

APPROVED

Academic Board of Utenos kolegija
Higher Education institution, November
30, 2018.
by decision No. AT-62

PUBLICATION REGULATIONS OF UTENOS KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PART

1. The Publishing Regulations (hereinafter referred to as the Regulations) of Utenos kolegija Higher Education Institution regulate the planning, organization and financing of the publication of scientific, science popularization and methodological works (monographs, scientific studies, science popularization works, synthesis scientific works, reference books, dictionaries, textbooks, methodological and teaching/learning tools, scientific and methodological articles, their collections and other methodological tools ¹⁾ by Utenos kolegija Higher Education Institution (hereinafter referred to as Utenos kolegija HEI) lecturers.

2. When organizing the publication of the works of teachers specified in Section 1 of the Regulations (hereinafter referred to as "publishing"), Utenos kolegija HEI shall be guided by the Law on Science and Studies of the Republic of Lithuania, the Statute of the Utenos kolegija HEI, the Study Regulations, the Procedure for Organizing the Certification and Competitions for the Positions of Utenos kolegija HEI Teachers, the Code of Academic Ethics of Utenos kolegija HEI, these Regulations and other legal acts.

3. The publication is coordinated by the Publishing Committee.

4. The Publishing Committee, upon the proposal of Utenos kolegija HEI administration and faculties, is composed of 6 members: 2 members from faculties representing different fields of study, 2 from administration and/or other departments, 1 member from the Accounting and Finance Department, 1 member from the library. The composition of the Publishing Committee is approved by order of Utenos kolegija HEI Director.

CHAPTER II PUBLICATION PLANNING

5. Departments plan publishing according to the needs of the implementation of supervised study programs, research directions, and requests from lecturers.

6. By October 15 of each year, the head of the department collects reasoned applications (free form, up to 2 pages) from lecturers who wish to publish methodological works, indicating the field(s) of science and study to which the publication belongs, its significance and novelty, and brief information about the publication: desired circulation, format, preliminary volume in author's columns, desired publication date, distribution options, etc.

7. Departments prepare long-term (3-year) and annual publishing plans, which can be revised and adjusted if necessary.

¹For explanations of the concepts of these methodological works, see Appendix 5 of the Procedure for the Certification of Teachers and the Organization of Competitions for Positions at Utena College.

8. Perspective and academic year publishing plans include the topic of the works, authors, preparation time, significance, novelty and relevance for a certain or several fields of study, and sources of funding for publishing.

9. The department, in coordination with the faculty dean, submits the prepared prospective and academic year publishing plans to the Publishing Committee of Utenos kolegija HEI by November 1 of each year.

10. The editorial committee, based on the information provided by the author, evaluates the paper, the necessity, relevance, and publishing potential of the work, i.e., determines whether it is possible to obtain funds from sponsors for its publication (including by exploiting the possibilities of funds, offering the manuscript to private publishing houses through surveys, etc.), makes a decision to include the work in the Utenos kolegija HEI's academic year publishing plan and the Utenos kolegija HEI's prospective publishing plan, and prepares a preliminary publishing estimate.

11. The Utenos kolegija HEI's academic year publishing plan and the Utenos kolegija HEI's prospective publishing plan are approved by order of the Utenos kolegija HEI Director.

CHAPTER III

PREPARATION AND APPROVAL OF MANUSCRIPTS OF METHODOLOGICAL WORKS

12. Taking into account Utenos kolegija HEI's perspective and academic year's publishing plans, the lecturer prepares the intended work by the deadline specified therein.

13. The lecturer submits the manuscript prepared for publication on paper and computer media to the department for consideration.

14. The department considers the manuscript submitted by the lecturer at a meeting and, after making a positive decision regarding its publication, appoints/proposes reviewers. The lecturer himself/herself also has the opportunity to propose a reviewer.

15. The completed work, depending on the department's decision, is reviewed by 1 or 2 reviewers:

15.1. researchers from a university or other research and study institution representing the same or a similar field of research or study;

15.2. and/or a lecturer or a practicing specialist in the same field of study with at least 5 years of work experience in a practical field.

16. The Department adheres to the following rules when appointing/proposing reviewers:

16.1. At least two reviewers must be appointed to review a monograph, –who must meet these conditions and be scientists in the same or a similar field of study, and at least one of them must not have been an employee of the same institution as the authors at the time of the review (review requirements apply only to monographs published in Lithuania);

16.1. at least one of the reviewers and the author of the publication cannot work at the same institution;

16.2. the reviewer and the author of the publication may not have had any joint scientific methodological or other publications in the past three years;

16.3. The reviewer must notify the department in writing of a possible conflict of interest between him and the author. In such a case, the department will appoint/propose another reviewer.

17. The department considers the lecturer's work again after it has been positively reviewed and, if necessary, revised according to the reviewers' recommendations.

CHAPTER IV

PUBLICATION ORGANIZATION

18. After the department has made a decision to publish the work prepared by the lecturer, the head of the department, in coordination with the dean of the faculty, submits it to the Publishing Committee for consideration. The following is submitted for consideration:

- 18.1. a fully prepared working manuscript in paper and electronic format;
- 18.2. an extract from the minutes of the department meeting regarding the decision to publish the prepared manuscript and a motivated recommendation, indicating the links with the study process;
- 18.3. Copies of reviews by one or two reviewers who evaluated the manuscript for publication.

19. After the Publishing Committee has made a decision to publish the prepared methodological work of the lecturer, the decision and the prepared estimate for the publication of the methodological work are approved by the Director of Utenos kolegija HEI.

20. After receiving the approval of Director of Utenos kolegija HEI, the lecturer or the Publishing Committee submits the manuscript, fully prepared in accordance with the requirements, to the publishing house.

21. The Publishing Committee coordinates the conclusion of contracts with publishers and external reviewers.

CHAPTER V REQUIREMENTS FOR MANUSCRIPTS

22. Manuscript structure: cover, title page, preface (may not be included in smaller works), table of contents, introduction, text, appendices, illustrations, bibliography, metrics.

23. Requirements for structural parts:

23.1. *The cover*, if the publication is financed by the Utenos kolegija HEI, must contain Utenos kolegija HEI logo, the name of Utenos kolegija HEI, the author's first and last name, the title of the publication, the place of publication, and the year of publication.

23.2. *the title page* : UDC index, type of publication, purpose of the publication, publication approval, reviewers, editor, title of the publication, authors of the publication, ISBN code.

23.2. *The preface* shall indicate the purpose of the publication and shall briefly describe it.

23.3. *The table of contents* shall list all the titles and pages of the publication's parts, sections, subsections.

Page numbering shall begin with the table of contents. Title pages shall not be numbered.

23.4. *In the introduction*, the author describes the chapters and main topics of the publication.

23.5. The author is responsible for the subject matter, scientific, and methodological level of the material presented in *the text of the publication* , as well as the accuracy of concepts, definitions, terms, and quotations.

23.6. *The annexes* consist of official material, reference data, tables. The annexes are numbered sequentially in Arabic numerals.

24. Requirements for text formatting:

24.1. The text is printed on a computer in 12-point font with 1.5 line spacing on white, unlined A4-size paper (on one side only).

24.2. When writing text, the following margins are left: left - 3 cm, right - 1 cm, top and bottom - 2 cm.

24.3. Titles and all important points in the text may be printed in 14-point font, underlined, or otherwise marked.

24.4. Pages are numbered in the middle of the top margin in Arabic numerals without dots or dashes. The title page is not numbered.

24.5. The text should display separate paragraphs, with the first line indented 9 characters from the left edge of the text field.

24.6. Anything that is not formulated by the author of the work himself must be stated as a quotation (set in quotation marks) or with references see (see), cf. (compare). If the quotation is long, it can be set in italics.

24.7. *Tables* are numbered in Arabic numerals: the serial number and the word are written in the right margin above the table title. If there is only one table in the publication, the word "Table" without a number is written above it on the right side.

24.8. The table title is written above the table, starting with a capital letter, centered.

24.9. A subtitle may be written in brackets below the heading, providing additional brief information about the data present.

24.10. *Illustrations* (graphs, diagrams, curves, etc.) are placed in the text under references or in appendices. All illustrations are called figures (Fig.).

24.11. The illustration number (e.g., Figure 1) and title (starting with a capital letter) are written at the bottom of the illustration, without a period at the end.

24.12. If the image is provided from another source, then after its title in parentheses it is necessary to accurately indicate the original source (author and title of the source, place of publication, year, page).

24.13. *The list of references* is compiled according to the requirements of APA (*American Psychological Association*) style, LST ISO 690 and LST ISO 690-2 standards, Vancouver *style* or another system;

24.14. *The metric* is written on the last page of the publication. It consists of the date of signing for printing, the volume of the publication in accounting publishing circles, the printing order number, the circulation, the name and address of the publisher, the name and address of the printing house. The names of the authors and the title of the publication are written above the metric. The technical staff of the publication is listed below the title.

25. Manuscripts are not returned to authors.

CHAPTER VI FINANCING FOR THE PREPARATION AND PUBLICATION OF WORKS

26. Works prepared by teachers may be published with the funds of their authors, sponsors, other funds, or Utenos kolegija HEI enters into agreements with publishing houses for the free publication of these works.

27. The Utenos kolegija HEI may conclude service contracts with reviewers proposed/appointed by departments to pay for the review of papers .

CHAPTER VII FINAL PROVISIONS

28. These Regulations, their additions and amendments are approved by decision of the Academic Board Utenos kolegija HEI.

29. The Regulations come into force from the date of adoption of the decision of the Academic Board of Utenos kolegija HEI, unless otherwise specified in the decision.
