education or parts of them.
3. Each periodical is obliged have a chief editor (and possibly also an editor or executive editor) and a stable Editorial Board. The chief editor, editor, and chairman of Editorial Board (if any) must be full-time (100% time) employees of the University. The Editorial Board also needs to include University staff members or Emeritus Professors of the University.
4. The editorial layout of periodical publications has to meet the requirements of STN 010199 (Editorial layout of professional journals) and the recommendations of the National ISSN Agency. In the case of printed periodicals, each periodical has to be entered in the List of Periodicals administered by the Ministry of Culture of the Slovak Republic in accordance with the Press Act No 167/2008 Coll.
5. Every published scientific work (study) in a university periodical needs to:
 - a) formally and in content meet the criteria for scientific papers,
 - b) be produced in accordance with academic and publishing ethics,

- c) be assessed by at least two independent reviewers (it is recommended that they have a scientific and pedagogical degree),
 - d) include an abstract (or resume) in English or in the language of the study.
6. The chief editor shall be responsible for the elements mentioned in point 4 and for submitting the complete manuscript of the issue of the periodical to the Press.
 7. The Press can provide electronic print preparation, including copies required for author copyediting and printing of the entire periodical for submission to the press.
 8. The guarantor of the journal (the faculty, or the scientific-pedagogical department or the Editorial Board of the journal), who requested the BEA to be published, is responsible for the content of the periodical. Any penalties caused by the publication of texts that do not comply with the applicable norms, ethical rules, violate the Constitution of the Slovak Republic or any claims of third parties will be borne in full by the guarantor of the journal and the chief editor (or the person responsible for the publication of the journal).

5.7 Publishing electronic publications

1. In order to ensure a uniform procedure for the electronic publication of documents in the conditions of the University, the following is provided:
 - a) The publishing of electronic publications to be published electronically on physical media (e.g. CD, DVD, USB, etc.) shall be provided by the Press.
 - b) All book publications issued by the Press which are intended for electronic publication on the Internet will be primarily published on the website of the University Library, in its Digital Library. The specifics of electronic publishing will be set out by University Library in methodological guidelines. The terms and conditions of the publication of the publication shall be determined by a licence agreement between the author/editor of the publication and the University, signed by the Director of University Library on behalf of the Rector of the University. The list of publications published in the past year is submitted by the Director of the University Library to the President of the BEA by the end of January of the following year.

5.8 Editorial plan

1. The editorial activity of the Press is governed by the EP, which is drawn up for a calendar year.
2. The author/editor submits the request for inclusion of the title in the EP through the call of the Department of Editorial Activity sent to the University departments. The author/editor submits the request for inclusion of the title in the EP via the submission form included in the call.
3. On the basis of the complete applications received, the Department for Editorial Activity will prepare a draft of EP for the following calendar year.
4. University departments or the author are entitled to request, for adequate reasons, an extraordinary inclusion of a paper in the EP during the course of a particular year. However, this must not affect the publication of publications under the approved EP. The proposal for special inclusion of a paper in the EP shall be submitted by the Chairman of BEA to the Rector, who shall decide whether to approve with funding, approve without funding, or not approve the publication of a particular paper.
5. The information about the inclusion of the publication in the EP will be immediately published in the public part of the University's website after the approval of the BEA.
6. The author/editor is obliged to submit the completed manuscript (in 100%) to the Department for Editorial Activity no later than the deadline specified in the assignment form.

Failure to submit the completed manuscript by the deadline may result in the paper being removed from the EP for that year.

7. The author/editor is obliged to publish a publication that has been approved by the BEA in the EP in the year of the approval of the BEA, or with the approval of the Chairman of the BEA, no later than June 30, of the following year, otherwise the decision to publish will become null and void. A publication not published by the author/editor by the deadline may not be resubmitted by the author/editor for BEA approval in subsequent years.
8. The Rector of the University decides on the publishing of publications in the Press on the basis of the EP approved by the Rector in accordance with the Principles of Editorial Activities of the Press. It is recommended to publish mainly scientific periodicals and scientific non-periodical publications (especially monographs and university textbooks) that will be beneficial for UP, whether in terms of ensuring the accreditation process or guaranteeing study programmes (qualification growth), while the authors are obliged to care for the good reputation of UP.
9. When reprinting publications, inclusion in the EP is not necessary if the publication is printed without any modifications and changes (unchanged edition). The decision on reprinting is solely at the discretion of the Rector.
10. Beyond the EP can be issued:
 - a) collective volumes, handbooks, textbooks for lifelong learning courses, etc.,
 - b) special purpose publications (handbooks, manuals, methodological guides, study materials for courses, promotional brochures, reports, etc.),
 - c) publications for external customers.

5.9 Distribution of publications

1. After the distribution of the required copies of scientific journals by the Press, 90% of the print run is made available to the editorial board of the journal and 10% of the print run is retained by the Press for the needs of the University.
2. After the distribution of the obligatory copies of scientific monographs, university textbooks and monothematic collective volumes, 20-90 % of the print run remains with the Press for the needs of the University, depending on the University's share of the financial costs of the publication. If the publication is funded by the University, the author will receive 40-80% of the print run, depending on his/her share of the funding for the publication, and the remainder of the print run will be offered for sale in the University shop or to commercial entities.
3. If the publication is paid for with grant funds, it is unsaleable.

5.10 Sources and funding for publications

1. Funding for publications is multi-sourced:
 - a) from University's budget,
 - b) from grant funds,
 - c) from sponsoring funds,
 - d) from other sources.
2. In particular, publications referred to in 5.5(1)(a), (b), (e), which have been approved by BEA in EP, shall be financed from University's budget, provided that at least one of the authors of the publication is employed at the University on a full-time basis at the time of its publication (100 % full-time). In the Press, 1 author may publish only 1 publication in one year as a rule, in case of co-authorship a maximum of 3 publications, which are financed

partly or fully from University's budget, and must register it in the CRPA in order to meet the conditions for the allocation of the state funding.

3. University's budget may also finance publications, the funding of which is decided by the Rector of the University on the proposal of the Chairman of BEA.
4. The sponsor of the journal (faculty or scientific-pedagogical department) and the university share in the financing of the printing of the periodical in an agreed proportion. The share of the guarantor (or the editorial board of the journal) consists of funds obtained from scientific research projects, sponsorship contributions, or other funds of the university departments that participate in the publication of the journal. The share of the financial contribution and its amount is decided by the Rector on the basis of the recommendation of BEA. A prerequisite for financial contribution and additional contribution from the University for the publication of each issue of the journal is that it must also contain scientific papers by authors employed at the University on a fixed weekly working time or by internal PhD students.
5. When part or all of the printing costs of a publication published by the Press are financed from grant funds held at a faculty of the University, the Press, represented by the Chairman of BEA, and the principal investigator of the grant project shall enter into an agreement on the provision of grant funds for this purpose. The agreement must specify the title and number of the project, the nature and title of the work, the scope and cost of the publication, and the proportion of the funding from the grant or the author's own resources intended for the printing of the publication.
6. If the costs of printing the publication are not covered by grant, sponsorship or other funds, the Press will normally publish it in an edition of 110 copies. Such a publication may have no binding other than paperback. This does not apply to publications which are expected to recover their costs from sales, which is guaranteed by the BEA.
7. Scientific journals without costs covered by funds other than the Press's will be printed at the The Centre of Excellence of the Socio-Historical and Cultural-Historical Research of the University of Presov, while articles by authors working at the University must be registered with the CRPA in order to qualify for the state funding.

5.11 Process monitoring and measurement

The monitoring and measurement processes are set out in the substantively relevant parts of this Rector's directive.

6. REFERENCES AND NOTES

Related regulations:

- Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.
- Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity.
- Statute of the Presov University Press.
- Standard STN 010199 (Publishing layout of professional journals) and recommendations of the National ISSN Agency. In the case of printed periodicals, each periodical must be entered in the List of Periodicals administered by the Ministry of Culture of the Slovak Republic in accordance with the Press Act No 167/2008 Coll.

7. DOCUMENTATION

Management of the Rector's directive:

The Vice-Rector for Science, Arts, Sport and Accreditation is responsible for the management of this Rector's directive. Deposit of original RD is as described in the distribution list.

8. AMENDMENT AND ANNULMENT PROCEEDINGS

The Vice-Rector for Science, Arts, Sport and Accreditation shall be responsible for the amendment and annulment proceedings of this Rector's directive . Changes are made by reissue.

The issuance of Rector's directive No. 4/2022 cancels the regulations:

- Principles of Editorial activities of the Presov University Press dated 02.09.2008,
- Methodological guideline to the Principles of Editorial Activities of the Presov University Press dated 09.02.2009,
- Methodological Guideline to the Principles of Editorial Activities of the Presov University Press dated 03.04.2018,
- Appendix No. 1 to the Principles of Editorial Activities of the Presov University Press dated 25.03.2009,
- RD No. 3/2017 on electronic publishing of documents at the University of Presov dated 03.03.2017.

9. DISTRIBUTION LIST

This Rector's directive is made in four originals, which are deposited at:

- the Personnel and Legal Department, which shall publish the directive,
- the Vice-Rector for Science, Art, Sport and Accreditation,
- the Department of Development, Information Technologies and Quality Assurance,
- the Director of the Library.

The Rector's directive is published on website and is therefore accessible to all interested parties.

10. ANNEXES

Without annexes.