

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Publishing regulations

Tbilisi

2024

Contents

Article 1. General Provisions.....	3
Article 2. Purpose of the Publishing House	3
Article 3. Function-duties of the publishing house	3
Article 4. Description of the process: publication of a book/monograph.....	4
Article 5. Description of the process: publication of a scientific journal.....	5
Article 6. Determination of the circulation of the material to be published.....	6
Article 7. Publishing house structure	7
Article 8. Functions and duties of the head of the publishing house:	7
Article 9. Function-duties of the publishing house employee:.....	8

Article 1. General Provisions

1. The present regulation defines the main goals and tasks, functions, powers, management organization, and structure of the administrative structural unit of the " International Black Sea University" LLC (hereinafter - the University) - the publishing house
2. The publishing house is guided by the legislation of Georgia, the statute of the university, this statute, and other legal acts in force at the university.
3. The publishing house is subordinate to the vice-rector in the field of research, responsible and accountable to him.

Article 2. Purpose of the Publishing House

1. Educational/scientific literature (books, textbooks, monographs, lecture materials, readers, conference materials, collections, and scientific research results) developed by university-based journals, school-based research centers, academic staff, young scientists, masters and doctoral students publications.
2. Cooperation with printers to effectively implement the process of publishing educational/scientific literature.

Article 3. Function-duties of the publishing house

1. Based on the educational/scientific goals of the university, to ensure the implementation of the following procedures based on the request for printing of educational/scientific/cognitive literature from schools:
 - a) Within the scope of competence, to prepare and print the materials provided for in Article 2, taking into account the following procedures: to receive the educational/scientific literature prepared for publication within the specified time frame, to check the compliance of the said literature with the established standards, to ensure the execution and control of the editorial part of the publishing process (plagiarism, editing, reviewing) and performing the technical part of the publishing process (book design, illustrations, binding) in cooperation with the designer;
 - b) To demand from the authors and structural units of the university the materials to be published and the necessary documentation related to it (decision of the relevant unit, royalty request form, reviews, plagiarism report, rector's order, etc.);
 - c) Within the framework of the relevant memorandum, take the ISBN and ISSN numbers of the publications and deliver already published literature (2 copies of each) to the

Department of International Standard Numbers of ISBN and ISSN of the National Library;

- d) Determining the circulation of published literature as needed;
- e) Transfer of published literature to authors in a predetermined amount;
- f) Delivery of published literature in the appropriate amount to the university library;
- g) Cooperation with printers in order to determine the optimal cost of educational/scientific literature;
- h) Cooperation with bookstores as needed in terms of commercialization.

Article 4. Description of the process: publication of a book/monograph

	Responsible person	Process	Notes
1	Academic Staff/School	The academic staff of the university will submit a written report to the relevant school regarding the issue of printing the book/monograph.	Within a prescribed period
2	School	Based on the written request, the school checks and confirms the need to print the book/monograph	Within a prescribed period
3	School/ Publishing house	The school sends a request report for the publication of educational/scientific literature to the publishing house.	Within a prescribed period
4	Commission/ Center for Academic Writing	The work presented in the publishing house is checked for plagiarism; In order to detect plagiarism and check text matching, a commission is created, which includes two experts in the field, the head of the academic writing center; The commission presents a written report (Plagiarism report for book printing)	Depending on the volume of the material, within a maximum of 2 weeks
6	Publishing house/ Designer	In order to ensure the technical part of the publishing process (book design, illustrations), the publishing house supplies the material to the designer; The designer ensures the design of the printed material	Depending on the volume of the material Maximum 2 weeks
7	Publishing house	Based on the memorandum signed with the National Library, the publishing house ensures the assignment of an ISBN	Maximum 2 days
8	Office of Research Promotion and Project Management/	Circulation of printed material is determined as necessary in agreement with the Office of Research Promotion and Project Management and the Rector.	Maximum 2 days

	Rector		
9	Financial Department/ Rector	The appropriateness of the financial value of the printed material is established	Maximum 2 days
10	Publishing house	The publishing house confirms in the form of a written report (in the name of the vice-rector and rector in the research field) that the material is ready for printing.	Maximum 2 days
11	Designer/ printing press	The scanned material is sent to the printer for printing	Maximum 2 days
12	Printing press	The printing press prints the delivered material	Maximum 2 days

Article 5. Description of the process: publication of a scientific journal

	Responsible person	process	notes
1	School/School Board	The school board selects a journal editor/assistant editor (as needed) by field.	Within a prescribed period
2	Journal Editor/Editorial Board	The editor of the journal selects the editorial board and reviewers	Within a prescribed period
3	Journal editor/scientists/academic staff/masters-doctorate students	The editor/assistant editor of the journal announces the deadline for receiving scientific articles for a given issue	Within a prescribed period
4	Journal Editor/Academic Writing Center	The Journal Editor/Assistant Editor receives/collects scholarly articles and sends them to the Academic Writing Center for plagiarism-checking	Maximum 3 days
5	Journal Editor/Academic Writing Center	In case of a positive conclusion of the academic writing center, the submitted scientific articles are returned to the editor of the journal / in case of detection of plagiarism and the text matches, the article is returned to the author by the editor of the journal and is not accepted for printing	Maximum 2 days
6	Journal Editor/Reviewers	The editor of the journal sends scientific articles checked for plagiarism to reviewers	Maximum 2 weeks
7	Journal Editor/Reviewers	In case of a positive conclusion from the reviewer, the submitted scientific articles are accepted for publication	-
8	Journal Editor/designer	To ensure the technical part of the publishing process (magazine design,	Maximum 2 weeks

		illustrations), the magazine editor sends the finished material in the form of articles to the designer; The designer ensures the design of the printed material	
9	Publishing house	A journal is assigned a DOI	Maximum 2 days
10	Publishing house	Based on the memorandum signed with the National Library, the publishing house will provide the ISBN for the magazine	Maximum 2 days
11	Financial Department/Vice Rector in the Research Field/Rector	The financial value of the printed material is determined	Maximum 2 days
12	Research Promotion and Project Management Service/ /Vice Rector in the Research Field/Rector	Circulation of printed material is determined as necessary with the Office of Research Promotion and Project Management, the Vice-Rector in the Research Field and in agreement with the rector; The scientific journal is printed both in electronic and material form	Maximum 2 days
13	Publisher/Designer/ Printing press	The scanned material is sent to the printer for printing	Maximum 2 weeks
14	Printing press	The printing press prints the delivered material	Maximum 1 weeks
15	Web Developer/Publisher/Magazine Editor	The electronic version of the printed journal will be posted on the university's website: https://journal.ibsu.edu.ge/	Maximum 2 days

Article 6. Determination of the circulation of the material to be published

1. The circulation of the published material is determined as follows:

Volume (page)	Circulation
Book/ Monograph/ Manual	
up to 100-200	40
up to 200-300	35
up to 300-500	30
Scientific journals	
up to 100	30
up to 200	25
Conference materials	
up to 400	25

Article 7. Publishing house structure

1. The publishing house includes:

- a) Head of the publishing house;
- b) Publishing house employee.

2. The university rector appoints and dismisses the employee of the publishing house to the position in accordance with the rules established in the university, on the recommendation of the vice-rector in the research field;

3. Upon acceptance of the publishing house, additional qualification requirements shall be submitted to the employees, if necessary, determined by the rector.

Article 8. Functions and duties of the head of the publishing house:

1. Head of the publishing house:

- a) Manages the activities of the publishing house and is responsible for the performance of the functions and tasks assigned to the publishing house;
- b) Plans and implements relations and coordination with other structural units of the university;
- c) Distributes the functions related to the publishing process, supervises the proper performance of official duties, and controls the assigned duties;
- d) Within the scope of his competence, signs and verifies the materials prepared in the publishing house;
- e) Ensures the implementation of procedures for assigning the international standard number of ISBN and ISSN to published materials, as well as assigning the university seal (logo, inscription, etc.) to the publication published at the university;
- f) Within the framework of the relevant memorandum, ensures the delivery of necessary copies of materials printed by the university to the National Library of Georgia (including electronic versions);
- g) Directs the registration of works published by the university;

- h) Coordinates the publishing house's relationship with other structural units of the university and bookstores (if any, in terms of commercialization);
- i) Proposes the issue of allocation of financial, technical, or other kind of resources, which is necessary to fulfill the functions and tasks facing the publishing house;
- j) Submits an annual report on the work done by the publishing house to the vice-rector in the research field and to the rector of the university as needed;
- k) Responsible for the efficiency of the publishing house and the quality of the work performed; To prevent the existence of gaps/disruptions in the work process, periodically holds work meetings and listens to the problems of the employees and reports on the work done, which reports to the vice-rector to eliminate problems in the research field.

Article 9. Function-duties of the publishing house employee:

1. Publishing house employee:

- a) Performs the tasks of the head within the scope of his competence;
- b) Promotes and helps the head of the publishing house in fulfilling the duties assigned to him;
- c) Together with the head of the publishing house, participates in the process of publishing the materials stipulated in Article 2.
- d) Based on the interests of the university, within the scope of authority, performs the direct tasks of the vice-rector in the research field;
- e) Participates in the authorization/accreditation process within the scope of competence;
- f) With the head of the publishing house, participates in the process of preparing a report on the implemented activities, which is presented to the vice-rector in the research field at the end of the year.

Article 10. Final Provisions

- 1. Matters that are not regulated by this regulation are regulated based on the legislation of Georgia and other normative documents of the university.

2. This provision shall enter into force upon its approval by the Governing Council. It is possible to make changes to it in accordance with the rules established for its approval.
3. The vice-rector in the research field supervises the implementation of this provision.