

# **RULEBOOK ON PUBLISHING ACTIVITIES AT THE UNIVERSITY OF MONTENEGRO**

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## **PREAMBLE**

### **The mission and goals of the publishing activity of the University of Montenegro**

The University of Montenegro, as an essential higher education and scientific research institution of Montenegro, as well as being the oldest and only state university in the country, where Social Sciences, Humanities, Natural Sciences, Medicine, Biotechnological and Technical Sciences, and Arts are studied, publishes various types of publications that are predominantly used as primary, secondary and tertiary literature in the educational and scientific research processes at the University. The basic mission of publishing activities at the University is to contribute to the development of teaching, scientific research, artistic and other activities of the University and its organizational units, to affirm the educational and emancipatory role of the University in society, and also to encourage scientific and cultural creativity in the public interest. The goal of the University's publishing activities is to publish titles that meet the highest scientific, educational, cultural and artistic values, to make published works part of the educational and scientific research process at the University at all levels of study, and to be intellectually rigorous, stylistically correct and ethical contributing to academic discourse and providing paradigmatic material for further research and academic and cultural creativity. At the same time, the aim of the publishing activity is to animate and promote the values of critical thinking, the freedom of expression and reasoned dialogue in Montenegrin academia and Montenegrin society as a whole through an open and independent editorial policy, guided exclusively by the ideals of knowledge society and unfettered by ideological, racial, national, religious, political and other personal differences.

## **I BASIC PROVISIONS**

### **Article 1**

This Rulebook shall determine the types of publications of the University of Montenegro (hereinafter: the University), the composition and responsibilities of the Publishing Council at the University (hereinafter: the Council), the Editorial Board of the Organizational Units at the University (hereinafter: the Editorial Board) and other bodies involved in publishing activities at the University; the conditions and procedure for publishing publications within the University's publishing activities; as well as other issues of importance for the publishing activities of the University.

### **Article 2**

The expressions used in this rulebook for natural persons in the masculine gender imply the same expressions in the feminine gender.

## II UNIVERSITY PUBLICATIONS, QUALITY STANDARDS, AND EDITIONS

### Article 3

(1) University publications can be teaching and non-teaching in nature, or else continuous and non-continuous.

(2) Educational publications include:

1. **Textbooks**, as a non-continuous publication that systematically presents at least 80% of the content of the subject determined by the curriculum;
2. **Practicum**, as a non-continuous publication containing selected material and specific instructions for performing exercises or experiments;
3. **Workbook**, as a non-continuous publication containing tasks from a certain field with solutions;
4. **Handbooks**, as a non-continuous publication that contains information and instructions in a certain area, or subject in a reviewed manner (e.g. Encyclopaedias, lexicons, dictionaries, glossaries, bibliographies, atlases, geographical maps, address books, catalogues, and so on);
5. **Chrestomatiya**, as a non-continuous publication that contains a selection of representative texts that can be combined thematically, whereby the author of the chrestomatiya is obliged to write a preface, which covers at least one quarter of the total volume of the publication, excluding the bibliography;
6. **Graphic map**, as a non-continuous publication containing a set of drawings, pictures, tables, and graphs without text, necessary for following lectures, exercises or for creating practical tasks and programs;
7. **Research monograph**, as a non-continuous publication in which a research-based, original, systematic and comprehensive treatment of a problem, question or subject, person or event, in one volume or in a certain number of volumes is presented. These volumes are to be published simultaneously or in a predetermined period of time, and the results of their own research are announced for the first time, or else it provides facts and knowledge that were not known to the scientific public until then;
8. **Professional monograph**, as a non-continuous publication in which studious and professional method treats a problem, question or subject, person or event in one volume or in a certain number of volumes that are published simultaneously or in a predetermined period of time, and in which facts and knowledge are communicated that are the result not only of their own, but also of the research work of others of scientists or institutions, in which facts and findings are presented that were previously known and available to the scientific public (e.g. statistical data, measurements, collections of scientific material and so on);
9. **Other teaching materials**, as non-continuous publications that systematically present teaching materials determined by the curriculum of the course, and which consist of atypical materials such as, for example, sound materials (audio recordings), digital books, multimedia teaching units and so on.

(3) Non-teaching publications include:

1. **Proceedings**, as a continuous or non-continuous publication that encompasses peer-reviewed articles united in a joint edition, under a single editorship;
2. **Reports from conferences, congresses or symposia**, as non-continuous publications that are issued after the end of scientific meetings, which are co-

organized by the University and its organizational units, under one editorial board, and which can contain decisions accepted at a conference, congress or symposium, summaries of articles, authorized and peer-reviewed conclusions of discussions. The report can be continuous (if the conference, congress or symposium is held continuously) or non-continuous. The results of holding these conferences, congresses or symposiums can be published in the form of proceedings or summaries of proceedings;

3. **Non-scientific publication**, as a non-continuous publication of importance for the study of science and art, as well as for the presentation of the University and the organizational unit (anniversary monographs, guides, catalogues, and so on.);
4. **Serial publications**, as continuous publications that come out at certain intervals (weekly, semi-monthly, monthly, quarterly, semi-annually or annually), with different content and authorship, and under the same title, can be professional journals, scientific journals, newsletters, yearbooks, almanacs, calendars, anthologies, work reports, work plans and programmes, overviews of University and faculty lectures, statistical yearbooks, and so on.

(4) The publication of scientific and professional journals is defined by a special rulebook on the publication of scientific and professional journals of the University.

(5) In accordance with the Law on the Publishing Activities of Montenegro, printed or otherwise reproduced material that serves exclusively for the official needs of the organizational units, as well as propaganda material (flyers, posters, brochures shorter than 49 pages) as well as original works created by printing and casting are not considered University publications.

(6) University publications are published within editions or as special editions.

(7) University publications that are published in electronic form may also, as required, be published in printed form.

#### **Article 4**

(1) The minimum standards of quality for publications are determined in terms of content, structure, style and reviews:

1. The content of the teaching publication must correspond to the goals of the study programme and subject programme for which it is used, and designed in such a way that it follows contemporary trends in science or art, in the relevant scientific or artistic field.
2. The university publication must be clearly and logically structured, in such a way that the sections, chapters or other units are rounded and connected in a logical order.
3. The style of the teaching publication is academic, in line with moral and professional principles of the University's Code of Ethics.
4. Each publication must have positive reviews in accordance with the norms of this regulation and by the decisions of the Editorial Board.

#### **Article 5**

(1) Publishing within the framework of organizational units is realized both through editions and special editions.

(2) The editions of teaching publications at the University correspond to the names of organizational units where they are realized, and thus the editions of teaching publications are:

1. The Library of the Faculty of Architecture;
2. The Library of the Faculty of Biotechnology;
3. The Library of the Faculty of Economics;
4. The Library of the Faculty of Electrical Engineering;
5. The Library of the Faculty of Drama;
6. The Library of the Faculty of Art;
7. The Library of the Faculty of Political Science;
8. The Library of the Faculty of Sport and Physical Education;
9. The Library of the Faculty of Tourism;
10. The Library of the Faculty of Philology;
11. The Library of the Faculty of Philosophy;
12. The Library of the Faculty of Civil Engineering;
13. The Library of the Faculty of Mechanical Engineering;
14. The Library of the Faculty of Medicine;
15. The Library of the Faculty of Metallurgy and Technology;
16. The Library of the Academy of Music;
17. The Library of the Faculty of Maritime Studies;
18. The Library of the Faculty of Law; and
19. The Library of the Faculty of Mathematics and Natural Sciences.

(3) In addition to the editions mentioned in Paragraph 2 of this Article, the Institutes of the University, as organizational units, also realize those editions that correspond to the names of the institutes, as follows:

1. The Library of the Institute of Marine Biology;
2. The Library of the Institute of Advanced Studies; and
3. The Library of the Institute of History.

(4) In addition to the editions mentioned in Paragraphs 2 and 3 of this Article, the organizational units can also form other editions that relate to the content and formal units of non-teaching monographic publications.

### **III THE COMPOSITION OF THE PUBLISHING COUNCIL AND THE EDITORIAL BOARD, THEIR APPOINTMENT AND TERMINATION OF THEIR MANDATE**

#### **Article 6**

(1) The Publishing Council is a permanent working body of the Senate of the University of Montenegro.

(2) The Council consists of 7 (seven) members elected by the Senate on the proposal of the Rector from among the academic and non-academic staff of the University, taking into account the representation of the Center for Quality Improvement, the Faculty of Fine Arts - Graphic Design, the Center for Information Systems (hereinafter referred to as CIS) and the Central University Library (hereinafter CUL)).

(3) Members of the Council are appointed by the Senate of the University for a period of three years.

(4) The members of the Council elect a President of the Council from among their membership.

(5) Council members may be appointed several times consecutively.

(6) The President of the Council may be elected to the position twice.

(7) The Council submits an annual report to the Senate on its work and the completed publishing projects at the University.

(8) The Council shall submit its report for the previous year by February 15th of the current year at the latest.

#### **Article 7**

(1) The Editorial Board is a permanent working body of an organizational unit of the University of Montenegro.

(2) Each Editorial Board consists of three members:

1. Editor in Chief and
2. two members of the Editorial Board.

(3) The members of the Editorial Board are appointed by the Council of the relevant organizational unit, at the proposal of the Head of the organizational unit, from among the teaching staff of the organizational unit, for a period of three years.

(4) The member of the Editorial Board may be appointed several times consecutively.

(5) In organizational units that perform scientific research activities and do not have an organized Council, the members of the Editorial Board are appointed by the Head of the organizational unit.

(6) At the Rectorate of the University of Montenegro, the Editorial Board is appointed by the Rector.

(7) The Council, and each Editorial Board, makes decisions at sessions where more than half of the total number of members are present.

(8) The Council, and each Editorial Board, makes decisions on the basis of a simple majority of the members who are present at the session.

#### **Article 8**

(1) The mandate of members of the Council or the Editorial Board ends:

1. With the expiry of their mandate;
2. By resignation;
3. If they are elected to another function which is incompatible with the function of a Member of the Council or Editorial Board; or
4. Upon termination of employment at the University.

(2) The termination of membership of the Council is accepted, without discussion, in a session of the Senate, and, at the proposal of the Rector, a new member is appointed during the same session.

(3) The termination of membership of an Editorial Board is accepted by the Head of the relevant organizational unit. Within 7 days, the Council of the relevant organizational unit is required to propose a new member as a replacement.

#### **Article 9**

(1) The Senate can dismiss a member of the Council before the end of their term, either at the personal request of the member or at the proposal of the Rector.

(2) The proposal to dismiss a member of the Council described in Paragraph 1 of this Article can be submitted by the Rector if the member of the Council:

1. Performs their duties in an unprofessional or inappropriate manner; or
2. By their actions, harms the image or the good name of the University;

(3) In cases where a member of the Council is dismissed, a new member is appointed in their place for the remaining duration of the mandate of the dismissed member.

(4) The Council of the organizational unit can dismiss a member of the Editorial Board before the end of their mandate at the personal request of a member of the Editorial Board, at the proposal of the Head of the organizational unit or at the proposal of the Council.

(5) The proposal mentioned in the previous Paragraph can be submitted by the Head of the organizational unit or the Council for the same reasons prescribed in Paragraph 2 of this Article.

(6) In cases where a member of an Editorial Board is dismissed, a new member is appointed in their place for the remaining duration of the mandate of the dismissed member.

### **IV COMPETENCES OF THE COUNCIL**

#### **Article 10**

(1) The competences of the Council include:

1. Adopting the Instructions for applying to calls for the publishing activity at the University and publishing instructions on the University website, or on the University Publishing Activity subpage;
2. Adopting the artistic, graphic and technical standards of editions and publications and their publication on the University website, or else on the University Publishing Activity subpage;
3. Adopting the Guidelines for reviewing publications and publishing those Guidelines on the University website, or else on the University Publishing Activity subpage;
4. Providing advice and binding instructions to the Editorial Board regarding the artistic and graphic identity of editions and publications, as well as the name of non-teaching editions;

5. Forwarding call applications to the Editorial Board of the organizational unit indicated in the application, for consideration and decision;
6. Sending manuscripts accepted for publication by the relevant Editorial Board to the Senate, who then make the final decision on accepting the manuscript for publication;
7. Conducting the process of checking manuscripts for plagiarism;
8. Preparing and publishing an open call for the proofreading and the typesetting of publications at the University every 3 (three) years, except when the number of selected proof-readers and typesetters is fewer than 3 (three), in which case the call can be announced before the specified deadline;
9. Publishing the list of proof-readers and typesetters of publications on the University website, or else on the University Publishing Activity subpage and submission of the list of proof-readers and typesetters to the Editorial Board;
10. Preparing and periodically updating (or reconfirming) the Rulebook on copyright and other Royalties of the publishing activity of the University in cooperation with the Committee for Finance and Investments and submitting the proposal of the Rules for final approval to the Board of Directors;
11. Publishing the Rulebook on Copyright and other Royalties of the University's publishing activity on the University website, or else on the University Publishing Activity subpage and submitting the Rules to the Editorial Boards;
12. Preparing and periodic updating (reconfirming) the Rulebook on the circulation, price, method of publication distribution and distribution of revenue from the sale of printed or electronic publications, in cooperation with the Committee for Finances and Investments, making proposals on the Rulebook for final approval by the Board of Directors;
13. Submitting the Rulebook on the circulation, price, method of distribution of publications and the distribution of revenue from the sale of printed or electronic publications to the Editorial Boards;
14. Keeping records of received call applications, the publishing plans of each Editorial Board and the published publications at all organizational units, which shall contain: the date, name of the organizational unit, name of the publication, names of the authors (the authors of the work, the illustrators and translators), names of the editors, names of the reviewers, name of the proof-reader, name of the graphic designer, name of the typesetter, proof of the relevant plagiarism check, publication number, medium of publication, circulation of printed publications, year and place of publication and name of the printer of printed publications;
15. Keeping records on the members of the Editorial Boards and the editors of editions and special editions at all organizational units, and the publication of those records on the University website, or else on the University Publishing Activity subpage;
16. Keeping records on total budget expenditure for each publication, including information on royalties, as well as printing costs in the case of printed editions;
17. Providing binding opinions to the relevant Editorial Board on the distribution of publications in accordance with the Law on Publishing Activities and the Rulebook on the circulation, prices, method of distribution and sale of university publications and the distribution of income from the sale of printed or electronic university publications of the University;
18. Publishing the list of approved University publications on the University website, or else, on the University Publishing Activity subpage;

19. Making decisions on the publication of publications on the University's website, or else on the University Publishing Activity subpage;
20. Submitting the published publications in electronic format to the CIS for publication on the University's official website, or else on the University Publishing Activity subpage and storage in the University's Digital Repository, along with information on the scope of copyright assignment according to the relevant publishing or copyright agreement;
21. Delivering 10 (ten) copies of the printed edition of a teaching publication, or 5 (five) copies of the printed edition of a non-teaching publication to the CUL as mandatory copies for the University;
22. Informing the CUL about the stored electronic publications on the University's website, or else on the University Publishing Activity subpage and the availability of electronic versions of publications for inclusion in the Dcobiss Digital Repository; and
23. Keeping 7 (seven) copies of each published printed publication, of which 2 (two) copies are kept as archival copies, and 5 (five) are provided as promotional/gift copies for use at the Rector's disposal.

(2) The Council adopts the Rules of Procedure.

(3) The Council is not bound by the evaluations and proposals of any Editorial Board.

(4) The Council can propose to the Council of the Organizational Unit the dismissal of a member of any Editorial Board, in accordance with Article 9 Paragraph 5 of these Rules.

(5) The President of the Council shall convene a session of the Council on their own initiative, at the proposal of the Senate, the Rector or a third of the members of the Council or else at the request of the Editorial Board when there is a need to decide on an urgent procedure

(6) Council members are entitled to compensation based on the submitted quarterly report on their work; the amount of compensation is determined by the Rector for each member of the Council individually.

## **V COMPETENCES OF THE EDITORIAL BOARD**

### **Article 11**

(1) The competences of each Editorial Board include:

1. Proposing and initiating the writing and publishing of teaching and non-teaching publications;
2. Adopting the Annual Publishing Plan for non-teaching publications, as well as proposing the annual budget of the organizational unit for non-teaching publications;
3. Submitting the Annual Publishing Plan for non-teaching publications, as well as the proposal for the annual budget of the organizational unit for non-teaching publications to the Head of the organizational unit for approval, and after approval to the Council for record keeping;
4. Considering individual applications within the organizational unit for the publication of publications based on open calls;



5. Making decisions on the acceptance of manuscripts submitted to a call for publication;
6. Referring accepted manuscripts to the Council in order to carry out the verification process for plagiarism;
7. Appointing reviewers for teaching and non-teaching publications;
8. Referring decisions on the acceptance of a manuscript to the Council in order to make a final decision on acceptance of the manuscripts in the Senate, in accordance with Article 10 Paragraph 6 of these rules;
9. Communicating with applicants according to the call procedure, as well as with reviewers, proof-readers, typesetters, graphic designers and other individuals involved in the process of publishing teaching and non-teaching publications;
10. Preparing the necessary documentation for the cataloguing of publications in national level libraries and delivering the same to the National Library;
11. Forming new editions of the organizational unit and defining the scientific or artistic standards and goals of those editions;
12. Obtaining a binding opinion of the Council on the name and graphic identity of the editions mentioned in Paragraph of this Article;
13. Appointing the editor of the special edition or the editor of the non-teaching edition from among the Editorial Board or the academic staff of the organizational unit, or from among the Editorial Board or academic or non-academic staff of one of the Institutes of the University or the Rectorate;
14. Proposing to the Head of the Organizational Unit the payment of copyright and other royalties for non-teaching publications based on the Rulebook on Copyright and Other Royalties of the Publishing Activity of the University;
15. Proposing to the Board of Directors and the Vice-dean for Teaching of the organizational unit the method of the reproduction and distribution of approved publications;
16. Submitting the published publication in electronic format to the Council for distribution to CIS and publication on the University's official website and storage in the University's Digital Repository and for storage in the dCobiss Digital Repository, along with information on the scope of copyright assignment according to the publishing or copyright agreement;
17. Submitting mandatory copies of publications to the National and public libraries in accordance with the Law on Publishing;
18. Delivering 10 (ten) copies of the printed edition of a teaching publication, or else  
5 (five) copies of the printed edition of a non-teaching publication to the Council for distribution to the CUL as mandatory copies for the University;
19. Delivering 10 (ten) copies of the printed edition of a teaching publication, or else  
5 (five) copies of the printed edition of a non-teaching publication to the library of the parent Organizational Unit, as well as to the library of any other Organizational Unit where the published publication is to be used as a study aid;
20. Delivering 7 (seven) copies of each published printed publication to the Council;
21. Submitting the necessary information and documents to the Council in accordance with Article 10 Paragraph 1 Item 14 of these Rules; and
22. Performing other tasks in accordance with this Rulebook.

(2) The Editorial Board meets at the initiative of the Editor in Chief, a member of the Editorial Board, the Editor of a special edition, the Editor of an edition, the Head of an Organizational Unit or the Council.

(3) The Editorial Board can adopt the Rules of Procedure.

(4) The Editorial Board, the editor of a special issue and the editor of an edition has the right to compensation based on the submitted report on their work, which is decided by the Head of the Organizational Unit and is further based on the Rulebook on Author's and other Royalties of the Publishing Activities of the University.

(5) The Editorial Board shall submit its Annual Report to the Council of the relevant organizational unit and the Council no later than January 31 of the current year with respect to the work conducted during the previous calendar year.

## **VI COMPETENCES OF THE SECRETARY AND TECHNICAL EDITOR OF THE COUNCIL**

### **Article 12**

(1) The necessary administrative tasks of the Council are performed by the Secretary of the Council.

(2) The Secretary of the Council is appointed by the Rector from among the staff of the University.

(3) The Secretary of the Council:

1. Performs the administrative duties described in Article 10 of these Rules;
2. Gives the necessary notifications to the Editorial Board and other interested participants in the open call procedure;
3. Performs administrative tasks related to the holding of Council sessions and sends Council letters;
4. Keeps other necessary records; and
5. Performs other administrative tasks for the needs of the work of the Council.

(4) The necessary professional or expert tasks of the Council are carried out by the Technical Editor, who is an individual employed by the University, and who, as a rule, has training or experience in graphic design.

(5) The Technical Editor of the Council is appointed by the Rector from among the employees of the University

(6) The Technical Editor:

1. Proposes to the Council the artistic, graphic and technical standards of editions and publications;
2. Evaluates the fulfilment of the artistic, graphic and technical conditions of all publications and editions and the final versions of call material for publication, after authorization;
3. Examines the published teaching publications upon receipt of the publications and submits a report on those publications to the Council; and
4. Performs other professional tasks for the needs of the work of the Council.

(7) The Secretary and the Technical Editor of the Council are entitled to compensation for their work on a monthly basis, the amount of which is determined by the Rector.

### **Article 13**

(1) The administrative tasks of the Editorial Board are performed by the Secretary of the Editorial Board, who is appointed by the Head of the Organizational Unit.

(2) The Secretary of the Editorial Board is entitled to compensation for their work on the basis of a work report; the amount of that compensation is determined by the Head of the relevant organizational unit.

## **VII APPLICATIONS TO OPEN CALLS FOR PUBLISHING ACTIVITIES**

### **Article 14**

(1) The Rules for submitting an application to an open call are defined in the Instructions for Applying for an Open Call for Publishing Activities at the University, in accordance with Article 10 Paragraph 1 item 1 of these Rules.

(2) The right to submit an application to an open call is available to an individual with an academic or scientific title who is employed at one of the academic or scientific institutions of the University, as well as to individuals employed as non-academic staff of the University.

(3) In addition to those individuals mentioned in paragraph 2 of this Article, the right to submit an application to the competition is also available to any individual with an academic or scientific title who is employed at another academic or scientific institution, with the prior approval of the Senate and at the proposal of the relevant Editorial Board.

(4) Notwithstanding paragraph 2 of this Article, the right to submit an application to the competition is also available to any individual who has retired from working at the University, if they previously spent more than ten years employed at the University.

(5) The right to submit an application to an open call is also available to clinicians.

(6) The same individual can submit a maximum of one application to an open call for the publication of teaching and non-teaching publications each year.

(7) Exceptions to paragraph 6 of this Article can be made in relation to publications that, in terms of their content and form, represent supplementary literature to the registered teaching publication, such as a practical workbook or a collection of tasks.

(8) When submitting an application for the translation of literature, the applicant cannot apply for a translation from one of the languages that is in official use in Montenegro into another language which is in official use in Montenegro, with the exception of translations from and to Albanian.

(9) When an application is made by a translator for the translation of teaching literature initiated by the Editorial Board or the Editor of an edition or the Editor of a special edition, and based on Article 11 paragraph 1 Item 1, the Editorial Board or the Editor of an edition or the Editor of a special edition is obliged to provide proof of the

availability of copyright for the translation and the publication of the same publication, which they should deliver to the applicant (the translator) before submitting the application.

(10) When an application is made by a translator for the translation of non-teaching literature initiated by the Editorial Board or the Editor of an edition or the Editor of a special edition, and based on the adopted Annual Budget proposal mentioned in Article 11 paragraph 1 item 2 of these rules, the Editorial Board or the Editor of an edition or the Editor of a special edition is obliged to secure the copyright for the translation and publication of the same publication, which they should deliver to the applicant (the translator) before submitting the application.

(11) The application for the open call is submitted in electronic form and in accordance with the Instructions for Applying to Open Calls for University publishing activities.

(12) The Editorial Board has the right to request that the open call application be submitted in printed form.

(13) The open call shall remain open throughout the calendar.

## **VIII PROCEDURES OF THE COUNCIL, EDITORIAL BOARD, REVIEWERS, READERS AND TRANSLATORS RELATED TO OPEN CALLS**

### **Article 15**

(1) The Council notes the received open call applications for manuscripts for teaching and non-teaching publications, notes whether the application is timely, and submits the same within 7 (seven) days to the Editorial Board of the relevant organizational unit specified in the application.

(2) The Editorial Board informs the Council that it has received the open call applications and initiates the evaluation process of those applications.

(3) The Editorial Board shall notify the applicant and the Council within 7 (seven) days in the event that the open call application does not correspond to the scientific field studied at the organizational unit of that Editorial Board.

(4) The applicant of an incorrect application in the sense of paragraph 3 of this Article is obliged to correct the application within fifteen (15) days from the date of delivery of the notification, otherwise, it will be considered that the applicant has withdrawn their application.

(5) The Editorial Board determines whether there are sufficient financial resources for the publishing of non-teaching publications at the relevant organizational unit.

(6) If the Editorial Board determines that there are not sufficient funds as determined under paragraph 5 of this Article, the Editorial Board shall reject the application and inform the Council.

(7) The applicant is obliged to complete incomplete manuscript applications within 15 (fifteen) days from the date of delivery of the notification, otherwise, it will be considered that the applicant has withdrawn their application.

### **Article 16**

(1) The Editorial Board sends the manuscripts submitted to the open call that meet the requirements of Article 7 of this Rulebook to the Council within 7 (seven) days in order to carry out the process of checking the manuscripts for plagiarism.

(2) In accordance with the previous paragraph, the Council is obliged to carry out the process of checking the manuscript for plagiarism within 7 (seven) days and inform the Editorial Board about the results.

(3) When a manuscript has been found to have no elements that could be interpreted as plagiarism, the Editors will send a message to the reviewers within 7 (seven) days.

(4) Manuscripts that have been determined to have elements that could be interpreted as plagiarism are rejected by the Editorial Board and the Council and the applicant shall be notified of this within 7 (seven) days.

(5) The opinion of at least three independent reviewers is requested for a teaching publication, of which at least one must be a reviewer who is not employed by the University.

(6) For non-teaching publications, with the exception of serial publications, the opinion of at least one independent reviewer, who does not have to be employed outside the institution of the manuscript proposer, is requested.

(7) Reviewers are appointed by the Editorial Board, as a rule, from the ranks of researchers or scientists in the field that the submitted manuscript deals with.

(8) The Editorial Board delivers the appointment decision and the Instructions for Reviewing Publications at the University to the appointed reviewers, and makes the work available, without providing any data by which the identity of the author might be determined.

(9) If the reviewer refuses to review the manuscript, the Editorial Board appoints another reviewer.

(10) The reviewer is obliged to submit an independent review to the Editorial Board within 30 (thirty) days from the date of sending the manuscript for review; if the reviewer does not do so, the Editorial Board shall dismiss them and appoint another reviewer.

(11) Notwithstanding paragraph 10 of this Article, the Editorial Board may extend the deadline for the delivery of the review to the reviewer due to the death of a close family member, hospital treatment, responding to a call from a state authority, or other serious interruption caused by issues beyond their control (a natural disaster, a war, an interruption in the operation of electronic services, and so on), but for not longer than 15 days.

(12) A close family member in the sense of paragraph 11 of this Article is considered to be: a spouse, children (whether born in or out of wedlock, adopted or stepchildren), parents, or brothers and sisters.

(13) The exceptions listed in paragraph 11 of this Article shall be demonstrated by a death certificate, authentic medical documentation, a summons from a state authority, an extract from the Official Gazette, a report from the computer server or any other authentic documentation in accordance with the Rules of Administrative Procedure.

(14) If the Editorial Board determines that the reviewer did not adequately perform their independent work as an appointed reviewer, or else that the review does not meet academic standards, it will not accept the review, but will appoint a new reviewer within 7 (seven) days.

(15) The Editorial Board, based on the accepted opinions of the reviewers, may:

1. Accept the proposed manuscript;
2. Reject the proposed manuscript; or
3. Return the proposed manuscript for correction.

(16) As per paragraph 15 item 3 of this Article, the corrected manuscript is then further submitted to the reviewers as a rule to confirm that the changes have been made in accordance with the reviewers' requirements.

(17) If the applicant does not make the requested changes in the manuscript within 30 (thirty) working days from the date of delivery of the notification, or else if they do not refine the manuscript in accordance with the requirements of the Editorial Office, it will be considered that the applicant has withdrawn the manuscript from the open call.

(18) After the Editorial Board accepts the review, the University shall pay a fee to the reviewers of teaching publications; the relevant organizational unit shall pay the fee to the reviewers in the case of non-teaching publications.

### **Article 17**

(1) The Editorial Board submits written and reasoned decisions on the acceptance of proposed manuscripts to the Council within 7 (seven) days from the day of receiving positive reviews.

(2) The Council submits to the Senate the decision of the Editorial Board on the acceptance of the proposed manuscripts within 7 (seven) days.

(3) In accordance with the previous paragraph, the Senate makes a decision on the acceptance of the manuscript in its next available session.

(4) The Senate submits the decision on acceptance (or non-acceptance) of the proposed manuscripts to the Council, and The Council further submits the Senate's decision to the relevant Editorial Board within 7 (seven) days.

(5) The Editorial Board delivers the decision on the acceptance or non-acceptance of the manuscript to the applicant within 7 (seven) days.

(6) The decision of the Senate is final.

### **Article 18**

(1) Proof-readers and typesetters for both teaching and non-teaching publications are appointed by the Editorial Office within 7 (seven) days from the date of the Senate's decision to accept the manuscript for publication.

(2) In accordance with the previous paragraph of this Article, the editors and translators are selected by the Editorial Board from the list of editors and translators established and published by the Council in accordance with Article 10, paragraph 1, items 8 and 9.

(3) Proof-readers and typesetters are chosen in order from the list given in Paragraph 2 of this Article.

(4) To the appointed proof-reader and typesetter referred to in paragraph 2 of this Article, the Editorial Board delivers the appointment decision, the Artistic, Graphic and Technical Standards of Editions and Publications of the University of Montenegro and submits the work for processing.

(5) If the proof-reader or the typesetter refuses to be appointed, the Editorial Board appoints another proof-reader or typesetter.

(6) Proof-readers and typesetters are obliged to cooperate in their work.

(7) The proof-reader and the typesetter are obliged to deliver the proofread, or prepared, work to the Editorial Board within 30 (thirty) days, and if they do not deliver within that time, the Editorial Board may dismiss them with the consent of the Council and appoint another proof-reader or typesetter.

(8) Notwithstanding paragraph 7 of this Article, the Editorial Board may extend the deadline for delivery due to the death of a close family member, hospital treatment, response to a call from a state authority, or for other objective reasons (a natural disaster, a war, an interruption in the operation of electronic services and so on), but for not longer than 15 days.

(9) A close family member in the sense of paragraph 8 of this Article is considered to be: a spouse, children (whether born in or out of wedlock, adopted or stepchildren), parents, or brothers and sisters.

(10) The reasons outlined in paragraph 8 of this Article are to be demonstrated by a death certificate, authentic medical documentation, a summons from a state authority, an extract from the Official Gazette, a report from the server or any other authentic documentation in accordance with the Rules of Administrative Procedure.

(11) If the Editorial Board determines that the proofread and prepared text does not represent the independent work of the appointed proof-reader, or else that it does not meet academic standards, it will not accept the proofread and prepared text, but will appoint a new proof-reader.

(12) After the Editorial Board accepts the proofreading and preparation, the Editorial Board delivers the proofread and prepared manuscript to the author together with the Declaration of Authorization of the proofread and prepared manuscript.

(13) The author submits the signed Declaration of Authorization of the proofread and prepared manuscript to the Editor within 7 (seven) days.

(14) If the author has objections to the proofread and prepared manuscript, they shall submit the objections in writing to the Editorial Board within 7 (seven) days, while the Editorial Board, which then promptly submits all objections to the proof-reader and the typesetter for correction.

(15) After the Editorial Board accepts the proofreading and preparation, the University pays a fee to the proof-reader and the typesetter in the case of a teaching publication; the relevant Organizational Unit pays this fee in the case of a non-teaching publication.

(16) The graphic designer for the design of the cover and back cover pages of non-teaching publications shall be appointed by the Editorial Office within 7 (seven) days from the date of receipt of the signed Authorization Statement; in most cases, this individual should be found from among the University's employees who have training and experience in graphic design.

(17) The graphic designer for the artistic design of the cover and sub-cover pages of non-teaching publications is obliged to comply with the Artistic, Graphic and Technical Standards of Editions and Publications of the University and the instructions of the Council in accordance with Article 10 paragraph 1 items 2 and 4.

(18) To the appointed graphic designer referred to in paragraph 16 of this Article, the Editorial Office delivers a decision on appointment, as well as the Artistic, Graphic and Technical Standards of University Editions and Publications and the work for processing.

(19) The graphic designer is obliged to deliver the graphically designed work to the Editorial Board within 10 (ten) days, and if they do not deliver within that time, the Editorial Board may dismiss them and appoint another graphic designer.

(20) Notwithstanding paragraph 19 of this Article, the Editorial Board may extend the deadline for delivery due to the death of a close family member, hospital treatment, response to a call from a state authority, or for other objective reasons (a natural disaster, a war, an interruption in the operation of electronic services and so on), but for not longer than 15 days.

(21) A close family member in the sense of paragraph 20 of this Article is considered to be: a spouse, children (whether born in or out of wedlock, adopted or stepchildren), parents, or brothers and sisters.

(22) The exceptions mentioned in paragraph 20 of this Article are to be demonstrated by a death certificate, authentic medical documentation, a summons from a state authority, an extract from the Official Gazette, a report from the server or any other authentic documentation in accordance with the Rules of Administrative Procedure.



(23) If the Editorial Board, on the basis of the binding opinion of the Council, determines that the designed work does not represent the independent work of the appointed graphic designer, or else that it does not meet the Artistic, Graphic and Technical Standards of University Editions and Publications, it will not accept the design, but will appoint a new graphic designer in within 7 (seven) days.

(24) After the Editorial Board, based on the binding opinion of the Council, accepts the graphic design solution, the Organizational Unit pays the fee to the graphic designer of a non-teaching publication.

(25) The Editorial Board submits to the Council the necessary information, documents and materials in accordance with Article 10 within 15 (fifteen) days of the date of publication.

### **Article 19**

(1) University publications are designed, typeset and printed in accordance with the artistic, graphic and technical standards of University editions and publications.

(2) Editions of teaching publications have special, default artistic and graphic identities, which are defined in the artistic, graphic and technical standards of University editions and publications.

(3) Publications are published in Cyrillic and Latin in accordance with Article 13 paragraph 2 of the Constitution of Montenegro which stipulates that the Cyrillic and Latin alphabets are equal in all contexts.

(4) In accordance with paragraph 3 of this Article, as a letter of publication, the Editorial Board will approve an use the script in which the original manuscript of the publication was submitted.

(5) University publications may be published exclusively in accordance with the open call, or else the decision of the Editorial Board or the decision of the Senate.

(6) If the Council, or else the Editorial Board, observes the unauthorized use of the trademark of the University, it will warn the Council of the Organizational Unit and the responsible University services and bodies, so that appropriate measures can be taken to protect the integrity of the Editorial Board, the Senate and the University.

### **Article 20**

(1) The manuscript approval process is not initiated if the publication to be approved by the Senate or the Editorial Board is translated into a foreign language; rather the Editorial Board simply requests a binding opinion from the Council.

(2) In the case referred to in the previous paragraph, the applicant is obliged to submit a written statement signed by the original applicant and the author regarding the authenticity of the translation of the original work, along with the manuscript approval data (the number and date of the decision of the Senate, or else the Editorial Board).

### **Article 21**

(1) The manuscript approval procedure is not initiated if the new edition is unaltered from the first edition (in its electronic or printed form) that the Senate has already approved; rather the Editorial Board simply requests a binding opinion from the Council.

(2) In the case of Paragraph 1 of this article, the Editorial Board submits a request stating the reason and objectives for the publication of a new edition.

(3) The Council issues a binding opinion in terms of paragraph 2 of this Article within 15 (fifteen) days from the day of receipt of the request by the Editorial Board.

(4) In cases of substantive changes or additions to a new edition of the same manuscript by the same author compared to the first edition, a new manuscript approval procedure is initiated in accordance with the standard procedure.

(5) The changing the content described in paragraph 2 of this Article shall not be considered as including:

- The correction of errors in the text (names, titles, numbers, spelling errors, outdated illustrations, and so on);
- Changes and/or additions arising from the need to comply with change in regulations;
- Changes and/or additions based on official data (scientific data, measurement units, technical, or technological or other designations).

(6) When submitting a request for the approval of a new or amended manuscript by the same authors, the authors are obliged to mark the resulting changes or additions/additions in the newly amended manuscript.

## **IX AUTHORSHIP, CO-PUBLISHING, FINANCING, AND DISTRIBUTION**

### **Article 22**

(1) Authors exercise joint copyright over their work in accordance with the Copyright Act and other related rights.

(2) A publishing contract is concluded with the authors.

(3) The publishing contract mentioned in paragraph 2 of this Article shall also contain information on the type and scope of copyright assignment, the duration of the copyright, or the type of Creative Commons license.

(4) If the author(s) do not conclude the contract within 15 (fifteen) working days from when they receive the official invitation to do so, it is considered that the manuscript has been withdrawn from the open call.

(5) The authors, or else the copyright holders, authorize one of the authors (the applicant) to conclude the contract on their behalf, as well as to take other appropriate actions before the University related to the publication of the joint manuscript.

### **Article 23**

(1) Authors, translators, illustrators, reviewers, proofreaders, typesetters, and graphic designers are entitled to a fee based on the Rules on Author's and Other Fees for Publishing Activities of the University.

(2) The Rulebook mentioned in paragraph 1 of this Article is adopted by the Board of Directors at the proposal of the Council, and with the expert opinion of the Committee for Finance and Investments, in accordance with Article 10, paragraph 8.

(3) The individuals referred to in paragraph 1 of this Article may waive their right to fees and compensation by means of a separate statement.

(4) Proposals for the payment of fees and allowances to the individuals referred to in paragraph 1 of this Article in relation to teaching publications shall be submitted by the relevant Editorial Board to the University.

(5) Proposals for the payment of fees and allowances to the individuals referred to in paragraph 1 of this Article in relation to non-teaching publications shall be submitted by the relevant Editorial Board to the Head of the relevant organizational unit.

### **Article 24**

(1) The University may act as a co-publisher with other legal entities in the country or abroad.

(2) When the University issues publications in cooperation with other publishers, the mutual relations of the publishers are governed by a special contract, which, in accordance with the provisions of this Rulebook, is concluded by the Head of the relevant organizational unit, based on the previously obtained binding opinion of both the Editorial Board and the Council.

### **Article 25**

(1) University publications are published in electronic form, also in printed form.

(2) The Editorial Board, on the basis of the report of the Vice-dean for Teaching of the Organizational Unit, submits a proposal to the Council and the Management Board in the first and fourth quarter on the need to print the teaching publication, and on the basis of the Rulebook on the circulation, price, method of distribution and sale of publication and the distribution of sales revenue of printed or electronic publications of the University.

(3) The report mentioned in paragraph 2 of this Article shall contain information about the teaching programme for which the publication is intended and its use (for example, the level of study, the name of the subject, the weekly number of classes, the number of students in the study year, whether the publication can be used at other organizational units, how long there has been no teaching publication produced by the University in the subject area, and so on).

(4) The Management Board submits the decision on the proposal mentioned in Paragraph 2 of this Article to the Editorial Board and the Council within 30 days from the date of submission of the proposal, and the decision on the adoption of the proposal

by the Public Procurement Service for the purpose of implementing the appropriate procedure.

(5) In relation to the decision mentioned in paragraph 4 of this Article, the Editorial Board informs the Vice dean for Teaching of the Organizational Unit, or else the Council of the Organizational Unit, within 7 (seven) days, in order to implement the procedure according to the decision.

(6) The Editorial Board initiates the procedure for printing non-teaching publications in accordance with the Rulebook on the circulation, price, method of distribution and sale of publications and the distribution of income from the sale of printed or electronic publications of the University, and the Head of the organizational unit approves printing in accordance with the available funds of the organizational unit.

#### **Article 26**

(1) The Editorial Board distributes the mandatory library copies of University publications in accordance with the Law on Publishing Activities and the Rulebook on the circulation, price, method of distribution and sale of publications and distribution of income from the sale of printed or electronic publications of the University.

(2) The Rulebook on the circulation, price, method of distribution and sale of publications and distribution of income from the sale of printed or electronic publications of the University are adopted by the Board of Directors at the proposal of the Council with the expert opinion of the Committee for Finance and Investments, in accordance with Article 10 paragraph 1 item 12.

#### **Article 27**

(1) The publishing activities of the University are financed by the funds of the University, which are specially allocated and intended for publishing activity in accordance with the Annual Financial Plan of the University, by co-financing through University projects, or by other legal and natural persons in the form of donations.

### **X TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 28**

(1) All proceedings started before the entry into force of this Rulebook will be completed according to the regulations under which they were started.

(2) University publications that have been printed and those publications that are in the process of realizing the printing process, until the entry into force of this Rulebook, will be distributed in accordance with this Rulebook.

(3) With the entry into force of this Rulebook, the Rulebook on Publishing Activities of the University of Montenegro, no. 03-1321/2 from 07.09.2019. (UCG Bulletin, no. 464/19), the Rulebook on Amendments to the Rulebook on Publishing Activities of the University of Montenegro, no. 03-802 from 04.06.2021. (Bulletin UCG, no. 533/21) and the Rules on Amendments to the Rulebook on Publishing Activities of the University of Montenegro, no. 03-617/1 from March 31, 2022. (UCG Bulletin, no. 555/22) cease to apply.

(4) Amendments to this Rulebook shall be made in the same manner and procedure as their adoption.

(5) Organizational units shall form their Editorial Boards within 30 working days from the date of entry into force of this Rulebook.

(6) More detailed Acts, such as the Instructions for Applying to an Open Call for Publishing Activities, the Artistic, Graphic and Technical Standards of Editions and Publications, the Instructions for the Peer Review of University Publications, the Rulebook on Author's and Other Royalties from the University's Publishing Activities, the Rulebook on the Circulation, Price, Method of Distribution and Sale of Publications and the Distribution of Income from the Sale of Printed or Electronic Publications of the University, as well as the text of the Open call for the Proofreading and Typesetting of Publications at the University, and the Instructions for the Implementation of these Rules and the Corresponding Forms, will be adopted by the Council within 60 working days from the date of entry into force of these Rules.

(7) The Council is obliged to submit the proposals mentioned in paragraph 6 of this Article to the Board of Directors within 30 days from the date of entry into force of these Rules.

(8) The Rulebook on the Publication of Scientific and Professional Journals of the University is adopted by the Senate at the proposal of the Commission appointed by the Rector.

(9) This Rulebook shall enter into force on the eighth day from the day of their publication in the Bulletin of the University of Montenegro, and apply as of 1<sup>st</sup> January 2023.