

Rules of Procedure of Powiślański University Publisher

§ 1 Organisation of the Publisher

1. The Publisher of the Powiślański University, hereinafter referred to as the Publisher, handles the publishing process of academic textbooks, scientific and popular science monographs, journals and other publications from all fields of knowledge covered by the research and teaching activities of the Powiślański University, also occasional publications.
2. Substantive supervision of the Publisher is exercised by the Vice-Chancellor responsible for science and education; the Vice-Chancellor responsible for development and cooperation.
3. The Publisher is headed by the Head of the PSW Institute of Science and Development (hereinafter: Head).

§ 2 Publication plan

1. Individual departments of the University and authors submit publications to the Publisher by the end of October each year.
2. The Head, after consultation with the relevant Pro Vice-Chancellor, has the right to also accept for publication publications not declared in the publishing plan.

§ 3 The Publishing Council

1. The remit of the Publishing Board is to:
 - 1) giving its opinion on and approving annual publication plans,
 - 2) giving its opinion on the Manager's reports on the activities of the Publisher,
 - 3) shaping the publishing policy and guiding the activities of the Publisher.
2. The Publishing Council is appointed by the Rector for the duration of the term of office of the Powiślański University authorities. The Council consists of a representative of each faculty with at least a doctoral degree, indicated by the Rector.
3. The Publishing Board shall elect a chairman from among its members at its first meeting.
4. The Publishing Board meetings are also attended by the Manager.

§ 4 Editorial Board

1. The Editorial Board, consisting of a minimum of 3 persons, is appointed by the Rector from among the academic teachers employed at the Powiślański University who are distinguished by their publication output. The Head also participates in the meetings and works of the College.
2. The work of the College is directed by the Rector or a person authorised by the Rector.
3. The College's task is to:
 - 1) development of publishing plans,
 - 2) preliminary assessment of works submitted to the Publisher,

- 3) selection of reviewers,
- 4) qualifying works for publication,
- 5) deciding on funding for the publication of academic textbooks and monographs constituting doctoral dissertations, habilitation theses and outstanding theses,
- 6) attention to maintaining high publishing standards,
- 7) implementation of the Publisher's publishing policy.

§ 5. the process of qualifying work for release

1. Works submitted to the Publisher are checked in an anti-plagiarism programme.
2. Manuscripts submitted to the Publisher undergo a publishing review by at least one reviewer. The Publisher shall not publish works that have not received a positive review.
3. The Editorial Board selects the reviewer(s). It may take into account suggestions made by the author/editor in the Publishing Survey.
4. A reviewer shall be selected from among specialists in a given scientific field. A reviewer cannot be a person in an employment relationship with the university where the author/editor of the publication is employed. The person of the reviewer must not raise doubts as to the impartiality of the assessments made.
5. Upon receipt of the review, the author/editor is required to submit in writing his/her detailed response to the review and a revised version of the paper. If the reviewer's comment is not accepted by the author/editor, he/she is obliged to justify the decision to reject it and not to incorporate the changes proposed by the reviewer into his/her work.
6. The Editorial Board, having considered the responses to the review, decides on:
 - 1) acceptance of the work for publication,
 - 2) refusal to accept the work for publication with written reasons,
 - 3) Referral of the thesis for re-review.

§ 6 Funding

1. The Publisher shall draw up a material and financial plan for the academic year in question. It shall submit it to the Vice-Chancellor responsible for Science and Education / the Vice-Chancellor responsible for Development and Cooperation for approval.
2. Publications that are post-doctoral monographs or that contain achievements to be the basis of doctoral/habilitation proceedings with a volume of up to 10 pages may be financed from the Publisher's budget provided that they are previously notified in the publishing plan for a given year referred to in § 2. The Publisher may subsidise a maximum of 2 monographs per year from a given Faculty and 2 textbooks in total from all Faculties.
3. Funding is decided on a case-by-case basis by the Editorial Board. The cost of oversize sheets, above-standard equipment (e.g. printing of colour graphics, use of hardcover) and other types of publication are financed from the funds indicated by the authors.

4. In addition to a positive editorial review, the decision to accept a publication for publication is based on the publication estimate.
5. In the event of a high demand for a particular publication, the Manager, following the opinion of the Editorial Board, may decide to finance its reprinting from the Publisher's funds.
6. In addition to the items indicated in § 6 pt. 2, the Publisher may subsidise or fully finance the publishing of books written by authors commissioned by the Publisher or books the publishing of which is profitable for the Publisher due to considerable interest on the part of readers. The decision in this respect shall be made by the Manager in agreement with the Vice-Chancellor in charge of science and education / the Vice-Chancellor in charge of development and cooperation.

§ 7 Organisation of the publishing process

1. The Head of the PSW Institute of Science and Development is responsible for the publishing process.
2. The manager applies for ISBN, ISSN, DOI numbers.
3. Once a paper has been accepted for publication, the Manager hands it over to the publishing editor.
4. The publisher may subcontract any work related to the publishing process, regardless of the type of publication, to other entities and persons.
5. The basic outlay in the case:
 - 1) The monographs referred to in § 6 point 2 are 80 copies,
 - 2) there are 120 copies of the other monographs,
 - 3) textbooks are a maximum of 1/2 the number of students for whom a textbook will be recommended in the next 3 years.

In special cases, the amount of effort may be changed.

6. The publication deadline is set individually for each book depending on its volume, the quality of the material supplied by the author and the extent of the editorial, printing work. The deadline is specified in the author's contract. It may be extended for reasons attributable to the author.
7. Detailed rules for the publication are contained in the author agreement. The publisher reserves the right to make final decisions on typographical solutions, cover design and is responsible for editorial corrections. The publisher does not accept covers designed by the authors.

§ 8 Promotion and distribution

1. Publishing in particular:
 - a) promotes the publications on its website, the website and social media of the Powiślański University,
 - b) promotes publications in magazines, industry and social networks related to the subject matter of the publication,
 - c) sends legal deposit copies to libraries,
 - d) sends copies to the libraries of selected partner universities in Poland and abroad,
 - e) sends copies to selected institutions and individuals related to the subject of the publication,

- f) promotes publications at conferences and thematic events,
- g) makes electronic publications available on digital platforms of specialised companies,
- h) conducts sales through the Society for Economic and Environmental Education and distribution companies.

§ 9 Contracts and royalties

1. The relevant Vice-Chancellor for Science and Education / Vice-Chancellor for Development and Cooperation signs a copyright transfer agreement or a licence agreement with the author before the manuscript is sent for review. The publisher may terminate such an agreement in the event of a negative review or refusal of the paper to be accepted for publication by the Editorial Board.
2. The author's contract shall specify the amount of royalties to be paid to the author or scientific editor for the publication of the book (with the exception of monographs referred to in § 6.2 subsidised by the Publisher).
3. The amount of the fee and the procedure for its payment are regulated by a separate order of the Rector.
4. The author's contract entitles the Publisher to make reprints without the author's consent, but before making a reprint the Publisher is obliged to consult with the author on the validity of the content in the publication. If it is found that the content needs to be updated, the next edition will be updated.

§ 10 Activity report

By the end of March each year, the Head of the Institute of Science and Development shall submit to the Senate a report on the activities of the Publisher for the previous year.