



PRISHTINË

# Kolegji AAB

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## REGULATION FOR PUBLICATIONS

Based on the Statute of AAB College, the Senate, in its meeting held on 17.05.2019 approved this:

## REGULATION FOR PUBLICATIONS

### General provisions

#### Section 1

This regulation defines the terms and procedures for publication, republication, translation of different texts and monographs. The publisher of these publications is AAB College.

#### Section 2

Publications should include professional, scientific, literary and artistic achievements in accordance with contemporary methodological and pedagogical requirements.

Author of the textbooks should be all the teaching staff of AAB College and also other authors.

#### The Publishing Council

#### Section 3

The Publishing Council consists of 5 members.

1. Vice-Rector for Science; is chairman of the Publishing Council according to the official duty, is responsible for managing the publishing procedures, publishing the text, conducting the meetings of the Publishing Council, submitting to the Publishing Council a general evaluation of the basic criteria of the text under review, reports to the Rector for the work of the Publishing Council.
2. Vice-Rector for Teaching and Academic Affairs; helps the work of the Publishing Council through counseling and suggestion, receives recommendations from the respective faculty for the text that is under the publication procedure.
3. Vice-Rector for Development and Finance; helps the work of the Publishing Council through counseling and suggestion, makes the financial plan and submits to the Publishing Council the financial cost of publishing, selling etc.
4. Secretary; helps the work of the Publishing Council through counseling and suggestion, carries out all legal work of the Publishing Council, contracts with the author for the transfer of the right of publication, takes care of applying the copyright rules.
5. Director of Library; helps the work of the Publishing Council through counseling and advice, performs the ISBN book-entry procedure, performs book cataloging in the library; promotes the book at fairs, makes sure that the book is in all bookstores which the institution has agreement with.

#### Section 4

The Publishing Council also carries out the following tasks:

1. The Publishing Council reviews and permits publications on the basis of positive opinion provided in writing by at least two reviewers of the respective field;
2. The Publishing Council, even after receiving the positive opinion of the reviewers, may ask the author to complete and amend the text if it is clear that there are deficiencies in the fulfillment of the methodological requirements;

3. The Publishing Council may refuse the publication if the text is incomplete in the fulfillment of the criteria set out in Section 2, if it does not present basic literature or is not even similar to either of the faculties and also does not respond to the publishing plan defined by the Publishing Council.
4. The reviewer and the editor are responsible for the quality of manuscripts, for the professional and scientific level of the text.
5. The Publishing Council approves the layout-conceptual design of the text cover;
6. The author is responsible for the quality and originality of the work.

#### Publishing procedure

#### Section 5

1. The publishing council takes the decision to allow publishing.
2. All texts are subject to review. Reviewers may be appointed by the Publishing Council, faculty, or by the author himself. The reviewers must be professors of the respective field and are obliged to write reviews; positive or negative. Reviews can be shared or not.
3. The author must submit the text to the Chairman of the Publishing Council in the format PDF or in any suitable format.
4. If the reviewers are appointed by the author, then along with the text, reviews are submitted.
5. If the reviewers are appointed by the Publishing Council, then the reviews are submitted within the deadline set by the decision to establish the Review Committee.
6. The text should be technically proofread, corrected and prepared.
7. The author shall sign the declaration of authenticity of the publication which he/she assumes responsibility for the authenticity of the work with.
8. If the author, after receiving remarks from the Publishing Council, does not correct the text, it is considered that he has neglected the request for publication.

#### Section 6

1. The publication should contain:
  - a. Name and surname of the author.
  - b. The title of the text.
  - c. Institution Stem.
  - d. Place and year of publication.
  - e. The first and second page should be empty.
  - f. The third page should be the same with the cover, only without color.

#### Section 7

- g. The fourth page must have the names of the reviewers, editor and in the end should contain the text for the publisher and the decision to allow the publisher as follows: AAB College Publishing Board, by decision no. The dates allowed the publication of this book.

h. In the last part of the fourth page, the following copyright text is placed: © All rights reserved by the author and publisher. No part of this book may be multiplied, photocopied or reproduced in any way without the written permission of the author or publisher. All rights are protected by law.

t. The fifth page should contain the "content".

j. After the content continues with the preface, text, literature, the name index, the index of notions.

k. All text in the upper part of the even pages is marked with the author's name, while in the odd pages the text title is marked.

1. The format of university textbooks should be BS (17 x 24 cm), the order should be made according to the Times New Roman font, font size 11, paragraph spacing 1.0.

m. In the end, the following should be noted: name and surname of the author, title of the text, name and surname of the lecturer, name and surname of the editor, the software developer.

n. The last page of the text also lists the cataloging in publishing - (CIP) in the National Library of Kosovo and the ISBN is written in the cover of the backdrop.

o. For other editions, other technical and artistic solutions to the book can be made.

In priority for publishing publications are:

1. Original publications, especially for teaching subjects that do not have basic university textbooks;
2. Publications, that with curricula and programs are necessary literature for students,
3. Social and scientific publications.

## Section 8

Scientific texts that will be published by private copyright authors are subject to the same criteria as foreseen in this Regulation.

## Section 9

After the publication, all authors or the publisher themselves are obliged to submit ten exemplars, and that to:

AAB College Library (5 exemplars),

The National University Library (5 exemplars) and eventually (1 to 2 copies),

National Library in Tirana.

Financing publications

## Section 10

The publishing finances are governed by a contract for publication published between the author and the AAB College.

## Section 11

This Regulation comes into force on the date of its approval by the Senate.

Amendments and supplements to this Regulation are made in the same procedure as in its approval.

The Senate, in its meeting held on 17.05.2019 took this:

### DECISION

1. The Regulation for Publishing is approved

The decision is submitted to:

1. Vice rectors
2. Secretary
3. Deans
4. Members of the Ethics Committee