

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 university-wide unit subordinated to the Rector.

§3

1. The consultative and program body of the Rzeszów University Press is the Publishing 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 Publishing 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 Univeristy of Rzeszów Bursar.

CHAPTER II *Publishing Council*

§7

1. The Publishing 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 Publishing Council of the University of Rzeszów include:
 - 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 form, permissible volume and circulation amounts of individual publications;
 - e) reviewing applications for publishing scientific works outside the Rzeszów Univeristy Press's structures
 - f) giving opinions and applying for changes in the regulations of the Rzeszów University Press;
 - g) giving opinions on the candidate for the deputy director of the Rzeszów University Press;
 - h) 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;
 - i) giving opinions on issues concerning the Rzeszów University Press brought to the agenda by the Rector, a member of the Publishing Council or the director of the Rzeszów University Press.

§8

The members of the Rzeszów University Publishing Council are: the chairman appointed by the Rector; director and deputy director of the Rzeszów University Press; academic teachers employed at the University of Rzeszów as their main place of work, one person from each faculty appointed by the dean, with the opinion of the faculty council. Members of the Rzeszów University Publishing Council are appointed by the Rector for the term of office of the Senate of the University of Rzeszów.

§9

Meetings of the Rzeszów University Publishing 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. In urgent matters, an online form of the Council meeting is permitted using the Times platform and voting via the [http](#) link.

CHAPTER III *Scientific journals*

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1. Scientific journals, published by 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, acquiring 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 seeking the opinion of the Dean of the relevant faculty, appoints editors of new scientific journals starting their activity on the University of Rzeszów. A similar decision-making process is launched in the event of the resignation of the editor-in-chief (scientific editor) 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) of the journal are made by its editor-in-chief (scientific editor) and presented to the Rector for approval.
4. The scientific council or programming council of the journal supervises the substantive content published in the journal. Its members are appointed by the Rector 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 editor-in-chief (scientific editor) of the journal, at the request of the editorial secretary or another person appointed to supervise the process of obtaining articles for the magazine.
6. The Rector has the right to dismiss the editor-in-chief of the journal in case of insufficient fulfillment of obligations.

CHAPTER IV

Publishing plan

§12

1. The draft of the annual publishing plan is elaborated by the director of the Rzeszów University Press (by January 31 each year) and, after receiving the opinion of the Publishing 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 Publishing 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 publications submitted by individual authors. It includes monographs and collective works (primarily works for academic titles and degrees, scientific monographs by authors, works of special scientific importance, honorary and didactic works), textbooks or scripts, journals 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 more than once. After this period, the application expires.
5. The volume of the publishing plan should be adapted to the financial capabilities of the Rzeszów University Press.

§13

The right to submit publications to the publishing plan is granted to research, research-teaching and teaching staff of the University after obtaining a positive opinion from the scientific discipline council or the faculty council. 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 description of the content of the publication, taking into account its innovative nature among the available scientific literature;
- 3) the opinion of the scientific council of the relevant discipline or the institute council;
- 4) the names and surnames of 3 proposed reviewers and a brief description of their scientific profile and publication record (in the case of scientific journals, the reviewers may be indicated at a later date);
- 5) a declaration by the authors and editors regarding respect for the ethical principles applicable to authors and publishers, i.e. a declaration that the submitted work is an original, previously unpublished work, and if it was prepared using AI, with an indication of the percentage of content generated using this tool in the entire work;
- 6) determining in which scientific discipline (or scientific disciplines) the research was carried out;
- 7) declaration of coverage of the costs of publishing the publication.

§15

The Publishing 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.

In case of doubts regarding the fulfillment of any of these criteria, the Publishing Council, after consultation with the author, may refer the publishing application for reconsideration by the scientific discipline council or faculty council, recommend the preparation of an additional review, decide to change the form of publication, or in special cases refuse to accept it into the publishing plan.

§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. If a review is too general, ambiguous or does not meet the criteria appropriate for this form of expression, the Publishing Council has the right to question its value and refer the work for re-review.
7. If one review is negative, the Publishing Council may appoint an additional reviewer from among persons who are not employees of the University of Rzeszów.
8. In case of formal deficiencies in the publication application or justified substantive doubts, the director of the Rzeszów University Press has the right to apply to the scientific council of the relevant faculty or the scientific discipline council for reconsideration of the publication application.

§18

Based on the reviews, the Publishing Council makes the final decision on whether to publish 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) performs editorial, linguistic, stylistic and technical editing of the reviewed works submitted for publication;
- 4) conducts printing activities;
- 5) promotes the Rzeszów University Press's publications in the media and distributes them;
- 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;
- 10) sells publications.

§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 team- a team of editors and proofreaders;
 - b) technical editing team- 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 competences 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 University Council;
- 9) supporting the editorial staff of journals 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 the duties of the director.

§22

The duties and competences 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) taking care of the professionalism of editorial work, resolving doubts related to the editing of texts,
- 5) collecting literature necessary for professional linguistic and stylistic development of books prepared for printing;
- 6) taking care of the professional development of the team of editors by participating in courses and training on the development of scientific texts and modern publications;
- 7) substantive supervision over new employees and trainees;
- 8) preparation of linguistic and stylistic studies;
- 9) supervision over the magazine of publications as well as their distribution and sale;
- 10) keeping records of editorial equipment and the Rzeszów University Press's property inventory books;
- 11) supervision over the observance of OHS and fire protection rules as well as work discipline;
- 12) supervision over the proper operation of devices and settlement of consumables;
- 13) participating in meetings of the Publishing Council;
- 14) forwarding copies of publications to the UR archives along with their list and bibliographic description.

§23

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

- 1) planning and organizing production at individual stations and controlling the timeliness and quality of the production performed;
- 2) cooperation with the Rzeszów University Press in order to ensure production continuity, determining the technical aspects of technological processes;
- 3) receiving and recording orders, determining order details, estimating the amount of materials needed for production and supervising the shipment;
- 4) keeping records of the Printing House's equipment assets and reporting them for possible liquidation;
- 5) carrying out activities related to organizing tenders, requests for proposals, etc. activities to ensure the supply of materials and equipment and to provide service and repair services for machines and devices included in the Printing House's equipment;
- 6) reporting the need to purchase printing machines and devices as well as accessories to the Director of the Rzeszów University Press;
- 7) calling the service to repair printing machines and devices;
- 8) supervising the records of the working time of the employees of the Printing House;
- 9) supervision over the correct maintenance of the book of orders for printing works, and proper maintenance of documentation of the receipt and expenditure of materials in processing;
- 10) calculating the costs of orders, issuing invoices and accounting notes for services performed;
- 11) supervision over the observance of OHS and fire protection rules, as well as work discipline.

CHAPTER VI

Final provisions

§24

These Regulations are amended by the Rector's decision at the request of the Publishing Council.

§25

All internal acts regulating publishing and printing work are repealed. The regulations are effective from [1 April 2025](#).

RECTOR
OF THE UNIVERSITY OF RZESZÓW

Professor Adam Reich, PhD

Figure 1.

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



