

2 November 2009

-- Proposal --

**UNIVERSITY OF ZAGREB  
CENTRE FOR CROATIAN STUDIES**

**Regulation on  
publishing activities**

Zagreb, November 2009

Pursuant to Articles 10, 15 and 30 Pursuant to Articles 10, 15 and 30 of the Regulations on the structure and activities of the Centre for Croatian Studies of the University of Zagreb, the Science and Education Council of the Centre for Croatian Studies, acting on a formal proposal by the Head of the Centre for Croatian Studies, University of Zagreb, during the 1st meeting session in the 18th academic year, 2009/2010, held on 4 November 2009 adopted

## **REGULATIONS ON PUBLISHING ACTIVITIES OF THE CENTRE FOR CROATIAN STUDIES OF THE UNIVERSITY OF ZAGREB**

### **I. GENERAL PROVISIONS**

#### Article 1

The Regulations concern the publishing activities of the Croatian Studies of the University of Zagreb (hereinafter: the Croatian Studies), and in particular aim to determine a) the forms and types of publications issued by the Croatian Studies and the conditions and manner of their publication, b) the scope of the competence of the Science and Education Council in terms of publishing activities, c) the structure and responsibilities of the Commission for Publishing Activities, d) the financing of publishing activities, d) the sale of the publications of the Croatian studies, e) the payment of royalties to the authors and other participants in the publishing activity.

#### Article 2

Under these Regulations a publication is taken to mean a single published work. In terms of Articles 10, 11 and 24 of this Regulation, a publication shall also be understood to mean each individual act of publishing a work.

A work is considered to be a published work or a work whose publication is planned for in the annual publishing plan or a decision of the Science and Education Council.

A work is also considered to be any single text proposed for publication, the format of which has met the publishing requirements of the Croatian Studies and which has been included in the process of selection and acceptance for publication.

#### Article 3

The Croatian Studies publish their publications as a publisher or a co-publisher. The co-publishing relationship shall be regulated by a separate agreement.

### **II. PUBLICATIONS OF THE CROATIAN STUDIES**

#### Article 4

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The Croatian Studies publish books, study materials, journals and other types of publications in printed or electronic form for the purposes of work in the scientific-educational fields, scientific research fields and professional fields at the Croatian Studies.

Article 5

Under these Regulations a book is taken to mean a reviewed scientific work of professional work which contains a comprehensive consideration of one or more scientific topics and which is in scope longer than a scientific article. In terms of authorship a book can be attributed to a single author or to an editor, in terms of originality it might be an original work, a translation or a transcription or reprint, in terms of composition it might be a monograph, a collection of articles or scientific conference proceedings, while the purpose of it may be to contribute in the scientific-educational fields, the scientific research fields and the professional fields.

Books in the scientific-educational field shall comprise textbooks and manuals, the use of which in teaching has met with the requirements of the accepted study programmes and the adopted syllabuses.

Article 6

Study materials include works which were assembled for the purposes of teaching in one subject or course.

Study materials for individual courses must be consistent with the adopted study programmes and with the adopted syllabuses at the Croatian Studies.

Article 7

A journal is a serial publication comprising original articles which is published at least twice a year. A journal may be a publication in the scientific-educational field or a student publication. A journal in the scientific-educational field shall publish scientific and professional articles. A student journal shall publish articles authored by students.

Article 8

The publications of the Croatian Studies shall be published in the Croatian language or one of the world's languages, primarily in English or German.

Article 9

The publications of the Croatian Studies shall be either printed or released in electronic format and may be made available on the Internet website of the Croatian Studies.

Article 10

A newly published work is considered to be any work which the Croatian Studies have not previously already published or a work the content of which has been altered for at least 30% in relation to its previous editions. The extent of the alterations shall be established by appointed reviewers.

Article 11

A reprint or a reissue is considered to be an edition not containing any technical differences or differences in terms of content in relation to its previous edition.

### III. MANAGEMENT AND CHARGE OF THE PUBLISHING ACTIVITIES

#### Article 12

The bodies which manage the publishing activities of the Croatian Studies and are in charge of them are the Science and Education Council and the Commission for Publishing Activities of the Croatian Studies (hereinafter: the Commission).

#### Article 13

The Science and Education Council manages the publishing activities of the Croatian Studies and makes decisions in that regard, especially

1. on a proposal from the Head of the Centre for Croatian Studies (hereinafter: the Head of the Croatian Studies) the Council appoints and dismisses the chairman and the members of the Commission.
2. on a proposal from the Commission
  - a) adopts an annual publishing plan of the Croatian Studies, as well as amendments, for the upcoming year by the 1 December of the current year at the latest,
  - b) decides on the publication of books and study materials which have not been included into the annual publishing plan of the Croatian Studies,
  - c) decides on initiating or terminating the publication of journals and serial publications of books and other publications,
  - d) appoints editors and members of editorial boards and publishing advisory boards for all journals except the student journals,
  - e) appoints the editors of proceedings published in the context of scientific conferences,
  - f) adopts the annual publishing report of the Croatian Studies.

#### Article 14

The Commission for Publishing Activities of the Croatian Studies (hereinafter: the Commission) is a permanent expert body of the Science and Education Council.

The Commission shall have a chairman and four members.

The chairman and members of the Commission shall be appointed on the proposal of the Head of the Science and Education Council of the Croatian Studies (hereinafter: the Council) from the ranks of the staff elected at the Croatian Studies into scientific-educational titles.

The chairman and the members of the Commission shall be appointed for a term of two years.

The chairman and the members may be re-elected for another term.

On a proposal from the Head of the Croatian Studies, the Council may dismiss the chairman and the members of the Commission before the expiry of their appointed terms end if they fail to

meet the responsibilities of the office, become incapable of performing the duties or request the dismissal by themselves.

#### Article 15

The Commission is in charge of the performance and advancement of the publishing activities of the Croatian Studies and therefore is responsible for making decisions in this regard and submitting proposals to the Science and Education Council; in particular the Commission shall have the responsibilities of

1. presenting the Science and Education Council with
  - a) proposals for the adoption of the annual publishing plan of the Croatian Studies for all publications, along with its amendments.
  - b) proposals for the publication of books, study materials and other publications of the Croatian Studies which have not been included in the annual publishing plan,
  - c) proposals on the initiation or termination of the publication of journals and serial publications of books and other publications,
  - d) proposals for the appointment of editors and members of editorial boards and publishing advisory boards for all journals except the student journals
  - e) proposals for the appointment of the editors of proceedings published in the context of scientific conferences,
  - f) the annual report on the publishing activities of the Croatian Studies,
2. conducting the process of selection and acceptance for publication of all the publications of the Croatian Studies, excepting articles in journals and proceedings from scientific conferences,
3. appointing all editors, except for editors of journals and proceedings from scientific conferences,
4. appointing reviewers for all the publications except journals and proceedings from scientific conferences,
5. determining the press run of individual publications,
6. determining the selling price of individual publications,
7. managing the technical publishing operations,
8. supervising and directing the implementation of the annual publishing plan.

#### Article 16

The Commission shall decide on the matters within its competence in meetings, which, if necessary, and at least on a quarterly schedule, shall be convened by the chairman of the Commission.

The decisions of the Commission shall be valid if more than half of its members are present in the meeting session.

The Commission may adopt its Rules of Procedure.

Expert services of the Croatian Studies shall be in charge of the administrative tasks performed for the needs of the Commission.

#### Article 17

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Should a publication of a book, study materials or another publication which has not been included in the annual publishing plan be required, the Commission shall consider the proposal for the publication and report the conclusions to the Science and Education Council.

Article 18

The proposal for the inclusion of a work into the annual publishing plan and its eventual publication can be presented to the Commission by the department councils of the Croatian Studies, individual council members, as well as scientifically qualified bodies and individuals not directly affiliated with the Croatian Studies.

Article 19

The proposal for a publication is submitted to the Commission by means of filling out the appropriate form in both printed and electronic form. The proposal is then submitted alongside the work proposed for the publication in both printed and electronic format.

Article 20

The Commission may, on the basis of a reviewer assessment a) approve the proposal for publication and forward it to the Science and Education Council so it may be adopted, b) reject the proposal, or c) seek from the proposing party to amend the proposal.

#### **IV. PREPARING THE WORKS FOR PUBLICATION**

Article 21

The value of the texts submitted for publication shall be evaluated according to professional reviews.

Article 22

Any proposal for the publication of textbooks is subject to the reviewing procedure as prescribed in the Rules of Procedure of the Commission for university teaching literature at the University of Zagreb.

A book, student materials and a journal article or a paper in proceedings from a scientific conference requires two positive reviews to be submitted.

The reviewers must be scientifically qualified in the relevant scientific field, area and branch. The texts are submitted for reviewing anonymously.

The reviewers from the Republic of Croatia must be entered in the Register of scientists of the Republic of Croatia. At least one reviewer has to be employed outside the Croatian Studies and may be a scientist from abroad who has obtained the status of a scientist in accordance with the laws of their state.

Article 23

The appointment of reviewers for the assessment of books and study materials and the procedure of their selection and acceptance for publication falls within the responsibilities of the Commission.

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The appointment of reviewers for the assessment of articles in scientific journals and the procedure of their selection and acceptance for publication falls within the responsibilities of the editorial boards of the respective scientific journals.

The appointment of reviewers for the assessment of proceedings from scientific conferences and the procedure of their selection and acceptance for publication falls within the responsibilities of the editors of the respective proceedings.

Article 24

Pursuant to Article 11 of these Regulations, the reprints and reissued publications do not require additional positive reviews.

For the purposes of the second and each subsequent revised edition of an already published work it shall be required to provide new positive reviews which should list the changes introduced in relation to the previous edition, as well as to establish the importance of the new edition.

For the purposes of the second and each subsequent edition of a work which is being published five or more years after its previous publication, it shall be required to provide the reviews of the original or new reviewers which should elaborate the importance of the new edition and advocate its publication.

Article 25

The reviewers are required to submit their reviews within one month after the receipt of the text that should be reviewed. Should a reviewer refuse to give his opinion, they shall submit a written explanation for the refusal as soon as possible.

Article 26

If a reviewer should in his review request certain alterations to be introduced in the text as a condition of its publication, this request shall be forwarded to the author along with a request to comply with it. Should the author refuse to fulfil this request, he is obliged to submit a written explanation for the refusal as soon as possible. In this case, a decision shall be made whether to adhere to the assessment of the respective reviewer and whether the work shall be published. Should the opinion of the reviewer not be accepted, a new reviewer is appointed.

In the event that out of two received reviews one proves negative and the other positive, a third review is requested. Should the third review prove negative, the work shall not be accepted for publication.

When reviewing a university textbook or a manual, if one of the required three reviews is negative and the other two positive, a fourth review shall be sought. If the fourth review is negative, the work shall not be accepted for publication. If two out of three received reviews are negative, the work shall not be accepted for publication.

In the event that two positive reviews differ in their proposed categorization of the reviewed work, the categorization that is more favourable to the author shall be taken in consideration.

## V. FUNDING

Article 27

The publishing activities of the Croatian Studies are financed by the Ministry of Science, Education and Sports, the University of Zagreb, the funds which the Croatian Studies have designated for this purpose, the proceeds of sale and the funds available from co-publishers and as part of co-financing schemes. The Croatian Studies may co-finance the works for which the authors have already obtained funding through donations, applying to domestic or foreign tenders for financial support and other sources.

Article 28

The Croatian Studies shall bear the costs of publication in accordance with the planned and available financial resources designated for the publishing activities.

Article 29

On the proposal from the Commission, the Croatian Studies shall enter into agreements with only those authors whose works, which may have been planned for publication, have received positive reviews.

## **VI. PRINTING AND PUBLISHING**

Article 30

The name and trademark of the Croatian Studies must be printed on the jackets or the covers of all the printed editions of the Croatian Studies or on the first page of the editions published on the official website of the Croatian Studies.

Article 31

All works must be proofread and corrected prior to publication in a printed or electronic form. All works which have undergone the prescribed procedure in accordance with these Regulations are submitted to be prepared for printing and subsequently printed by the selected printing business under the provisions of the Public Procurement Act.

Article 32

A work in electronic format may be published on the official website of the Croatian Studies.



## **VII. SALE OF THE CROATIAN STUDIES PUBLICATIONS**

### *Article 33*

The proposed price at which the publications of the Croatian Studies shall be sold are determined by the Commission taking into the consideration the overall costs of printing, copyright and other costs, as well as the current situation in the publishing market.

The decision on the sale price the Commission shall submit to the Financial and accounting service of the Croatian studies. The price of the publication shall be printed on the back cover of the issue.

### *Article 34*

The authors of published editions of the Croatian Studies may not sell them individually on the premises of the Croatian Studies without acquiring the permission and written consent of the Head of the Croatian Studies. Should they endeavour to independently sell their work without the necessary permission, they shall be subject to disciplinary responsibility.

The persons taking on the responsibility for the published editions, their sale, reporting and record keeping in his respect, shall be appointed by the Head of the Croatian Studies in accordance with paragraph 1 of this Article.

All decisions regarding the responsible persons referred to in the preceding paragraph shall be submitted to the Commission and the Financial and accounting service of the Croatian Studies.

## **VIII. FEES**

### *Article 35*

The payment of fees shall be based on signed agreements and determined in accordance with the planned and available financial sources designated for the publishing activity.

The payment of fees shall be approved by the Head of the Croatian Studies.

### *Article 36*

If the published work is signed by two or more authors, they shall receive fees proportionate to their contribution to the published work.

When applying for the publication of their work, the co-authors are required to submit a joint written statement on their individual contributions to the creation of the work.

### *Article 37*

The fee shall belong to all those who have participated in the preparation of a publication: the reviewers, proofreaders, translators, technical editors, editors and those who have contributed to the making of illustrations, drawings, charts, etc.

The fee shall also belong to those who have worked in preparing the work for printing, whether in charge of text layout and formatting or as part of distribution, sale and promotion efforts for the publication.

Article 38

The amount of fees for all the services referred to in Articles 37 and 38 shall be determined and paid in accordance with the agreements from the planned and available financial sources.

Article 39

The author and the Croatian Studies shall enter into agreement which shall determine the amount and the manner of payment of the author's fees and the duration for which the copyright shall be ceded to the Croatian Studies in accordance with the Act on Copyright and Related Rights (Official Gazette 167/03).

Article 40

The fees for technical preparation of the work shall be calculated according to the agreement, in accordance with the applicable price lists of associations and organizations which are engaged in this activity.

Article 41

The fees for participation in the work of the Commission and for editorial duties shall be calculated according to a special decision of the Head of the Croatian Studies, based on the workload and the number of working hours required for the performance of these tasks.

Article 42

In case of a printed edition, each author shall receive ten free copies of the published work; the reviewer shall receive one, the library of the Croatian Studies three copies, the National and University Library in Zagreb nine copies, and the chairman of the Commission a single copy. In case of an electronic publication or a release which has been made available on the website, the author's use of the published work shall be governed by the provisions of the copyright agreement in accordance with the Act on Copyright and Related Rights.

## **IX. TRANSITORY AND FINAL PROVISIONS**

Article 43

Amendments to these Regulations shall be adopted in the same manner and following the same procedure which was adhered to in the course of adopting these Regulations.

Article 44

With the entry into force of these Regulations, the Regulations on the publishing activities of the Croatian Studies, University of Zagreb, from October 2003 cease to be valid.

Article 45

These Regulations shall enter into force on the date of their adoption.

2 November 2009

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In Zagreb, 4 November 2009

Class:

Reg. No.:

Head of the Croatian Studies  
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Prof. Zvonimir Čuljak, PhD