



REGULATIONS

on the Organization and Operation of Transilvania University Press

Preamble

These Regulations refer to the rules and standards of Transilvania University Press in its relations with the University, the Library, the authors and the external collaborators, as well as with the social, economic and cultural environment.

The Regulations on the Organization and Operation of Transilvania University Press rely on the following documents:

- Law of Libraries no. 334/31.05.2002, republished, with subsequent amendments;
- Law on the Establishment, Organization and Operation of the Legal Document Depository, regardless of Medium, no. 111/1995, republished in the Official Gazette of Romania, part I, no. 119/7.02.2005;
- Law on the Establishment of the Support Fund for Education-oriented Libraries, no. 205/2001, for the approval of the Government Ordinance no. 84/1998;
- Law of Higher Education no. 199/2023, published in the Official Gazette of Romania, Part I, no. 614/05.07.2023, with subsequent amendments;
- Law on Copyright and Related Rights no. 8/1996, supplemented by the Law no. 285/2004;
- Law on the Support and Promotion of Written Culture no. 186/2003, with subsequent amendments;
- Labour Code updated by the Law no. 40/18.05.2011;
- Order of the Ministry of Education and Research no. 3944/01.05.2003 on the Framework-Regulations for the Operation of the University Libraries within the National System;
- Charter of Transilvania University of Braşov;
- Internal regulations of Transilvania University of Braşov.

Chapter I - General Provisions

Art. 1. Transilvania University Press (hereinafter called University Press) does not operate as a legal entity, but as a distinct compartment within Transilvania University of Braşov. The University Press was established through the Order no. 28221/1993 of the Ministry of Education and is accredited by the National Council for Scientific Research, according to the Address no. 1615 of 29.05.2002.

Chapter II - Mission and Objectives

Art. 2. The mission of the University Press is to support and promote scientific research and cultural-artistic creation by editing publications and translations relevant to the academic and cultural environment.

Art. 3. The specific objectives of the University Press are:

- a) to support the didactic process by growing the collection of publications in the fields of the academic study programmes;
- b) to promote the editing of scientific journals and volumes of proceedings, with a view to increasing the collection of publications for the benefit of scientific research;
- c) to promote the cultural-artistic values in the relevant geographical region, with a view to beneficially liaising the academic, socio-economic and cultural environments at local, national and international level;
- d) to develop an efficient marketing in terms of market research and dissemination of publications.

Art. 4. (1) The University Press issues works (books and periodicals) in both traditional (on paper) or electronic (online, e-book) formats, under open access regime, in all the fundamental fields of the University.

(2) These works can be brought together within collections.

(3) The term “work” refers here to (i) an edited or co-edited volume, a single-authored or co-authored volume (ii) which has a minimum of 20,000 words (excluding appendices, tables, graphs, pictures and bibliography) and (iii) which is included in the catalogue of Transilvania University Library. The conditions (ii) and (iii) only apply for the works edited by Transilvania University Press.

Art. 5. The editorial activity covers the selection, proposal and preparation for release of documents – books and periodicals – that can obtain the International Standard Book/Serial/Music Number (ISBN/ISSN/ISMN).

Art. 6. Duties of the University Press:

- a) to take over the manuscript, in printed or electronic format, from the author;
- b) to analyse and frame the work into the fields of the University Press – to review the work in compliance with Appendix 1, and accordingly grant the *imprimatur* (ready for press) in terms of content;
- c) to contract the work;
- d) to grant the ready for press in terms of form and send the work to the printing office, in view of its multiplication;
- e) if the editing of a work requires technical conditions that cannot be provided by the current equipment, the University Press, in agreement with the author, may request the outsourcing of the printing;
- f) to take the print run from the printing office and hand it over to the author;
- g) to ensure the total or partial dissemination of the print run through a separate contract with the author.

Art. 7. The marketing for the promotion of the edited publications entails:

- a) to conduct market research;
- b) to participate in relevant fairs and exhibitions;
- c) to collaborate with Transilvania Bookstore;
- d) to collaborate with other university presses and bookstores;
- e) to collaborate with distribution hubs and bookstores;
- f) to develop a specific marketing mix, to implement and logistically support it.

Art. 8. (1) The University Press maintains liaison with the National Library of Romania and other university, national and international libraries.

(2) The University Press collaborates with Transilvania University Library, in order to foster book exchanges with university presses and multiplication centres in the country and abroad, in line with the principles of reciprocity and mutual benefit, and for any other activity specific to Transilvania University Library.

Chapter III – Management of the University Press

Art. 9. (1) The University Press is subordinate to the Vice-Rector for Didactic Activities of Transilvania University of Braşov, who also approves the conduct of its activities.

(2) The University Press is led by a Coordinator, appointed by the Rector of the University, at the proposal of the Vice-Rector for Didactic Activities, and based on the approval of the Executive Board, for a four-year term.

(3) The Coordinator of the University Press is supported in the managerial activity by an Editorial Board consisting of academic teaching personnel and experts of national and international professional recognition.

Art. 10. (1) The Editorial Board includes representatives of the faculties under Transilvania University of Braşov, appointed according to the fundamental fields defined by the National Council for the Attestation of

University Titles, Diplomas and Certificates, who are complemented with the Vice-Rector for Didactic Activities, the Vice-Rector for Scientific Research and Informatization, the Director of the Library and the Coordinator of the University Press.

(2) Every representative of the Editorial Board conducts his/her activity in line with the fundamental field that s/he represents at the level of the structure (department, faculty, service, directorate) within Transilvania University of Braşov.

(3) The Editorial Board has the following structure:

- a) chairperson: Vice-Rector for Didactic Activities;
- b) members: faculty representatives, appointed on the basis of the fundamental fields;
- c) Director of Transilvania University Library;
- d) Coordinator of Transilvania University Press.

Art. 11. The works are printed as precisely planned by the Coordinator of Transilvania University Press.

Art. 12. The Management of the University Press is upheld by the Editorial Board and has the following duties:

a) to define and promote the editorial policy (for example, the creation of special, thematic collections of the University Press), at the proposal of the Coordinator of Transilvania University Press and of the field coordinators;

b) to approve the editorial releases according to the Annual Editorial Plan made by each faculty, by the 1st of November, at the latest, for the next calendar year;

c) with the support of the competent structures, to draft the annual income and expenditure budget of the University Press, which is submitted to the Executive Board for approval, as a component part of the consolidated income and expenditure budget of Transilvania University of Braşov.

Art. 13. For the smooth conduct of the activity within Transilvania University Press, the Secretariat of the University Press shall be organised and operate, with the following duties:

a) to request, based on the Editorial Board members' proposals, professional reviews for each editorial product, and to verify them. At least one of the scientific reviewers must be an active teaching personnel member of Transilvania University of Braşov, according to the field of science which the work falls within.

b) with a view to avoiding any instances of plagiarism, self-plagiarism and other forms of academic fraud, the received manuscripts will be subjected to analysis with a similarity identification software, as authorised by Transilvania University of Braşov. The contributions for which the report shows a high percentage of similarity, with improperly cited sources, will undergo further verification. If, following verification, the report shows high levels of similarity, the University Press is entitled to straightforwardly reject the work from being edited and displayed on the site, and the paid price will not be refunded.

c) to inform the author in writing, based on the unfavourable reviews and/or similarity identification reports, on the decision not to publish the work. The decision is accompanied by anonymised copies of the reviews and/or similarity identification reports. The manuscript, the original reviews and the similarity identification reports are kept in the archives of the University Press.

Art. 14. (1) In order to have their editorial proposal approved, the authors/coordinators/volume executives shall submit the following documents to the Secretariat of the University Press:

a) written request of the author/coordinator/editor(s), which includes at least the following data: author/coordinator/editor, full title, content description (approx. 300 words), proposed print run (min. 100 copies), the field within which it falls. The University Press retains the right to check and endorse the classification of the work into the relevant field;

b) to specify the main technical data of the work to be edited, the planned release date and the funding sources;

c) to provide the manuscript, cover and appendices, if any, in printed or electronic format.

(2) As regards the didactic editorial products, the author shall submit the endorsement of the Department Council patronising the field which the work belongs to. The page with the cataloguing in publication (CIP) description will include, apart from the reviewers, the mention "The work has been endorsed by the Department Council ..." (*please specify the name of the department*).

Art. 15. A **Contract** for the editing and printing of the publication shall be concluded between the University Press and the author, as well as an **Agreement** on the valorization of the publication. The University Press issues the ISBN/ISSN/ISMN code and requests the CIP description of a volume only after the publishing contract has been concluded.

Art. 16. (1) The cost estimates, accepted by the author, along with his/her declaration of consent and the agreement of collaboration for periodical publications, where applicable, are appendices to the Contract and an integral part thereto.

(2) The multiplied copies are delivered to the author through minutes of delivery and reception.

Art. 17. (1) As regards the works included in the Annual Editorial Plan which are proposed for editing and printing by the tenured academic personnel of Transilvania University of Braşov, their costs may be partially or fully borne by the University.

Art. 18. As for the works not included in the Annual Editorial Plan, their costs are fully borne by the author.

Art. 19. As regards the orders received from outside the University, a contract with clearly defined obligations for both parties shall be concluded, with the payment being to be made in full by the author, and the entire print run, except for the copies defined under art. 23 to be made available to him/her.

Art. 20. (1) The sale price of the book is agreed upon with the author, and endorsed by the Coordinator of Transilvania University Press. The Secretariat of the University Press starts the procedures for the technical and material supply and/or transmission of the materials to the Printing House.

(2) Upon request, the author may ask for a part of the print run in order to distribute it in bookstore networks, or may conclude a distribution contract with the University Press.

Art. 21. (1) The Coordinator of Transilvania University Press agrees with the authors upon the format (A4, A5, B5) of the works to be made in the University Press. The editing format also refers to the logo of the University Press, the cover, the page with the reference particulars (scientific reviewers, author of the cover, ISBN code, CIP description of the National Library of Romania, etc.), the table of contents and the abstract of the work in an international language.

(2) The University Press provides a unitary format to the published works in order to improve the visibility of the editorial products.

Art. 22. The Management of the University Press is assisted by working groups appointed by the University's departments and faculties, in order to meet the evaluation criteria and indicators, as well as the eligibility conditions required by the National Council for Scientific Research. For this purpose, the University Press undertakes:

- a) to design its own web page, which will be updated over time and listed in search engines;
- b) to set up its own or a contractual network for the purposes of printed book dissemination, including through e-commerce;
- c) to participate with the most valuable editorial products in the national circuit of relevant scientific events, in order to raise its visibility and impact on the editorial market.

Art. 23. The University Press submits to the Executive Board, late in the calendar year, an annual report on the conducted activities, as well as briefings, whenever required by the latter.

V. Dissemination and distribution of works

Art. 24. The works ordered from the University Press are distributed as follows:

- a) 7 copies to the National Library of Romania, in accordance with the statutory obligations;
- b) 10 copies to the Library of Transilvania University of Braşov, available for the students and for book exchange between libraries and universities;
- c) 1 copy to Transilvania University Press;
- d) several copies reserved for free to the author, upon conclusion of a copyright assignment agreement;
- e) the remaining print run - for commercialization purposes.

Art. 25. (1) The works will be presented and released by the author, in collaboration with the Coordinator of Transilvania University Press and the Director of Transilvania University Library. The launch might take place at the level of Transilvania University of Braşov, of the faculty which the author is affiliated with, or of Transilvania University Library, depending on the quality of the work and its level of attractiveness.

(2) The arrangements for the release also depend on the funding sources made available by the author of the work (sponsorships) and/or by the faculty which s/he is affiliated with.

(3) The aforementioned presentation and release entail specific advertising actions jointly conducted by the University Press and Library of Transilvania University of Braşov (inclusion in the bibliographic bulletin, periodically updated editorial catalogues, Internet presentations, other advertising materials), with a view to boosting orders.

Chapter IV - Material resources

Art. 26 (1) The professional equipment of Transilvania University Press consists of machines and appliances for technical writing, printing, bookbinding and finishing, entered in the periodically updated inventory lists.

(2) Depending on the specific needs, new purchases of machinery and equipment may be proposed. The requisitions are approved by the Coordinator of Transilvania University Press and the other authorised structures within Transilvania University of Braşov.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 26.06.2024.

Prof. Eng. Mircea Horia Ţierean, PhD
President of the University Senate



Methodology on the review of the manuscripts submitted for publication

All requests for the publication of a scientific work addressed to Transilvania University Press shall be subjected to a blind peer-review.

The solicitor is informed about the start of the specific procedures, the timeline and his/her responsibilities.

The criteria for the assessment of the work are:

- suitability and addressability
- structure
- relevance of the information
- the relation between the theoretical and practical aspects (depending on the topic)
- substantial documentation (evidenced by citations, footnotes and list of bibliographical references)
- correct and complete citation of the bibliographical sources and compliance with the copyright, according to the applicable legislation
- the author's own contribution
- the relevance of the conclusions
- correctness of expression and use of specialised terminology
- compliance with the rules for technical writing and document layout (available on the website of the University Press).

Points from 1 to 10 are awarded for each criterion. The minimum score for a paper to be edited at Transilvania University Press is 70.

The process involves two scientific reviewers out of the register compiled in collaboration with the faculty representatives, in which all fundamental fields are represented. A reviewer will compulsorily be proposed from outside the University and be a specialist in the field which the paper falls within. The reviewers receive the paper without the author's identifiers and must transmit the decision on the acceptance/revision/rejection of the work within a maximum of 60 calendar days.

The University Press will send the author a message of information regarding:

- the acceptance of the manuscript, with or without changes;
- the revision of the manuscript for its compliance with the reviewers' comments;
- the rejection of the manuscript.

The arguments invoked for rejecting a paper may refer to the lack of scientific merit, lack of novelty, superficial approach to the topic, or major flaws of technical writing and document layout.

Where the revision of the paper is requested, the author(s) is/are given 30 calendar days to submit the revised paper according to the scientific reviewers' proposals. The paper is resubmitted to the same reviewers, who must in their turn transmit the new decision within a maximum of 30 calendar days.