

# **RULES OF PUBLISHING ACTIVITIES OF THE UNIVERSITY OF RZESZÓW**

## **CHAPTER I**

### *General rules*

#### **§1**

The University of Rzeszów (hereinafter referred to as the University), fulfilling its basic tasks, conducts publishing activities in accordance with the Act of 20 July 2018 "Law on Higher Education and Science", the statute of the University, guidelines of the Ministry of Science and Higher Education in this regard and the Rector's orders and resolutions of the Publishing Council.

#### **§2**

1. The University carries out its editorial activities through the RZESZÓW UNIVERSITY PRESS (hereinafter referred to as the Rzeszów University Press), dealing with all matters related to the publication of scientific, didactic and information publications.
2. the Rzeszów University Press is a general university unit subordinated to the Rector.

#### **§3**

1. The consultative and program body of the Rzeszów University Press is the Rzeszów University Press Council, and the managing body - the director of the Rzeszów University Press.
2. Both of these bodies are responsible for their activities to the Rector.

#### **§4**

1. The main task of the Rzeszów University Press is to publish scientific papers and didactic materials as well as information and job materials submitted for publication by the employees of the University.
2. As far as possible, the Rzeszów University Press may accept external orders for a fixed fee. Decisions in this matter are taken by the director of the Rzeszów University Press in consultation with the Rector.
3. In justified cases, the Rzeszów University Press may commission individual editorial, printing and distribution works to external entities.

#### **§5**

1. The Rzeszów University Press is managed by a director appointed by the Rector for the term of office of the Senate, after consulting the Senate.
2. The director of the Rzeszów University Press may be a person who has knowledge and experience related to the activities of such a unit.
3. The deputy director is appointed by the Rector at the request of the director of the Rzeszów University Press after consulting the Rzeszów University Press Council.
4. The director of the Rzeszów University Press is responsible to the Rector for the entire activity of the Rzeszów University Press, presents annual plans and reports on the Rzeszów University Press's activities.
5. The director of the Rzeszów University Press is the superior of all employees of the Rzeszów University Press.

#### **§6**

1. The director of the Rzeszów University Press is responsible for the financial activity of the Rzeszów University Press.
2. Supervision over the financial activity of the Rzeszów University Press is exercised by the UR Bursar.

## **CHAPTER II** *Publishing Council*

### **§7**

1. The Rzeszów University Press Council is a consultative and program body of the Rzeszów University Press coordinating the publishing and printing activities of the University.
2. The tasks of the Rzeszów University Press Council include coordinating the publishing and printing activities of the UR, including:
  - a) approving and adjusting the annual publishing plans;
  - b) giving opinions on publishing plans;
  - c) appointing reviewers from among those indicated in the publishing application;
  - d) determining the amount of circulation and the volume of individual publications;
  - e) giving opinions and applying for changes in the regulations of the Rzeszów University Press;
  - f) giving opinions on the candidate for the deputy director of the Rzeszów University Press;
  - g) issuing opinions on the reports of the director of the Rzeszów University Press on the activities of the Rzeszów University Press submitted to the Rector;
  - h) giving opinions on issues concerning the Rzeszów University Press brought to the agenda by the Rector, a member of the Rzeszów University Press Council or the director of the Rzeszów University Press.

### **§8**

The members of the Rzeszów University Press Council are: the chairman appointed by the Rector; director and deputy director of the Rzeszów University Press; academic teachers employed at the UR as their main place of work, indicated by the Vice-Rector for College Affairs in the number of not more than 2 from each College, with the opinion of the College's Scientific Council or the Discipline's Scientific Council. Members of the Rzeszów University Press Council are appointed by the Rector for the term of office of the UR Senate.

### **§9**

Meetings of the Rzeszów University Press Council are convened by the chairman at least twice a year, on his/her own initiative or at the request of 1/5 of the members of the Council.

## **CHAPTER III** *Scientific journals*

### **§10**

1. Scientific journals, whose publisher is the Rzeszów University Press, have their organizational structure rooted in the colleges and institutes of the University from which the periodical originates. The editorial board of a scientific journal is made up of a team composed of: chairman (scientific editor or editor-in-chief), deputy, secretary and other members (including thematic editors, statistical editor, language editor).
2. The editor-in-chief of the journal manages the editorial office and supervises the correct implementation of the COPE assumptions of the journal.

3. The task of the editorial team is to run the day-to-day activities of the editorial office, obtaining articles for the journal, their substantive evaluation (desk review), assessing the correctness of the content in relation to the technical requirements of the journal, and technical support for the review process. Positively reviewed in a two-stage review model (desk review and two blind external reviews), the publication material is sent to the Rzeszów University Press for linguistic and stylistic editing, typesetting and printing of the paper version.

### **§11**

1. The Rector, after consulting the Vice-Rector for College Affairs and the director of the Institute, appoints editors of new scientific journals starting their activity on the UR. A similar decision-making process is launched in the event of the resignation of the (scientific) editor-in-chief from his/her function.

2. Upon obtaining retirement rights, the editor-in-chief - founder of the journal becomes an honorary editor, and in his/her place the Rector appoints the editor-in-chief in accordance with section 1 § 11 of the Regulations.

3. Personnel decisions within the editorial team and the scientific council (programming council) are made by the (scientific) editor-in-chief of the journal and submitted for approval to Vice-Rector for College Affairs.

4. The substantive side of the content published in periodicals is supervised by the scientific council or the program council of the journal. Its members are appointed by the Vice-Rector for College Affairs at the request of the editor-in-chief of the journal. This body consists of professors, habilitated doctors and doctors with scientific achievements recognized in the field of science and discipline corresponding to the profile of the journal.

5. Reviewers of individual articles are approved by the (scientific) editor-in-chief of the journal, at the request of the editorial secretary or another person appointed to supervise the process of obtaining articles for the magazine.

## **CHAPTER IV**

### *Publishing plan*

### **§12**

1. The draft of the annual publishing plan is developed by the director of the Rzeszów University Press (by January 31 each year) and, after receiving the opinion of the Rzeszów University Press Council, is submitted to the Rector for approval. This plan covers a calendar year.

2. Applications for publications to be included in the publishing plan for the following year are submitted to the members of the Rzeszów University Press Council for their opinion by July 31 of the previous year by the director of the Rzeszów University Press at least one week before the day of the meeting.

3. The annual publishing plan consists of two parts. The first part includes monographs and collective works (mainly works for the title and academic degree, author's scientific monographs, works of special scientific importance, honorary and didactic studies). The items from the second part are textbooks or scripts, magazines and publishing series.

4. Items included in the plan and not implemented in the year covered by the plan are transferred to the plan for the following year, but not longer than four years from the date of notification of publication.

### **§13**

The right to submit publications to the publishing plan is vested in research, research and teaching and teaching staff of the University after obtaining a positive opinion from the Scientific Council of the

College or the Council of the Institute. Applications for publication by employees of non-collegiate units must be approved by the director/head of the unit.

#### **§14**

The publication application must contain:

- 1) details of the author or editor, title, nature of the work, volume, circulation
- 2) a brief description of the content of the publication
- 3) the opinion of the Scientific Council of the Institute or Faculty
- 4) names of proposed reviewers (in the case of scientific journals, reviewers may be indicated at a later date);
- 5) determining in which scientific discipline (or scientific disciplines) the research was carried out;
- 6) a declaration of covering the costs of issue.

#### **§15**

The Rzeszów University Press Council accepts a given title to the publishing plan, taking into account the conditions listed in § 12-14 and 17 and the substantive value of the submitted publication.

#### **§16**

The condition for starting the publishing process of a publication submitted to the plan for a given calendar year is submitting the full text of the work to the Rzeszów University Press (on an electronic medium together with a printout of the final content).

#### **§17**

1. The rule of obligatory two reviews (or more of them - in the case of interdisciplinary works) for each publishing item is adopted.
2. The reviewer may be a person with at least a habilitated doctor's degree, employed outside the University of Rzeszów.
3. In justified cases (concerning articles in scientific journals or chapters in collective monographs), it is allowed to appoint as reviewers persons with a doctoral degree, employed outside the University of Rzeszów, specialists in the relevant scientific discipline.
4. In the case of interdisciplinary publications, it is also recommended to appoint specialists in additional scientific disciplines in which the research was conducted as reviewers.
5. Reviews are prepared on the forms applicable at the Rzeszów University Press.
6. Reviewers in the proceedings for the award of a doctoral degree cannot be reviewers of scientific monographs prepared on the basis of doctoral theses.
7. In a situation where one review is negative, the Rector may appoint an additional reviewer from outside the University employees.
8. In case of formal deficiencies in the publication submission or justified substantive doubts, the director of the Rzeszów University Press has the right to request the Scientific Council of the relevant College or Institute Council to reconsider the publication application.

#### **§18**

On the basis of the reviews, the chairman of the Rzeszów University Press Council ultimately decides about the publication of the work.

### **CHAPTER V**

#### *Tasks and internal structure of the Rzeszów University Press*

## **§19**

In order to achieve the goals listed in §4 sec. 1 the Rzeszów University Press conducts all matters related to publishing publications within its financial capabilities, in particular:

- 1) develops and implements a publishing plan in material and financial terms
- 2) draws up publishing contracts and mandate contracts
- 3) makes editorial, linguistic, stylistic and technical developments submitted after review for publication
- 4) conducts printing activities
- 5) promotes and distributes publications
- 6) participates in fairs and exhibitions
- 7) makes financial and material settlements of publishing activities in accordance with applicable regulations
- 8) keeps reports on publications and a register of publications
- 9) sends scientific publications to the National Library and other libraries, in accordance with the relevant regulation of the Minister of Culture and Art.

## **§20**

1. The Rzeszów University Press as an organizational unit of the University consists of an editorial office and a printing house. The managers of these units report to the director of the Rzeszów University Press, who determines the scope of their activities.

2. The editorial manager is responsible for:

- a) substantive editing - a team of editors and proofreaders
- b) technical editing - technical editor and computer typesetters
- c) distribution and financial settlements.

3. The manager of the printing house is responsible for:

- a) preparation of printing forms
- b) a set of printing machines
- c) bindery.

4. The organizational structure of the Rzeszów University Press is presented in figure 1 attached to these Regulations.

## **§21**

1. The duties and powers of the director of the Rzeszów University Press include supervision over all publishing and printing matters of the University, in particular:

- 1) ensuring the proper functioning of the Rzeszów University Press and the course of publishing activities
- 2) organizing work, managing and supervising the activities of the editorial office and the printing house
- 3) preparation of publishing plans and reports
- 4) preparation of publishing contracts
- 5) determining the scope of activities of all employees of the Rzeszów University Press
- 6) submitting applications in all personal matters of the employees of the Rzeszów University Press, including the matters of accepting, promoting and dismissing these employees
- 7) caring for the material supply of the Rzeszów University Press and securing the Rzeszów University Press's fixed assets
- 8) participation in the meetings of the Rzeszów University Press Council as a secretary
- 9) supporting the editorial staff of periodicals published at the University of Rzeszów
- 10) promotion of publications of the Rzeszów University Press
- 11) undertaking activities aimed at the development and innovation of the Rzeszów University Press.

2. The deputy director of the Rzeszów University Press is the editorial manager. During the absence of the director of the Rzeszów University Press, he/she performs his/her duties.

## §22

The duties and powers of the editorial manager include handling all matters related to the preparation for printing and sale of publications, in particular:

- 1) supervising the implementation of the approved publishing plan
- 2) organization of editorial and proofreading work
- 3) supervision over the preparation of computer typesetting of texts and the graphic design of publications
- 4) care for the professionalism of editorial work, resolving doubts related to editing texts, collecting literature necessary for professional linguistic and stylistic development of books prepared for printing
- 5) substantive supervision over new employees and trainees
- 6) making linguistic and stylistic studies
- 7) supervision over the magazine of publications as well as their distribution and sale
- 8) keeping records of editorial equipment
- 9) supervision over the observance of OHS and fire protection rules as well as work discipline
- 10) supervision over the proper operation of devices and settlement of consumables.

## §23

The duties and powers of the printing house manager include managing all matters related to the proper functioning of the printing house, in particular:

- 1) production planning
- 2) organizing and standardizing work at individual positions
- 3) supervision over the functioning of the printing house and timeliness of works, as well as quality control of works
- 4) supervision over the observance of OHS and fire protection rules, as well as work discipline
- 5) securing the continuity of production in cooperation with the editors of the Rzeszów University Press
- 6) determining the order of execution of orders at individual workstations
- 7) technical preparation of orders
- 8) supervision over the correct record of production materials and the correct keeping of records of harmful substances - if they are used in production
- 9) keeping records of assets and equipment of the printing house and reporting them for possible liquidation
- 10) supervision over the settlement of works and materials used for production
- 11) reporting the need to purchase or sell printing machinery and equipment as well as instrumentation
- 12) submitting requests for devices and materials for production and organizing, in consultation with the director of the Rzeszów University Press, repairs of printing machines and devices
- 13) accepting orders for production and supervising the shipment after their implementation
- 14) supervision over the proper keeping of the book of orders for printing works
- 15) calling the service to repair printing machines and devices
- 16) supervising the records of the working time of the employees of the printing house
- 17) giving opinions on the amount of bonuses for employees of the printing house
- 18) calculating the costs of orders and issuing invoices for services rendered (according to the value of a man-hour set by the director of the Rzeszów University Press)
- 19) conducting rational financial management of the UR printing house within the allocated financial resources for a given year (according to information received from the UR Bursar) and agreeing all major purchases with the director of the Rzeszów University Press.

## **CHAPTER VI**

### *Final provisions*

#### **§24**

These Regulations are amended by the Rector's decision at the request of the Rzeszów University Press Council.

#### **§25**

All internal acts regulating publishing and printing works are repealed

**RECTOR  
OF THE UNIVERSITY OF RZESZÓW**

Professor Sylwester Czopek, PhD

Figure 1.

### Scheme of the internal structure of the Rzeszów University Press

