

REGULATION

for the Organisation and Operation of *Transilvania* University of Braşov Publishing House

Preamble

The Regulation comprises the regulations of the Publishing House in its relation with the University, Library, authors and external collaborators and in its relation with the socio-economic and cultural environment. The Regulation for the Organization and Operation of the Publishing House is based on the following documents:

- Law of the Libraries, no. 334/31.05.2002, republished with subsequent modifications and completions.
- Law on the Establishment, Organization and Operation of the Legal Document Deposit, regardless of medium, no. 111/1995, republished in the Official Journal of Romania, Part I, no. 119/7 February 2005.
- Law on the Establishment of the Fund to Support the Libraries in Education, no. 205/2001 for approving the Government Ordinance no. 84/1998.
- National Education Law, no. 1/2011, published in the Official Journal of Romania, Part I, no. 18/10 January 2011.
- Law on Copyright and Connected Rights, no. 8/1996, completed by Law no. 285/2004.
- Law regarding the Support and Promotion of Written Culture no. 186/2003.
- Labour Code updated by Law no. 40/18 May 2011.
- Order MEC no. 3944/01.05.2003 regarding the Frame Regulation on the Operation of University Libraries within the National System.
- Charter of *Transilvania* University of Braşov.
- Internal Regulation of *Transilvania* University of Braşov.

Chapter I. General Dispositions

Art. 1 *Transilvania* University of Braşov Publishing House (hereinafter called Publishing House) is a publishing house without legal personality, which functions as a distinct service within *Transilvania* University of Braşov. The Publishing House was established by Order 28221/1993 of the Ministry of Education and is accredited by CNCISIS in compliance with the address no. 1615 from May 29, 2002.

Chapter II. Mission and Objectives

Art. 2 The mission of the Publishing House is to support the education process, the scientific research and the cultural-artistic creation by editing publications that promote the fundamental values of knowledge.

Art. 3 The specific objectives of the Publishing House are:

- a) to support the education process by developing the collection of publications in areas corresponding to the university study programs;
- b) to promote the editing of journals and conference proceedings with a view to enriching the collection of publications meant to support scientific research;

- c) to promote the cultural-artistic values from the corresponding geographical area so as to valuably connect the university environment and the socio-economic and cultural environment at local, national and international level;
- d) to support the didactic and research process by editing the works required by the academic community;
- e) to develop an efficient marketing strategy as regards the market research and distribution of publications.

Art. 4 (1) The Publishing House edits works (books and periodicals) in classical (paper) or electronic (online, e-book) format from all fundamental fields existing in the university.

(2) These works can be assembled within collections.

Art. 5 The editorial activity includes the selection, proposal and preparation for the document issuance – books and periodicals that may obtain ISBN/ISSN.

Art. 6 The attributions of the publishing house include:

- a) to take the manuscript from the author in printed or electronic format;
- b) to analyze the work and frame it within the fields of the Publishing House – reviewing and granting the press proof on the content;
- c) to contract the work;
- d) to grant the press proof on the form and delivery to the Typography for multiplication;
- e) if editing a work requires technical conditions that cannot be provided by the existing equipment, the Publishing House, in agreement with the author, may call for outsourcing printing;
- f) to take the print from the Typography and deliver it to the author;
- g) to ensure the distribution of the work, totally or partially, as stipulated in a separate contract with the author.

Art. 7 The marketing strategies to promote the edited publications include:

- a) to carry out market research;
- b) to participate in specialized fairs and exhibitions;
- c) to collaborate with *Transilvania* Bookshop;
- d) to collaborate with other publishing houses and bookshops;
- e) to collaborate with distribution centres and bookshops;
- f) to create a specific marketing mix, to implement and logistically support it.

Art. 8 (1) Ensuring the relation with Romania's National Library and with other university, national and international libraries.

(2) The Publishing House will collaborate with *Transilvania* University of Braşov Library in order to support the book exchange with national and international publishing houses and multiplication centres, on the principle of reciprocity and mutual benefit and in any other activity specific to *Transilvania* University of Braşov Library.

Chapter III. Management of the Publishing House

Art. 9 (1) The Publishing House is subordinated to the Vice-Rector for Didactic Activities within *Transilvania* University of Braşov, who also gives his/ her consent for the activity.

(2) The Publishing House is managed by a Director, appointed by the Rector of the University, at the proposal of the Vice-Rector for Didactic Activities and based on the approval of the Administration Council, for a mandate of 4 years.

(3) The Director of the Publishing House is supported in the management activity by an Editorial Council consisting of professorial staff members and specialists of national and international professional recognition.

Art. 10 (1) The Editorial Board comprises the representatives of the faculties within *Transilvania* University of Braşov, appointed on the fundamental domains as defined by the National Council for the Recognition of University Degrees, Diplomas and Certificates (CNATDCU), and the Vice-Rector for Didactic Activities, the Vice-Rector for Scientific Research and IT, the Director of the Library, the Director of the Publishing House and an editorial counsellor.

(2) Each representative of the Editorial Council activates in compliance with the fundamental domain that (s)he represents at the level of the structure (department, faculty, office, direction) within *Transilvania* University of Braşov.

(3) The Editorial Council has the following structure:

- a) president: Vice-Rector for Didactic Activities;
- b) members: representatives of the faculties appointed in compliance with the fundamental fields;
- c) director of *Transilvania* University of Braşov Library;
- d) director of *Transilvania* University of Braşov Publishing House;
- e) an editorial counsellor.

Art. 11 The print work is performed under the direct coordination of the Publishing House director.

Art. 12 The management of the Publishing House is supported by the Editorial Council and has the following attributions:

- a) to define and promote the editorial policy of *Transilvania* University of Braşov;
- b) to approve the editorial issues on the basis of the Annual Editorial Plan elaborated by faculties;
- c) to require specialized reviews for every publication and to verify them. At least one of the reviewers must be active teaching staff of *Transilvania* University of Braşov, in accordance with the science branch that the work belongs to.
- d) to communicate the author, in written form, the decision not to publish the work, based on negative reviews. The decision shall be accompanied by anonymous copies of the reviews. The manuscript and the reviews in original are kept in the archive of the Publishing House.
- e) to elaborate the annual revenue and expenditure budget, submitted for approval to the Administration Council, as part of the consolidated revenue and expenditure budget of *Transilvania* University of Braşov.

Art. 13 (1) In view of approving of an editorial issue, the volume authors/ coordinators/ persons in charge shall submit to the Editorial Board the following documents:

- a) a written form from the author/ coordinator/ editor(s) that includes at least the following data: author/ coordinator/ editor, full title, description of the publication content, proposed print (minimum 100 copies), the scientific field. The Publishing House shall reserve its right to verify and approve the framing of the work in the field.
 - b) description of the main technical data of the work to be edited, the planned issuance term and the financing sources;
 - c) manuscript, cover and any appendices, in printed or electronic format;
- (2) In the case of didactic publications, approved through the Annual Editorial Plan, the author shall submit the approval of the Council of the Department patronizing the field that the work belongs to. On the page with the CIP description, along with the reviewers, the following mention also needs to be present: "The work was endorsed by the Council of the Department..." (*the name of the department is given*).

Art. 14 The Annual Editorial Plans of the faculties shall be delivered to the Vice-Rector with Didactic Activities no later than December 1 for the following calendar year. After analyzing them, the Vice-Rector with Didactic Activities shall place the orders to the Publishing House, and the Editorial Council shall appoint the reviewers for the works selected to be evaluated before being published.

Art. 15 A **Contract** shall be signed Between the Publishing House and the author of the work on editing and printing the publication, as well as an **Agreement** on enhancing the publication.

Art. 16 (1) The estimates accepted by the author along with the Author's Declaration and with the Agreement of Collaboration with Periodical Publications, where applicable, are appendices to the Contract and are part of its content.

(2) The delivery of the multiplied copies to the author shall be done through Minutes of Handover.

Art. 17 In the case of the works included in the Annual Editorial Pan, submitted for editing and printing by the teaching staff within *Transilvania* University of Braşov, the costs may be partially or entirely borne by the University.

Art. 18 In the case of the works not included in the Annual Editorial Plan, the costs shall be wholly borne by the author.

Art. 19 For the orders placed from outside the University, a contract with well defined obligations by both parties shall be signed, the full payment shall be made by the author and the print shall be wholly made available to him, except for the copies defined at art. 24.

Art. 20 (1) The selling price of the book shall be set with the author's assent and will include:

- a) cost of printing;

- b) due percentage as copyright, which is share of the sales;
- c) bookshop commission.

The selling price thus calculated shall be endorsed by the Director of the Publishing House, who launches the technical-material supply procedures. After having made the print, the Publishing House will deliver it in *Transilvania* bookshop.

(2) On request, the author may require that a part of the print shall be disseminated in other bookshop networks than in the aforementioned one, or may sign a distribution contract with the Publishing House.

Art. 21 (1) The Director of the Publishing House establishes, together with the authors, the format of the works (A4, A5, B5) to be made. The editing format also refers to the logo, cover, page including reference elements (specialized reviewers, author of the cover, ISBN, CIP description of Romania's National Library etc.), content and abstract of the work in an international language.

(2) The Publishing House ensures a unitary format to the published works for improving the university visibility.

Art. 22 The management of the Publishing House is assisted by working groups appointed by the University's departments and faculties, with a view to fulfilling the evaluation criteria and indicators, as well as the eligibility conditions required by the National Research Council (CNCS). To this end, the Publishing House ensures the following:

- a) creating its own web site, which will be updated and listed in search engines;
- b) making its own or contractual network for disseminating printed books, including e-commerce;
- c) participating with the most valuable editorial productions in the national circuit of the scientific events in the field, to improve its visibility and impact on the editorial market.

Art. 23 The Publishing House submits an annual report on its activities to the Administration Council at the end of the calendar year, as well as information whenever requested by the Administration Council of *Transilvania* University of Braşov.

V. Dissemination and distribution of the works

Art. 24 The distribution of the works ordered at the Publishing House is made as follows:

- a) 7 copies at Romania's National Library, according to the legal obligations;
- b) 10 copies in *Transilvania* University of Braşov the Library, available for students and for the book exchange between libraries and universities;
- c) 1 copy at *Transilvania* University of Braşov Publishing House;
- d) a number of copies reserved for the author free of charge, in case of signing the copyright contract;
- e) the rest of the print – for commercialization.

Art. 25 (1) The works are presented and launched by the author of the book, in collaboration with the Director of the Publishing House and the Director of *Transilvania* University of Braşov Library. The launching can be done at the level of *Transilvania*

University of Braşov, of the faculty that the author belongs to or within *Transilvania* University of Braşov Library, depending on the quality of the work, its level of attractiveness and the author's personality.

(2) The arrangements for the launch are also determined by the funding sources provided by the author (sponsorship) and/ or by the faculty (s)he belongs to.

(3) The work is presented and launched by specific advertising actions jointly carried out by *Transilvania* University of Braşov Publishing House and Library (inclusion in the bibliographic bulletin, periodically updated editorial catalogues, presentations on the Internet, other advertising materials) in view of stimulating the orders.

Chapter VI. Material resources

Art. 26 *Transilvania* University of Braşov Publishing House is technically equipped with the typing, printing, binding and finishing machinery and equipment included in the updated inventory lists.

The Regulation was discussed and endorsed in the meeting of the Senate of *Transilvania* University of Braşov on October 18, 2012.