



Kolegji AAB
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REGULATION ON PUBLICATIONS

Pursuant to the Statute of AAB College, the Senate in the meeting held on 17 May 2019 approved this:

REGULATION ON PUBLICATIONS

General provisions

Article 1

This regulation defines the conditions and procedure for publishing, republishing, translating various texts and monographs. The publisher of these publications is AAB College

Article 2

Publications must comply with professional, scientific, literary and artistic achievements in accordance with contemporary methodological and pedagogical requirements.
Textbook authors can be all AAB College teaching staff as well as external authors.

Publishing Council

Article 3

The Publishing Council consists of 5 members.

1. Vice Rector for Science; is the chairman of the Publishing Council ex officio, is responsible for administering the procedures until the publication of the text, chairs the meetings of the Publishing Council, presents to the Publishing Council a general assessment of the basic criteria of the text under review, reports Rector for the work of the Publishing Council.
2. Vice Rector for Teaching and Academic Affairs; assists the work of the Publishing Council through advice and suggestion, receives recommendations from the relevant faculty for the text that is in the process of publication.
3. Vice Rector for Development and Finance; assists the work of the Publishing Council through advice and suggestion, make the financial plan and submits the financial cost of publishing, selling, etc. to the Publishing Council.
4. Secretary; assists the work of the Publishing Council through advice and suggestions, performs all legal work of the Publishing Council, enters into a contract with the author for transfer of the right of publication, takes care of the implementation of the rules of the law of author.
5. Library Director; facilitates the work of the Publishing Council through advice and suggestions; performs the ISBN acquisition procedure, catalogs the book in the library; promotes the book at fairs, takes care that the book is in all libraries with which the institution has an agreement.

Article 4

The Publishing Council also performs the following tasks:

1. The Publishing Council reviews and allows the publication of publications based on the positive opinion given in writing by at least two reviewers in the respective field;



2. The Publishing Council, even after receiving the positive opinion of the reviewers, may request from the author the completion and change of the text if noticed that there are shortcomings in meeting the methodological requirements;
3. The Publishing Council may refuse the publication if the text has deficiencies in meeting the criteria set out in Article 2, if it does not present basic literature or even close to any of the faculties and also does not meet the publication plan set by the Publishing Council.
4. The reviewers and the editor are responsible for the quality of the manuscripts, for the professional and scientific level of the text.
5. The Publishing Council approves the conceptual design of the text cover;
6. The author is responsible for the quality and originality of the work.

Publication Procedures

Article 5

1. The decision to allow the publication is taken by the Publishing Council.
2. All texts are subject to review. Reviewers can be appointed by the Publishing Council, the faculty, or by the author himself. Reviewers must be professors in the relevant field, are required to write a review either positive or negative. The review can be shared or even split.
3. The author must submit the text to the Chairman of the Publishing Council in pdf format or in any suitable format.
4. If the reviewers are appointed by the author himself, then he submits the reviewers' reviews together with the text.
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 must be proofread, corrected and technically prepared.
7. The author signs the statement of originality of the publication by which he takes responsibility for the originality of the work.
8. If the author, after receiving remarks from the Publishing Council, does not correct the text, it is considered that he has given up the request for publication.

Article 6

1. The publication must contain:
 - a. Full name of the author.
 - b. The title of the text.
 - c. Logo of the institution.
 - d. Place and year of publication.
 - e. The first and second pages should be blank.
 - f. The third page should be the same as the cover only black and white.
 - g. The fourth page should have the names of the reviewers, the editor, and at the end should contain the text for the publisher and the decision to allow the publisher as follows: **The Publishing Council of AAB College, through decision no. _____ dated _____ allowed the publication of this book.**
 - h. At the bottom of the fourth page, the text of the copyright is placed as follows: © **All rights reserved by the author and publisher. No part of this book may be**

copied or reproduced in any form without the written permission of the author and publisher. All rights protected by law.

- i. The fifth page should contain "Table of content".
- j. The content is followed by the preface, the text, literature, index of names, index of notions.
- k. The author's name is written in the upper part of the text on the even pages, while the title of the text is written on the odd pages.
- l. The format of publications of university textbooks should be B5 (17 x 24 cm), the order should be made according to the Times New Roman font, with font size 11, with 1.0 spacer.
- m. At the end, it should be noted as follows: name and surname of the author, title of the text, name and surname of the proofreader, name and surname of the editor, of the computer performer
- n. On the last page of the book, there is a catalog in the publication - (CIP) in the National Library of Kosovo and the ISBN that is written on the back cover.
- o. For other publications, another technical and artistic solution of the book can be made.

Article 7

Advantages on occasion of publishing publications have:

- 1. Original publications, especially for courses that do not have a basic university textbook;
- 2. Publications, which with plans and programs are essential literature for students,
- 3. Publications of special social and scientific importance.

Article 8

Scientific texts which will be published with the private means of the author are subject to the same criteria provided by this Regulation.

Article 9

After the publication, all authors or the publisher himself, are of obliged to submit ten specimens, as follows: To Library of AAB College (5 specimens), National University Library (5 copies), and eventually (1-2 specimens) to National Library in Tirana.

Financing of the publications

Article 10

The financing of the publication is regulated by the contract for publication between the author and AAB College.

Article 11

This regulation enters into force on the day it is signed by the Senate. Amendments and supplements to this Regulation are made in the same procedure as its approval.

Prof. Dr. Lulzim Tafa, Rector

Signed and sealed in original

The Senate of AAB College, in the meeting held on 17 May 2019 rendered this:

DECISION

1. Regulation on Publication is APPROVED

The Decision shall be delivered to:

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

Dr. sc. Lulzim Tafa, Rector

Signed and sealed in original