

PUBLICATION REGULATIONS

Pristina,

2020

REGULATION ON THE PUBLICATIONS OF "GLOBUS" COLLEGE

General provisions

Article 1

.1. This Regulation determines the conditions and procedure for the publication, reprint and translation of

basic textbooks, other textbooks, internships, task summaries and

other special publications (monographs and periodicals) of professional, scientific character,

literary, artistic and informative (hereinafter: publications).

1.2. The publisher of these publications is KMI College "Globus".

Article 2

1.1. Publications are published based on the publishing plan.

1.2. The publishing plan is approved by the Publishing Council of "Globus" College (hereinafter: the Council

 Publisher) for each academic year, according to the proposals of the departments.

1.3. The publishing plan is proposed by the study departments in November, while it is valid for the following year

calendar.

Article 3

3.1. In the publications of basic texts, other texts, practices, summaries of

 tasks include the subject matter of a subject, respectively of a certain field.

3.2. Publications must contain professional, scientific achievements, in accordance with the requirements

 contemporary methodological and pedagogical.

3.3. Textbook authors may be full-time teachers at Globus College. In special cases, authors / co-authors may also be from the retired staff of Globus College.

Globus College Publishing Council

Article 4

4.1. The Publishing Council consists of 5 voting members. Vice Rector for Teaching or

Director of the Globus Institute is an ex-officio member of the Publishing Council and has the right to vote. The council decides by a majority of votes. In case the number of votes is equal, the vote of the mayor is decisive.

4.2. The members of the Publishing Council are proposed by the rector, while elected by the KMSH of "Globus" College,

relevant fields of science.

4.3. The mandate of the members of the Council lasts four years with the right of re-election for another term.

4.4. The Chairman of the Publishing Council is elected by its members.

Article 5

5.1. The Publishing Council shall, inter alia, review and permit the publication of publications under

the written consent of at least two reviewers in the relevant field.

5.2. The Publishing Council decides on the conceptual choice of the cover and the editing of the text.

Article 6

6.1. The elected members of the Publishing Council are also editors of the publications

university from the scientific field to which they belong.

6.2. For sciences not included under paragraph 2 of Article 4, in certain cases, the Council

appoints a professional editor.

6.3. The reviewers and the editor are responsible for the quality of the manuscripts, for the level

professional and scientific manuscripts.

6.4. The editor, based on the positive evaluation of the reviewers and the analysis of the manuscript, gives

written opinion of the Publishing Council to allow the publication of the manuscript.

6.5. The editor is obliged to complete his editorial work for a manuscript within the deadline of

30 days from the day you receive 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 the policy and advancement of publications

university.

7.2. KMSH Council supports the Publishing Council for the realization of university publications.

7.3. The Publishing Council is responsible for its work to KMSH.

Publication procedure

Article 8

8.1. Publishing permission is given by the College Publishing Council.

8.2. Manuscripts of publications are subject to review by at least three members of the

relevant field.

8.3. Reviewers are appointed by the Publishing Board.

8.4. Reviewers are required to write a positive or negative review. Their ratio can

be shared or separated.

8.5. The review report must be submitted within the time specified in the decision to appoint

them.

8.6. The manuscript is accepted in the further publication procedure if it has at least two positives

reviews.

Article 9

9.1. The author must submit the manuscript and positive reviews from at least two reviewers.

The manuscript must be printed on paper (with soft links) and in the original electronic version (Word, LaTeX, etc.) and PDF (and computer-aligned).

9.2. Manuscript of basic texts, other texts, practices and summaries of

tasks must be in accordance with the curriculum and syllabus, respectively of that field.

9.3. The manuscript must be proofread and proofread.

9.4. The author, together with the manuscript according to point 3 of this article and with the reviews must be i

harmonized with the curriculum of the respective subject, of that field, certified by the department.

9.5. Upon application, the author (s) signs the signature on the authenticity of

work and other responsibilities.

9.6. The publishing council drafts and approves forms for the application process.

Article 10

10.1. In case the editor remarks to the author or reviewers about the manuscript, they do not

act according to the remarks and suggestions within the set deadline, it is considered that they give up the further procedure.

10.2. In case of eventual disagreement of the author and the reviewers with the remarks of the editor, according to

paragraph 1 of this article, decides the Publishing Council.

Article 11

11.1. Publishing advantages have: original publications, especially for courses that do not have a text

university base and publications which with curricula are necessary literature for students;

11.2. Translations of basic texts of special professional, scientific importance.

Article 12

12.1. College publications contain: name of the College, name and surname of the author / authors, title

of the text, the coat of arms of the College, the place and year of publication.

1. The first and second pages are blank.

2. The third page is the same as the front page

3. Fourth page: the names of the reviewers, the chairman of the Publishing Council, the editor, the

4. publishers (“Globus” College) and finally the decision number with this content: The Publishing Council of “Globus” College allowed the publication and use of this text with decision no. Of date . . .

5. Fifth page: content.

6. After the content follows the preface on page odd number (on the right side), 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 the author, title of the publication, name and surname of the lecturer, proofreader, editor, computer maker and author of the illustrations.

7. Thanks to sponsors may be on the penultimate page.

8. The pages of the text contain the name of the author and the title of the publication.

9. The following note is also given in the publication: All copyrights are protected by law.

10. The format of the College publications is B5 (17 x 24 cm). Sorting must be done in Times New Roman font, font size 11, with rare 1.0.

11. Special editions may have special technical and artistic solutions.

12. On the last page of the publication is published the cataloging (CIP) in the National Library of Kosovo, and the ISBN on the back cover.

Financiml the publication of publications

Article 13

13.1. Estimation of publication costs to be expressed in foreign currency (euro- €) and on a calculation basis

special decision is made.

13.2. In case of translation requests, the author / authors should contact the house in advance

publishers or authors and to 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 the College “Globus”. If the UN makes a positive decision, then Globus College (through the UN) addresses the publishing house or authors with a formal request for the right to translations. Only after obtaining the permission, the author / authors will be able to start the translation and after finalizing it, make the next request to the Publishing Council, attaching it to the reviewer’s report and fulfilling the other requirements as in the case of publications others.

13.3. If the costs of publication have been covered by the author, 90% of the proceeds from the sale will

go to the author, while 10% belong to the College.

13.4. From the cost of the sale price of the publication belongs to:

13.4.1. University – 85% of the selling price of the publication;

13.4.2. Sales network – 10% of the sale price.

13.5. From the moment of the establishment of the University Library the sale of publications will be done only in

that bookstore and funds are deposited into the University account.

13.6. Proceeds from the sale of publications are returned to the Rectorate according to the dynamics of the sale of the publication.

13.7. In any way of financing publications (with College funding or self-financing),

the sale price and the place of sale are determined in the same way (and according to this regulation), while the author / authors have no right to sell the book themselves nor to impose its purchase by students.

Article 14

Publications are financed from the College’s budget and other sources (sponsors, donors, funds raised from textbook sales, etc.). The funds raised by the sponsors and from the sale are collected in special accounts of the University and are used to support new publications.

Article 15

The provisions of this regulation also apply to publications published by copyright, with the exception of Article 14 of this Regulation.

Article 16

16.1. The sale price for each publication is calculated according to the amount of funds spent.

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

Article 17

The Rectorate of the College (Head of Finance) reimburses the publication costs for printing the publication in accordance with the relevant procedures. Responsible for the financial means related to the publication is the Secretary General for material-financial matters.

Article 18

18.1. Any publication, which refers to the attributes provided by this regulation without going through

prescribed procedures, is considered an illegal publication and has no validity of the College,

respectively legal measures are taken.

18.2. After publication, in cases where the publication is financially supported by the College, the publisher is obliged

to deliver:

a) Author of the publication - 10 copies;

b) Rectorate - 1 copy;

c) College Library 5 copies;

d) National Library of Kosovo - 3 copies;

18.3. In cases where college publications are self-published, the author is obliged to do so

file:

a) Rectorate - 1 copy;

b) Library of the respective College 5 copies;

c) National Library of Kosovo - 3 copies;

Transitional and final provisions

Article 19

9.1. The President of the Publishing Council takes care of the correct implementation of this Regulation.

19.2. The authentic interpretation of this Regulation is given by the TSC Council of Globus College.

Article 20

20.1. Amendment and supplementation of this Regulation is done according to the approval procedure.

20.2. This Regulation enters into force on the day of approval by the TSC Council of Globus College and

applies to publications approved after the entry into force of this Regulation.

Pristina, Rector

Dt.29.09.2020 Prof.dr.Nazmi Mustafa