

UNIVERSITY OF GJAKOVA
"FEHMI AGANI"

Ref.no.: 05/77/1
Date: 15.01.2020

Based on article 4 of Law on publishing activities and book , No. 021L-51, article 25 of Law on Higher Education no. 041L-037,in article 11 section1,point 1.1 and article 206 section 1 of the Status of Univeristy of Gjakova "Fehmi Agani ". The Steering Council , at the meeting held on :15.01.2020, approved this:

REGULATION FOR THE PUBLISHING HOUSE

Article 1

1. The Publishing House of Univeristy of Gjakova "Fehmi Agani" develops its activity as a unit within the University of Gjakova "Fehmi Agani", established by decision of the Steering Council.

Article 2

1. Regulation determines the standards and criteria for development of publishing activities of University of Gjakova "Fehmi Agani"

Article 3

1. Publishing Council, which consists of the representative of the Rectorate and the representatives of the academic units is responsible for the publishing activity of the University of Gjakova " Fehmi Agani"

Article 4

1. The Publishing House of the University of Gjakova "Fehmi Agani" should have its own library within the University.

Article 5

1. The Publishing House has the office for the development of publishing activity within the Univeristy of Gjakova "Fehmi Agani"
2. The office for the development of publishing activity has a coordinator, elected by the Senate, and the staff of administrative assistance that is needed.

3. For his work the coordinator reports to the Publishing Council and to the University Senate.

Article 6

1. The Publishing Council is elected by the Senate after proposals of academic units.
2. The Publishing Council has 5 members:
 1. One representative from the Faculty of Philology;
 2. One representative from the Faculty of Education;
 3. One representative from the Faculty of Medicine;
 4. One representative from the Faculty of Social Sciences;
 5. Vice-rector for teaching, according to the official duty.
3. Publishing Council elects the chairman within its ranks, The Publishing Council mandate is 4 years.
4. The members of the Publishing Council are editors of scientific publications in the scientific, professional and artistic fields to which they belong, as well.

Article 7

1. The activity of the Publishing House of UGJFA includes the publication of works proposed by Faculty Council and publication of the scientific journal of the University
2. The framework of publications includes works that are foreseen in the work program and activity of the academic units.
3. Special publications include monographs, summaries of conference papers, scientific roundtables, and other scientific and artistic activities.
4. The proposals for publication are submitted by the academic units (after the completion of necessary procedures) to the Publishing Council, which then forwards it to the Senate. The Steering Council approves the costs of publication after approval by the Senate.
5. The publishing plan approved by the Faculty Council of the academic units is submitted to the Council Publisher until the end of June of the previous year.

Article 8

1. The Publishing House of the University of Gjakova "Fehmi Agani", after evaluating the academic units, publishes scientific and artistic works of its authors / professors and external collaborators:
 - a. Publishes university texts
 - b. Works of art from literature, music and visual arts
 - c. Scientific and artistic monographs
 - d. Summary of notifications from scientific and artistic activities
 - e. Scientific magazines of University and academic units, annual and periodic newsheets
 - f. Summary of project results and scientific research;
2. The Publishing House of the University of Gjakova "Fehmi Agani" also realizes publications that come from scientific and artistic cooperation with other universities or with scientific and artistic institutions inside and outside the country.

Article 9

1. The publications of the Publishing House of the University of Gjakova "Fehmi Agani" are published in Albanian or in one of the world languages (English, French or German).
2. Albanian publications of the UGJFA Publishing House must have resumes in one of the world languages (English, German or French), while publications in other languages must have a resume in Albanian language, in addition to works of artistic creativity.
3. By special decision of the respective academic unit of the University of Gjakova "Fehmi Agani", treatments and articles in magazines are also published in foreign languages.
4. Studies and articles in scientific journals must have an abstract and summary in one of the world languages (English, French, German).
5. If the study or article is in another language, the resume is drafted in Albanian.
6. Literary works, musical works, monographs and catalogs of visual arts are accompanied by prefaces and data about the author.

Article 10

1. The publications of the Publishing House of UGJFA are realized in standardized formats and in the techniques approved by the Publishing Council.
2. The Publishing Council, upon the proposal of the academic units, determines the standards, techniques, quality of the printed material (paper, binding, etc.).
3. The Publishing Council standardizes the publishing formats of the University Publishing House Gjakova "Fehmi Agani".
4. Each publication of the UGJFA Publishing House must have on its last pages the cataloging notes of the National Library, as well as the ISBN number.
5. The Steering Council, on the recommendation of the Publishing Council, approves the circulation for each edition of Publishing House.

Article 11

1. The publications of the UGIFA Publishing House must have (on the cover, on the first and second page, as well as in the upper part) the name of the University of Gjakova "Fehmi Agani" (in Albanian and English), then below it, the name of the respective academic unit and the ordinal number of the publication.
2. The first page within the covers is marked in Albanian, while the second page is marked in one of the foreign languages.
3. In the first internal pages of each publication are placed the names of the reviewers, the date and the decision of the respective academic unit for allowing the publication.
4. In the publications of the materials of the scientific activities, instead of the reviewers, the names of the members of the Organizing Council of the respective activity are marked,
5. On the last page of the publication, the names of the lecturers, design, press and other technical services are written.
6. If the publication is realized with the help of donations, on one of the first pages of the publication the title of the donor is marked.

Article 12

Each book published in the Publishing House must contain the following receipts:

1. Title of the work;
2. Author name;
3. Name of translator, compiler, compiler;
4. Year of publication;

St."Ismail Qemali, nr 50000 Gjakova, Republic of Kosovo, Phone: 038 200 20 831, email:rectorati@uni-gjk.org

5. Place and name of the printing house;
6. Name of publisher;
7. International Book Standardization Number (ISBN);
8. Price;
9. Copyright;
10. Publication Catalog (CIP);
11. Other publishers according to the specifics of the publication, if any;
12. Circulation of published copies.

Article 13

1. Two or more academic units, on the basis of an agreement, may propose joint publications
2. If joint publications are carried out with Universities and other institutions, in these cases the name of the other Institution shall be indicated next to the name of the University of Gjakova.
3. The editorial boards of the joint publications are appointed by the Publishing Council after the proposals of the academic units.

Article 14

1. The Academic Unit Council proposes to the Publishing Council the editors of the respective publications.
2. In special cases, the Publishing Council assigns editorial offices for publications.

Article 15

1. The manuscripts shall be submitted to the secretariat of the Academic Unit Council, through the administration, to the address of the secretary, together with the author's statement that the work in question has been published or has not been published elsewhere.
3. The Secretary of the respective Academic Unit presents the submitted manuscripts at the regular meeting of of the Faculty Council, which decides on the appointment of reviewers.
4. The submitted manuscripts will not be returned.

Article 16

1. In order for the manuscript to be proposed for publication, a positive review signed by two reviewers is required, one of whom must be a member of the Faculty Council.
2. In special cases, for the manuscript to be proposed for publication, two reviews are written.
3. If among the members of the Faculty Council there are no specialists for the defined field, then external reviewers of the respective fields are appointed.

Article 17

1. The decision on the manuscript is made by the Council of the respective Faculty based on the evaluation of the reviewers.
2. The decisions of the Faculty Council are:
 - The manuscript is approved for publication;
 - The manuscript is returned to the author to be completed according to the remarks of the reviewers; and
 - The manuscript is rejected.

Article 18

1. Completed manuscripts for publication under Article 18 section 1 and 19, subsection 2.1 are subject to proofreading, unless the Council decides otherwise.
2. The appointment of the proofreader is made by decision of the Faculty Council (University Senate).
3. The author is notified about the interventions in the manuscript through the secretary of the respective Faculty.

Article 19

1. The author of the published manuscript does not have the right to request the reprint of the manuscript to another publisher without agreement with the University.
2. In special cases, by decision of the Publishing Council ,The Steering Council of the University, allows republishing or adding circulation.

Article 20

1. The Publishing House of the University does not publish the manuscripts that have been published entirely by another publisher, except for the presentations in special projects.

Article 21

1. The author's fees and other fees regarding the preparation of the publications of the UGJFA Publishing House are determined by special regulations.,

Article 22

1. The UGJFA Publishing House exchanges , gives without compensation ,or sells its publications in accordance with the legislation in force.
2. The Publishing House of UGJFA exchanges its publications with scientific institutions, universities, faculties and other scientific-cultural organizations inside and outside the country.
3. The exchange is done according to the principle, all the publications of the Publishing House with all the publications of other institutions, a book with a book , regardless of their value, or a book with a book, according to the value.
4. The exchanges are carried out on the basis of the preliminary agreements of the representatives of the institutions.

Article 23

1. UGJFA distributes without compensation f a copy of each publication:

To all the professors of the unit where the author comes from, the Rectorate of the University, the Board of Directors, the Deans of the Faculties.

10 copies to the Library of the University of Gjakova "Fehmi Agani".

3 copies to the Ministry of Education, Science and Technology;

3 copies to the Ministry of Culture, Youth and Sports;

3 copies to the University Library of Kosovo;

5 copies to the National Library of Kosovo according to the enforced law ;

St."Ismail Qemali, nn 50000 Gjakova, Republic of Kosovo, Phone: 038 200 20 831, email:rectorati@uni-gjk.org

- 3 copies to the National Library of Albania;
- 2 copies to the Library of the Albanological Institute of Prishtina;
- 2 copies to the Library of the Institute of History of Kosovo and
- 2 copies to the respective Libraries of the faculties of the University of Prishtina.
- 3. At the request of the interested institutions or individuals, with the permission of the Publishing Council, the publications of the Publishing House may be given without compensation.
- 4. These publications are stamped as "Gifts" of the Publishing House of the University of Gjakova "Fehmi Agani"

Article 24

- 1. The author and co-author of the publications shall be entitled to 50 copies without compensation.
- 2. The author and co-author of the works of the joint publications (conferences, roundtables and other scientific activities) shall receive a copy without compensation.
- 3. The editor, reviewers, lecturers, design services and other technical services shall receive a copy of the publication.

Article 25

- 1. Five copies of each publication are stored in the University archive.

Article 26

- 1. The Regulation is enforced 15 (fifteen) days after its approval by the Steering Council.

Chairman of the Steering Council

Neni 26

1. Rregullorja hyn ne fuqi 15 (pesebedhjetë) dite pas miratimit te saj nga Keshilli i Drejtues.

The Chairman of the Steering Council

~.....~

Rr. "Ismail Qemali", n.n.50 000 Gjakove, Republika e Kosoves, Tel: 038 200 20 831. E-mail: rektorati@uni-gjk.org 6

St."Ismail Qemali", nn 50000 Gjakova, Republic of Kosovo, Phone: 038 200 20 831, email:rektorati@uni-gjk.org