

Bartësi Privat i Arsimit të Lartë  
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**KOLEGJI I SHKENCAVE MJEKËSORE "REZONANCA"**  
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**REGULATION**  
**On Publications of the College of Medical Sciences**  
**"Rezonanca"**

**Pristina, 2015**

Based on Article 21, point 1.9 of the Statute of the College of Medical Sciences "Rezonanca", the Senate of the College, at the meeting held on 10.11.2015, approved the following:

## **REGULATION**

### **On Publications of the College of Medical Sciences "Rezonanca"**

#### **GENERAL PROVISIONS**

##### **Article 1.**

1.1. This Regulation sets out the conditions and procedures for the publication, republishing, and translation of basic texts, other texts, practical manuals, summaries of tasks, and other special publications (monographs and periodicals) of a professional, scientific, and informative nature (hereinafter referred to as: publications).

1.2. The publisher of these publications is the College of Medical Sciences "Rezonanca", in Pristina (hereinafter: the College).

##### **Article 2.**

2.1. The publications are published based on the publishing plan.

2.2. The publishing plan is approved by the Publishing Council of the College (hereinafter referred to as: the Publishing Council) for each academic year, based on proposals from the academic units and organizational units.

2.3. The publishing plan is proposed by the academic units and is valid for the following calendar year.

##### **Article 3.**

3.1. The publications of basic textbooks, other textbooks, practicals, and summaries of assignments include material from a particular subject, or a specific field.

3.2. The publications must include professional and scientific achievements, in accordance with contemporary methodological and pedagogical requirements.

3.3. The authors of the texts may be teachers in regular employment at the College. In exceptional cases, authors/co-authors may also be from the retired staff of the College.

#### **College Publishing Council**

##### **Article 4.**

4.1. The Publishing Council consists of 9 members with voting rights. The Vice-Rector for Education or the Vice-Rector for Scientific Research is a member of the Publishing Council ex officio and has the right to vote. The Council decides by majority of votes. In case of a tie, the vote of the chairperson is decisive.

4.2. The members of the Publishing Council are proposed by the rector, while they are elected by the Senate of the College, according to the respective fields of science.

4.3. The mandate of the members of the Publishing Council lasts four years..

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

#### **Article 5.**

5.1. The Publishing Council, among other things, reviews and allows the publication of materials based on the written consent of the academic unit council, at least two reviewers in the relevant field and the editor.

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

#### **Article 6.**

6.1. The elected members of the Publishing Council are also editors of publications in the scientific and professional field to which they belong.

6.2. For sciences that are not included according to 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, as well as for the professional and scientific level of the manuscripts.

6.4. The editor, based on the positive assessment from the reviewers and the analysis of the manuscript, provides a written opinion to the Publishing Council regarding the approval for the publication of the manuscript.

6.5. The editor is required to complete their editing work on a manuscript within 30 days from the date they 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 the College's publications.

7.2. The Governing Council and the Senate support the Publishing Council in the realization of the College's publications.

7.3. The Publishing Council is accountable to the Senate for its work.

#### **Publishin procedures**

#### **Article 8.**

8.1. The Publishing Council of the College grants permission for the publication of publications.

8.2. Manuscripts of publications, as defined in Article 1 of this Regulation, are subject to review by at least three members of the respective field.

8.3. Reviewers are appointed by the council of the academic unit.

8.4. Reviewers are obligated to write a positive or negative review. Their report can be joint or separate.

8.5. The reviewers' report must be submitted within the deadline specified in their appointment decision.

8.6. The manuscript will proceed to the next stage of publication if it has received at least two positive reviews.

#### **Article 9.**

9.1. The author must submit the manuscript and reviews from at least two reviewers. The manuscript should be printed on paper (with soft binding) and in an original electronic version (Word, PDF), properly formatted using a computer.

9.2. The manuscript of basic texts, other texts, practicals, and task summaries should comply with the plan and syllabus of the respective subject or field.

9.3. The manuscript must be proofread and corrected.

9.4. Along with the manuscript, as per paragraph 3 of this article, the author must also submit the syllabus of the respective subject, verified by the academic unit.

9.5. When applying, the author/authors sign the declaration of originality of the work and other responsibilities.

9.6. The Publishing Council drafts and approves forms for the application process.

#### **Article 10.**

10.1. If the editor provides feedback to the author or the reviewers regarding the manuscript, and they do not act according to the feedback and suggestions within the specified deadline, it is considered that they withdraw from the further procedure.

10.2. In cases of potential disagreement between the author and the reviewers with the editor's feedback, as per paragraph 1 of this article, the Publishing Council will make a decision.

#### **Article 11.**

11.1. Priority in publishing is given to original publications, especially for teaching subjects that do not have a university textbook and publications that, according to the curriculum, are essential literature for students.

11.2. Translations of basic texts of particular professional and scientific importance.

11.3. In case of translation requests, the author/authors should contact the publishing house or the authors and be informed about the conditions for transferring the translation rights, which will be considered in the Publishing Council's decision. If the Publishing Council makes a positive decision, the College, through the Publishing Council, will send an official request to the publishing house or the authors for the right to translate. Only after receiving permission, the author/authors can begin the translation and, once finalized, submit the next request to the Publishing Council, attaching the reviewers' report and meeting the other requirements just as in the case of other publications.

#### **Article 12**

12.1. College publications contain: the name of the College, the name of the academic unit, the name and surname of the author/authors, the title of the text, the College emblem, the place and year of publication.

12.2. The first and second pages are left blank

12.3. The third page is the same as the cover page but without colors

The fourth page: the names of the reviewers, the chairperson of the Publishing Council, the editor, the publisher (College of Medical Sciences "Rezonanca"), and at the bottom, the decision number with the following content: The Publishing Council of the College of Medical Sciences "Rezonanca" authorized the publication and use of this text with decision number \_\_\_\_ dated \_\_, \_\_, \_\_\_\_.

12.4. The fifth page: content

12.5. After the content, the preface follows on the odd-numbered page (on the right side), the text of the publication, while after the text - literature, index of names, index of notions and on the last page - the name and surname of the author, title of the publication, name and surname of the editor, proofreader, artistic editor, computer implementer and author of the illustrations.

12.6. Acknowledgements to sponsors may be on the penultimate page.

12.7. On the text page, the author's name and the title of the publication are displayed.

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

12.9. The format of the College publications is B5 (17 x 24 cm). The text should be formatted using the Times New Roman font, with a font size of 11, and line spacing of 1.0.

12.10. The cataloguing (CIP) in the National Library of Kosovo is published on the last page of the publication, while the ISBN number appears on the back cover.

### **Financing of Publication**

#### **Article 13.**

13.1. The evaluation of publication expenses will be expressed in currency (euros), and the page of the published text will be used as the basis for calculation.

13.2. The assignment of points shall be as follows:

13.2.1. For the editor – 0.5 euros per page

13.2.2. For the reviewers – 1 euro per page (the amount is divided depending on the number of reviewers)

13.2.3. For the author's/authors' honorarium:

a) 1000 euros for texts with 70-150 pages

b) 1200 euros for texts with 151-300 pages

c) 1200 euros +  $2.5 \cdot (X - 300)$  for texts with more than 300 pages (where X is the number of pages of the text).

13.3. For the translation of the academic text, the honorarium will be 5 euros per page.

13.4. The honorarium of the author/authors for the second edition will be 50% of the honorarium value for the first edition, and 30% for the third edition.

13.5. For the second publication and onwards, only the author(s) will be compensated, not the editor, reviewers, etc.

13.6. The Rectorate of the College compensates the author(s) with 50% of the revenue generated from the sale of the publication. Compensation is provided annually after the sales balance is finalized.

13.7. If the publication costs have been covered by the author, 80% of the proceeds from the sale will go to the author, while 20% will belong to the College.

#### **Article 14**

The financing of publications is done from the College's budget and from other sources (sponsors, donors, funds collected from the sale of textbooks, etc.)

#### **Article 15**

The provisions of this Regulation also apply to publications that are published with the author's own funds, except for Articles 13 and 14 of this regulation.

#### **Article 16**

The Rectorate of the College compensates the publishing expenses for the printing of the publication in accordance with the relevant procedures.

**Article 17.**

17.1. Any publication that has not gone through the procedures set forth in this Regulation is considered an unauthorized publication and does not have university validity. In such cases, legal measures will be taken

17.2. After publication, when the publication is financially supported by the College, the publisher is obliged to deliver:

17.2.1. To the author of the publication – 10 copies;

17.2.2. To the Rectorate – 1 copy;

17.2.3. To the College Library – 10 copies.

17.3. In cases where the publication is published by self-financing, the author is obliged to submit:

17.3.1. To the Rectorate – 1 copy;

17.3.2. To the College Library – 5 copies.

**Transitional and final provisions**

**Article 18.**

18.1. The implementation of this Regulation is overseen by the Chairperson of the Publishing Council.

18.2. The authentic interpretation of this Regulation is provided by the Senate of the College.

**Article 19.**

19.1. The amendment and supplementation of this Regulation is done according to the approval procedure.

19.2. This Regulation enters into force on the day of its approval by the Senate and applies to publications approved after the entry into force of this Regulation.

No.AD-4252/15

Dt.10.11.2015



RECTOR

Prof. dr. Arian R. Idrizaj, MD, PhD