



UNYT PRESS POLICY

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CHAPTER ONE

General Provisions

1.1. Purpose

The purpose of this directive is to regulate the principles of application, evaluation, printing, distribution, and sale of books, academic journals, bulletins, and works of scientific nature to be published or electronically published by UNYT Press.

1.2.Scope

This directive covers provisions related to the planning, ensuring compliance with publication rules, printing, distribution, and sale of every publication to be conducted by UNYT Press.

1.3.Legal Basis

Law 9616, dated 27.09.2006 “On the book in the Republic of Albania

1.4. Definitions:

EIC – Educational Investment Company.

UNYT – University of New York Tirana.

UNYT Shpk - The Company of University of New York Tirana.

UNYT Press Board of Directors– The Administration Body of UNYT Press (Board).

Publication Council - The Body of UNYT Press that endorses the publication plan of UNYT Press.

UNYT Press Coordinator: The coordinator who manages the overall publication activities of UNYT Press.

Electronic Publications: Digitally prepared, reproducible, and published digital media publications

Work: Publication, book, or work ready to be printed in tangible form, resulting from scientific studies,

Referee: Evaluators of publication drafts in terms of scientific content, formal rules, language, style, and scientific ethics.



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CHAPTER TWO

2.1. UNYT Press Board of Directors

The board consists of the EIC company administrator or an authorized person as the chairman of the Board, the UNYT Shpk administrator, the UNYT Rector and the UNYT administrator. Board evaluates the reports coming from the publication commission and make decisions on the works to be published, their type, quantity and all other administrative decisions related with the Press.

2.2. Publication Commission

- a. UNYT Rector is the chairman of the Publication Commission.
- b. UNYT Rector proposes 9 candidate members to the Board of Directors. The Publications Commission consists of five members, four of whom are appointed by the UNYT Board of Directors among the proposed candidates.
- c. The Publication Commission makes decisions with the participation of all members and by a simple majority.
- d. The Publication Commission convenes upon the call of the chairman to evaluate the submitted publication applications.
- e. Publication coordinator participates the meetings of the commission with out the right to vote. The secretarial duties of the Publication Commission are carried out by the Publication Coordinator.
- f. Decisions of the Publication Commission come into effect with the approval of the UNYT Press Board of Directors.

2.3. Duties and Powers of the Publication Commission

- a. The Publication Commission decides whether the submitted publication applications are suitable in terms of quality, content, and language adherence to the rules of the relevant scientific field for printing. It determines whether the work will be published or not.
- b. Identifies prestigious works that contribute to the field and recommends them to the board of directors for printing.
- c. The Publication Commission may request reports on the scope, content, and quality of the work by sending it to expert referees in the field or to its own relevant sub-review unit. The Publication Commission oversees the entire process related to the referees' duties.
- d. The Publication Commission identifies and verifies the author or authors of the work, and ensures whether copyright or translation fees need to be paid. If necessary, it ensures that the copyright and translation fees are determined considering the fair market value.



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- e. Prepares the contract regarding the transfer of copyright with the author of the work.
- f. Prepares a report regarding the works decided to be published, including approximate printing costs, printing format (hard copy or digital copy), print quantity, book selling price, recommendations on contracts with the authors, and distribution locations, and submits it to the UNYT Press Board of Directors.
- g. To propose to the board of directors for the reprinting of previously published, out-of-stock, and in-demand works by UNYT Press.
- h. Prepares an annual report to present to the board of directors regarding its annual activities.

2.4. Publication Coordinator

- a. Appoints by UNYT Press Board of Directors and the Responsible to the Board.
- b. Manages the correspondence of the Publication Commission and maintains archives.
- c. Ensures that the decisions of the Commission are written and stored in accordance with the procedure.
- d. Prepares yearly budget and publication plan and delivers to the approval of the board in May for the upcoming year.
- e. Manages the decisions and processes related to the printing, promotion, and distribution of works approved for publication by the UNYT Press Board of Directors.
- f. Coordinates with the authors and maintains documentation and information tracking.
- g. Responsible for following legal procedures before and after the printing of the work. Responsible for obtaining an ISBN number for electronically published works; responsible for obtaining ISBN and copyright registration for works to be printed in tangible form.
- h. Establishes and maintains relationships with distribution channels, tracks them, and monitors inventory.

2.5. Publication Applications

- a. The author submits the work they wish to be published, both in print and digital form as PDF/Word files, including the text and visual materials contained in the work, by completing the "Publication Draft Submission Form" in Annex-1 and delivering it to the publication coordinator. The author is responsible for the quality and originality of the work.
- b. The material's formatting should adhere to Times New Roman font, with a font size of 12 and line spacing of 1.15.
- c. Before the manuscript review by the Publishing Council, the paper must undergo plagiarism checking in addition to the author/authors' declaration of authorship and originality. The plagiarism control report should be at most 15% and must be submitted to the Publications Council.



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- d. The application documents and attachments received by the publication coordinator are presented to the Publication Commission.
- e. The author is responsible for any legal, penal, scientific, and linguistic responsibilities arising from the publication of the work.
- f. In compiled works, the responsibility for the work lies with the editors. However, the editors must submit a signed document during the application process, indicating that they have obtained publication approval or authorization from the chapter authors.
- g. For translated publications, it is necessary for translators to obtain written permission for printing from the author and the person or institution holding the publishing rights.
- h. Requests from the UNYT Rectorate for the compilation and printing of scientific studies presented at conferences, symposiums, workshops, and panels organized by UNYT are evaluated by the Publication Commission and submitted to the board of directors.
- i. Periodic publications prepared by UNYT are presented to the publication board by the UNYT Rectorate after planning the publication name, the number of issues per year, and the quantity to be printed. This work is prepared within the scope of budget planning in May for the following year.

2.6. Evaluation and Approval

The Publication Commission evaluates the publication application within the framework of the principles stated in this directive, obtaining referee evaluation reports (Annex) when necessary. If there are any deficiencies, it ensures that the applicant completes them and communicates its decision, along with its reasoning, in writing to the UNYT Press Board of Directors regarding the requested publication.

The UNYT Press Board of Directors may accept the decision of the Publication Commission, request revisions, or reject it if deemed inappropriate.

2.7. Contract

For works approved for publication by the UNYT Press Board of Directors, the publication coordinator may obtain a consent letter from the author stating that all publication rights will belong to UNYT Press after the printing of the work.

For works approved for publication by the Board of Directors, the authorized individual or publication coordinator, along with the author, will sign the "production, publication, distribution, and copyright agreement" and the required documents for obtaining the copyright stamp, thus putting it into effect.

2.8. Printing and Sales

The author is required to make the corrections requested by the printing house within the given period and to provide the necessary information to fill out the ISBN application form. If the requested corrections are not made by the author within the specified time frame, an extension



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is granted for the same duration. If the corrections are still not made at the end of the extension period, the work is withdrawn from the printing house and not published. Works in this situation are returned to the author. After the corrections are made, the author initiates the application process again.

The required copyright stamp and shipping fee for printed works are paid by UNYT Press.

The expenses related to the publication are covered by the publishing house budget within the limits of budgetary resources. In cases where budgetary resources are insufficient, part or all of the expenses may be covered by authors or sponsors. The logos of sponsors may appear on the book cover or inside cover with the approval of the UNYT Press Board of Directors, but advertisements are not included.

CHAPTER THREE

3.1 Final provision

The Administrator of UNYT Press ensures the correct implementation of this Regulation concerning the publishing process.

Any changes to this regulation are subject to the amendments and approval of the **Board of UNYT Press**.





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ANNEX-1

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PUBLICATION DRAFT DELIVERY FORM

1. Title of the Work :

2. Type:

Original Scientific Book Compilation Book Reference Book
 Textbook Supplementary Textbook Translation Book
 Professional Book Translation Course Book
 Other, please explain:

3. What level is it written for:

Bachelor's Master's Doctorate/ Degree in Art Other

4. Format:

Printed Electronics

5. Do the author(s) have a previous contract with another publishing house regarding this work?

Yes No

6. Total Number of Authors, Editors and Translators:

1. Author's Name, Surname, Title:	Date and Signature
2. Author's Name, Surname, Title:	Date and Signature
3. Author's Name, Surname, Title:	Date and Signature
4. Author's Name, Surname, Title:	Date and Signature
5. Translator's Name and Surname:	Date and Signature
6. Editor's Name and Surname:	Date and Signature

Note: The author agrees to have his/her work published by UNYT Press. The author, along with this form, should submit the draft work, in a printed form and on a CD or USB, including the name or names of the author, to the Publishing Coordinator of the UNYT Press.

Deliverer
Name Surname
Title
Date
Signature

Receiver
Name Surname
Title
Date
Signature



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ANNEX- 2/p.1

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PEER EVALUATION REPORT

1. Title of the work:
2. Is the title of the work compatible with its content?
Yes No Partially
3. Is the plan of the work appropriate for dealing with the subject?
Yes No Partially
4. Are the contents, abbreviations, bibliography and similar elements consistent with the text?
Yes No Partially
5. Are footnotes, quotations, citations and bibliography provided in accordance with the UNYT Press submission guidelines for the authors?
Yes No Partially
6. Do the language and concepts used coincide with the field?
Yes No Partially
7. Have the spelling rules been followed?
Yes No Partially
8. Are the language and style used understandable?
Yes No Partially
9. Do the formulas, notations and units used comply with international standards?
Yes No Partially
10. Are the images, tables, graphs, etc. used in the work sufficient in terms of quality and quantity?
Yes No Partially
11. Are the local and foreign sources used in the work current and sufficient?
Yes No Partially
12. Are there any plagiaristic quotes/quotations from other previously published works?
Yes Please specify below No
13. Which type of publication is appropriate to consider the work as?
Original Scientific Book Compilation Book Reference Book
Textbook Help Textbook Translation Book
Professional Book Translation Course Book Other, please explain:



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ANNEX- 2 / p.2

14. If the work is a translation, has publication permission been obtained?

Yes

No

15. Considering the type of the work, how many copies do you think should be printed?

500

750

1000

Other, please specify and explain

16. Evaluate the work in terms of originality:

17. Evaluate the contribution of the work to its field:

18. Are there any points that need to be shortened, corrected or added?

Yes (Please explain below)

No

EVALUATION:

1- It can be printed like this

2- Can be printed after modification

a) I want to see it after the change is made

b) I don't need to see after the change

3- Unprintable

The referee making the evaluation:

Name and surname:

Institution:

Unit, Date, Signature