

INTERNATIONAL UNIVERSITY OF SARAJEVO
Internacionalni univerzitet u Sarajevu

Number: IUS SENAT-11- 974/16

BOOK OF RULES
ON
PUBLISHING ACTIVITIES
OF THE INTERNATIONAL UNIVERSITY OF SARAJEVO

April 06th 2016

Pursuant to Article 36 Clause 1 Item “o” of the Higher Education Law – Revised Version (“Official Gazette of the Sarajevo Canton”, issue 42/13); and Article 180 item c) of the Statute of the International University of Sarajevo no. IUS-SENATE-11-2255/2013, the Senate of the International University of Sarajevo (hereinafter: the Senate), on its regular session held on April 06th 2016, adopted the following

BOOK OF RULES ON PUBLISHING ACTIVITIES OF THE INTERNATIONAL UNIVERSITY OF SARAJEVO

I GENERAL PROVISIONS

Article 1

Book of Rules on Publishing Activities (hereinafter: the Book of Rules) specifies general conditions and manners of publishing publications within publishing activities of the International University of Sarajevo (hereinafter: the University), and obligations and manner of work of the Committee for Publishing Activities of the University (hereinafter: the Committee). The main task of the University publishing activities is to contribute to the development of teaching, scientific, artistic, educational and other activities of the University, its organisational units, stimulating creativity, and by doing so, providing affirmation of the University.

Article 2

The Book of Rules sets the standards related to ensuring and assessment of quality of teaching reference materials published by the University. The standard of quality of teaching reference materials is defined as a set level of the content, structure, style and scope of published publications; and the process of quality assurance as a group of procedures by which the publishing activities of the University, the work of the Committee, and the process of ensuring the standard reviews are regulated.

Article 3

Publishing activities of the University comprise publishing of all printed, audio-visual, digital and electronic publications (books, translations of books, textbooks, brochures, monographs by authors – teachers and associates of the University, collections of works, reports from conferences, congresses and simposiums organised or co-organised by the University, continuous publications (journals), separates, catalogues, prospectuses, posters, leaflets, postcards, calendars, microfilms, video and sound recordings, as well as publications in the electronic media/ CDs, virtual publications on the Internet, electronic works published on websites/).

II PUBLICATIONS PUBLISHED BY THE UNIVERSITY

Article 4

A book, in terms of the Book of Rules, is thematically completed and reviewed scientific, professional or artistic text in a printed or electronic form, which explores a certain field, and has been properly catalogued with CIP and ISBN given by National agency in B&H in National and

Article 5

In terms of the Book of Rules:

A textbook, or any reviewed publication which systematically presents the teaching material stipulated by the syllabus which has been defined by the curriculum of the faculty, is the basic teaching resource at the University institutions. In respect to the Book of Rules, a textbook is classified as: a classic textbook, mimeographed notes, a handbook, a practicum, an exercise book, a chrestomathy, a graphic map, a scientific and professional monograph, an authorized lecture, and other teaching materials.

A classic textbook is a non-continuous printed publication which systematically presents at least 80% of the content of a subject defined by the syllabus and curriculum. The mimeographed notes is a soft-bound publication containing lectures and written to accommodate the students' needs to study and prepare for the exams, and is copied from a computer printout. As a particular type of teaching material, the mimeographed notes are considered a non-reviewed work.

A handbook is a publication which has its practical use because of its content and structure of chapters. Handbooks do not contain a full closely-linked text; however, the teaching material is sorted by terminology (for example, encyclopedias, lexicons, dictionaries, glossaries, bibliographies, atlases, maps, directories, catalogues...).

A practicum is a publication which provides certain instructions on how to perform practical work or experiments.

An exercise book is a publication containing exercises from a certain field, with answer keys which are placed in a separate chapter at the end of the publication.

A chrestomathy is a kind of a reading textbook, or publication, which has a selection of the most important texts from a particular field of science or arts. This type of textbook represents a mere collection of certain texts from a certain area. The author of the chrestomathy is required to write a comprehensive introduction (which comprises at least one fourth of the total length of the chrestomathy, separate from bibliography) in which the study matter will be presented in a logical, clear and systematic manner, with appropriate, competent, supporting commentaries of the referred texts.

A graphic map is a group of drawings, pictures, tables and graphs without a text, which are necessary to follow the lectures, practical work, or to do practical tasks and programs.

A scientific monograph is a publication in which an issue, a problem, or a subject, a person or an event, are discussed in a scientific, systematic and comprehensive manner, in one volume, or in a certain number of volumes, which are published concomitantly, or in a previously determined publishing intervals. Collections of work from conferences, concluding or other reports on work on research, or similar publications are not included in this category.

A professional monograph is a publication in which an issue, a matter, or a subject, a person or an event, are discussed, in one volume, or in a certain number of volumes, which are published concomitantly, or in a previously determined publishing intervals. Collections of work from conferences, concluding or other reports on work on research, or other publications, are not included in this category.

An authorized lecture is a kind of publication in which the lecturer in a certain subject provides an authorized published version of his/her lectures. Other teaching materials are kinds of publications which systematically present the teaching content stipulated by the syllabus and the curriculum as determined by the Department, and which consist of non-typical materials, such as: audio recordings (audio-tapes, audio-CD recordings), digital books, multimedia teaching units, and so on.

Article 6

A proceedings, in terms of the Book of Rules, represents a continuous, or a non-continuous publication which includes reviewed articles, collected in a joint publication. The editor in chief of the collection of works is responsible for publishing the collection. It is advised that the works in the proceedings are reviewed according to the typology of works in continuous publications (journals), as referred to in Article 8 of the Book of Rules.

Article 7

Reports from conferences, congresses, or symposiums, in terms of the Book of Rules, are published after conclusion of academic meetings which are organized or co-organized by the University and its organizational units. A report may contain decisions adopted at the conference, congress or symposium, article summaries, authorized and reviewed integral texts of reports, and discussion conclusions. The editor in chief of the reports is responsible for publishing the reports. The report can be continuous (should the conference, congress, or symposium be organized continuously), or non-continuous. The results from the conferences, congresses, or symposiums, can also be published in form of a collection of works, or a collection of summaries of works.

Article 8

Continuous publications (journals), in terms of the Book of Rules, represent any publication which is published at regular intervals (weekly, fortnightly, monthly, quarterly, half-yearly, or yearly), with different contents, but under the same title. Continuous publications must strictly adhere to the determined rate of publishing, which cannot be disrupted in any case. The editor in chief of the continuous publication (journal), or the board of editors, is/are responsible for publishing of the continuous publication (journal). Each article to be published in a continuous publication published by the University must be reviewed by at least two reviewers; however, it is advised that at least one of the reviewers is employed outside of the University. In exceptional circumstances, the role of a reviewer can be taken by the editor in chief, or the board of editors of the continuous publication (journal).

The reviewing system and classification of works must be clear from instructions for authors who will be published in each issue of the continuous publication (journal) at the same and easily located place.

According to the character of works published in continuous publications (journals and collections of works), it is advised that the reviewers classify each article as per the following article categories:

Original scientific paper – represent the first announcement of original, fundamental, or applied research results, in such form that the research can be repeated, and the established facts can be verified; as a rule, this kind of work is organized according to the IMRAD scheme (INTRODUCTION, METHODS, RESULTS AND DISCUSSION) when it relates to the experimental research or a descriptive method for descriptive scientific area. Conference papers are

not classified in this category, but are classified as presentations from the scientific meeting; Short original scientific paper – represents an original scientific article which publishes original research results, where some elements of the IMRAD scheme (INTRODUCTION, METHODS, RESULTS AND DISCUSSION) may be excluded; this type of article may also present summarized results of a particular completed original research work, or the work which is in progress; conference presentations are not included in this category, but are classified as presentations from the scientific meeting.

Preliminary note – according to its character, it is the most similar to a short scientific paper; however, it represents even shorter and more concise form; in this type of article, only preliminary findings, or results of a particular original research are presented, which for justifiable reasons cannot wait to be published as a final report on the research results (see Article 9 of the Book of Rules); conference presentations are not included in this category, but are classified as presentations from the scientific meeting;

Professional paper – presents something which is already known, but with a particular emphasis on the applicability of the results of original research and expansion of knowledge; the level of text difficulty is adjusted to the needs of the readers of a professional or scientific journal in which the paper is published; conference presentations are not included in this category, but are classified as presentations from the scientific meeting;

Review article – represents a review of the latest works about a particular subject/field, works of particular researchers or groups of researchers, with the aim to comprise, analyze, evaluate, or synthesize already published information; this type of articles brings new syntheses which also include the results of the author's own research; conference presentations are not included in this category, but are classified as presentations from the scientific meeting; Conference paper – represents a scientific or professional presentation from a particular scientific or professional meeting, or a conference; in principle, the published presentation must be organized as a scientific paper.

Forewords, afterword's, reviews, evaluations, critics, discussions, polemics, and interviews in continuous publications (journals) are not categorized in a particular manner, but are published in the section of the publication (journal) reserved for such purposes.

The continuous University publications (journals and proceedings) are published according to the University instructions on the basic publishing standards and indexing of series of publications in the relevant bibliographic databases.

Article 9

Other publications which cannot be included in the aforementioned categories, or which do not have the features of a textbook, a collection of works, a report or a continuous publication (journal), but which are significant because of its content, or can be used in the teaching and reaserch process as reference materials, may also, by the decision of the Senate, bear the sign of the University and be the University publication.

In terms of the Book of Rules, the other publications are as follows:

Doctoral dissertation – a paper on which the author acquired the PhD title;

Master's thesis – a paper on which the author acquired the Master title;

A specialization paper – a paper based on which the author acquired the title of a specialist in the field;

The final report on the results of a research – a publication which presents the course

and results of a research work; this category includes only the publically available final reports, excluding preliminary, staging, annual reports, or administrative financial reports; preliminary research reports, unless they should not wait for their publishing, may be published as short articles in continuous publications (journals) as preliminary notes (see Article 8 of the Book of Rules);

Elaborate study, preliminary study, study – represents a report on the completed specific project task as a final professional publication, or documentation, intended for a known user, in which a problem or a topic is discussed in a systematic and comprehensive manner, based on relevant information sources, and which provides guidelines for problem solution, as well as recommendations for further actions;

Project documentation – the final documentation which determines what should be done and how, or which comes in form of a collection of drawings, technical descriptions and a schedule of costs for realization of a project in the civil engineering, architecture, mechanical engineering, economics, development of the information system, or similar fields.

Article 10

Any type of publications which is approved by the Rector of the University must have the logo and the name of the University inscribed on it. The publication which is not prepared under the condition of this Book of Rules cannot get financial support of the University.

The place of inscription of the sign and the name of the University is defined by the Annex II specifying the graphic layout and format of a University publication, which forms an integral part of this Book of Rules.

III QUALITY STANDARDS OF THE SUBJECT TEXTBOOKS

Article 11

In order to ensure a good practice and quality culture, and to define basic publishing standards, the Book of Rules sets the minimum quality standards for the textbooks.

Article 12

The textbook, in terms of Article 5 of the Book of Rules, is a publication of the University which publishing has been approved by a Rector upon the recommendation of the Committee for publishing activities. The textbook is an official publication because it is subject to an appropriate verification by the University body. The textbook must comply with the content of the teaching subject determined by the syllabus, or it must contain at least 80% of the content of the teaching subject determined by the syllabus.

Article 13

The minimum quality standard, in terms of Article 5 of the Book of Rules, is determined in view of the following elements:

- content,
- structure,
- style,
- scope,
- review.

Article 14

The content of the textbook must strictly comply with the goals of the realisation of the study program for which it is to be used. The subject textbook should be designed so to keep abreast of the contemporary scientific or artistic achievements in the given scientific or artistic field.

Article 15

The structure of the textbook must have a logical organisation, so that parts of chapters, or other sections, are integrated or linked in a logical order. Besides the main text, the textbook must contain a brief introduction (including the goals, structure and plan of delivery of the teaching material), footnotes (referring to the recommended literature), and bibliography (the list of referenced literature). The introduction is at the beginning, and the bibliography at the end of the textbook. It is advisable that each chapter of the textbook, besides the main text, and besides other information, contains also the following information:

- the goal of the chapter (which should inform the students what they will learn and which competences they will develop);
- learning outcomes;
- a summary;
- questions to check comprehension or for discussion.

Article 16

The style of the textbook must ensure that the teaching material is presented in a clear and understandable manner, aimed at an average student, with supporting examples from practice. The textbook must be written in academic, neutral style of presenting the information, in the first person in plural, without any disqualifications or vilifications of particular social groups, races, genders, or nations, and must not display individual person's political viewpoints.

IV REVIEW

Article 17

A review is one of the crucial elements in the system of quality control of the publishing activities and it represents analysis, evaluation, and unbiased review of a specific paper. The reviewer is required to state in the review in an explicit and clear manner whether he/she recommends the paper for publishing, or not. Particular elements of a review of a subject textbook are presented in Annex I, which makes an integral part of the Book of Rules.

For each subject textbook, article in continuous publications (journals) and article in a collection of works, at least two reviewers are required, or at least two positive (affirmative) reviews.

Reviewers should be selected from the outstanding, established and reputable academics, from the relevant scientific or artistic field. The reviewers for the textbooks are recommended by the author, and the appointment of the reviewers, based on the author's proposal, is made officially by a particular act brought by the faculty council.

Reviewers for papers and articles in continuous publications (journals and collections of works) are appointed by the editor-in-chief of the continuous publication (journals and proceedings).

It is recommended that at least one of the reviewers are employed outside of the University, with a minimum PhD degree.

Article 18

In case that the paper receives one negative (non-affirmative) review, then the third reviewer is appointed to review the paper. Should even the third review be negative (non-affirmative), the Committee for publishing activities makes a decision to reject to publish the paper as the University publication. The third reviewer is appointed in the manner defined in Article 17 of the Book of Rules.

Article 19

The reviewer has the right to give a positive (affirmative) review of the paper under condition that the author makes certain changes in the draft. The reviewer is required to indicate strictly and precisely whether the requested changes are conditional for publishing the paper, or whether they are only a suggestion to the author to improve the paper in certain sections/particular details. Should the aforementioned be the condition of the review, then the author is obliged to accept and apply all the necessary changes, or provide a well-grounded explanation why he/she declines to apply the reviewer's recommendations. In that particular case, the Committee for publishing activities shall act in accordance with the agreement and the written comments provided by the reviewer in question.

Each review must contain particular elements defined in Annex I of the Book of Rules.

Article 20

For publication of a new, amended issue of an already published work, new positive (affirmative) reviews are required, which will review all the changes and additions in relation to the preceding issue of the publication, and which will establish the relevance of the new issue.

Article 21

The graphic layout and format of a publication published by the University, which bears the University logo, must comply with the defined parameters which are set in the Annex II on the graphic layout and form of a University publication, which makes an integral part of the Book of Rules.

V ENSURING QUALITY OF PUBLICATIONS

Article 22

The University, as well as its organizational units, systematically monitor and assess quality of publications they publish. The quality control is performed at two levels:

- reviewers' control in terms of Articles 17, 18, 19, and 20 of the Book of Rules;
- control by the Committee for publishing activities.

Article 23

The Committee for publishing activities is a professional body of the Senate of the University which comprises of one representative from each faculty, and the Vice-Rector for Academic Affairs, by virtue of the office. The Committee cannot include in its work two or more members from the same faculty. President and members of the Committee are appointed by the

University Senate decision for a period of two years, with a possibility of one re-appointment. Duties of the secretary of the Committee are performed by the Manager of the University Library. The Committee holds sessions if majority of its members are present, and the decisions are made by the majority votes of the total number of the members.

Article 24

In terms of Article 23 of the Book of Rules, the Committee for publishing activities has the following duties:

- to receive requests for approval of certain papers to be published as the University publications, with their supporting documentation;
- to check if the aforementioned papers meet the quality standards required by the Book of Rules, and in particular in reference to Article 13 of the Book of Rules;
- to submit a report to the Rector whether a particular paper meets the quality standards, accompanied by an explicit and clear recommendation whether to publish the paper as the University publication, or not.

Article 25

An author or faculty council can be proposer to approve of a particular paper to be published as the University publication, and the proposal must comprise the following elements:

- 1) a computer printout of edited and proofread final version of the paper;
- 2) a request that the Committee approves the aforementioned paper as the University publication and to bear the University sign;
- 3) a decision by the scientific-teaching council of the faculty or academy council, or the council of the institute, that the proposed paper covers the content of the teaching subject in full, or at least 80%, according to the syllabus, and that the paper is suitable for teaching (should it be a textbook);
- 4) a decision by the scientific-teaching council of the faculty or academy council, or the council of the institute about the appointment of reviewers;
- 5) two positive (affirmative) reviews with elements specified by the Book of Rules;
- 6) draft proposal of printing and copyright terms and conditions.

Article 26

Despite the affirmative (positive) reviews, the Committee has the right to conclude that the proposed paper does not meet the set quality standards, in reference to Article 13 of the Book of Rules in particular.

Article 27

Should the draft does not meet some of the set quality standards defined by the Book of Rules, and in reference to Article 13 in particular, then the faculty, or the Committee, may take appropriate measures to improve the quality by providing written recommendations to the author of the draft how to remove the noticed deficiencies. Once the author returns the draft, the organizational unit, or the Committee, verifies whether and how much the author complied with their requests, and then makes a new decision on providing its approval.

Article 28

The Committee provides its opinion about the proposed draft in form of a report, which is submitted to the Rector, who makes the final decision whether to approve the paper draft to be

published as the University publication, or not.

The Rectors' decision on providing its approval to publish a certain paper as the University publication is delivered to the proposer.

Article 29

Should it be established at a later date that a particular publication, which had been verified in accordance with the quality control standards as defined by the Book of Rules, that it does not meet some of its defined standards, the University or its organizational unit shall take all appropriate measures to improve its quality. Such publication may be withdrawn from the teaching process, as a last resort, and the decision thereof is to be brought by the University Senate.

Article 30

The quality of the subject textbook can be assessed through the student survey which is organized by the University Quality Assurance Manager, or the Manager for Quality Assurance of a particular organizational unit at the University.

The survey results are analyzed and considered by the Committee, which in that respect takes appropriate matters, should the need arise, and submits a report thereof to the University Senate.

VI COMPULSORY COPIES

Article 31

The author, or the organizational unit of the University which proposed publishing of the publication which has been published within the publishing activities of the University, and which bears the University sign, are required to deliver at least 10 copies of the aforementioned publication to the Office of the University Library.

Out of the ten copies, the Office of the University Library delivers at least 2 copies of the publication to the relevant organizational units of the University library (libraries at faculties).

Article 32

The author, or the organizational unit of the University which proposed publishing of the publication which has been published within the publishing activities of the University, and which bears the University logo, are required to deliver at least 10 copies of the aforementioned publication to the University and National Library of Bosnia and Herzegovina in Sarajevo, as compulsory copies according to Article 40 of the Act on Library Activities ("The Official Gazette of the Republic of Bosnia and Herzegovina, issue 37/95).

Article 33

The University library is required to bibliographically process all University publications on priority basis in accordance with the COBISS system (Virtual libraries of Bosnia and Herzegovina), so that the publications may be accessible and bibliographically recognizable.

VII FINANCING OF PUBLISHING ACTIVITIES

Article 34

The University publishing activities are financed in three ways:

- a) from the University financial resources if they are specifically allocated for publishing activities;
- b) by co-financing publishing projects for which the authors of the drafts have already secured certain financial funds from donations, or by applying for the cantonal, federal, state, or international competitions;
- c) from author's own funds which they accrued from donations, or by applying to the cantonal, federal, state, or international competitions.

Regardless of the type of financing the publication, each publication which has been issued within the University publishing activities must go through the same procedure and the same quality control as stipulated by the Book of Rules.

Article 35

In accordance with the needs of the University, the Rector may make a decision to finance or co-finance the publishing of a particular paper fully or partially. The decision is based on the proposal by the Committee.

In such case, the University buys the copyrights from the author fully or partially and the defines in contract the related income terms.

Article 36

The University shall finance or co-finance publication projects that are either commercial or non-commercial if a need for such publications is established.

Article 37

Should the University finance publishing of a certain publication in full, or in most part, then the Rector approves the cost of the publication and the amount of the author's remuneration.

Article 38

The Committee monitors the realization publishing activities of the University.

VIII TRANSITIONAL AND FINAL PROVISIONS

Article 39

Annex on the elements of the review of a subject textbook, Annex on the graphic layout and format of the University publication and Annex on pricing criteria make the component part of the Book of Rules.

Article 40

The Committee for publishing activities and the University Senate are responsible for implementation of the Book of Rules.

Article 41

Supervision on the implementation of the Book of Rules is performed by the University Senate.

Article 42

Any changes or additions to the Book of Rules are performed in the same manner and following the same procedure for its adoption.

Article 43

The Book of Rules enters into force on the date following the date of its posting on the University notice board and on the University website.

By entering into force of this Book of Rules, the previous book of rules on publishing activities of the International University of Sarajevo, reference number: IUS SENAT 11-812/11 shall go out of force.

THE CHAIR OF THE SENATE

Prof. Dr. Yücel OĞURLU

ANNEX I

Elements of the review of the subject textbook

THE REVIEWER'S PARTICULARS:

Name and surname,

Academic title,

The main institution where the person is employed,

Address of residence,

Contact telephone number,

E-mail

INFORMATION ON THE REVIEWED PAPER:

What type of work (whether it is a textbook, or not) is it?

Which type of the textbook (textbook, mimeographed notes, handbook, practicum, exercise book, chrestomathy, scientific or professional monograph, authorized lecture...) is it?

How much does the paper cover the particular subject?

Does the paper comply with the content of the teaching subject?

Are there any comments in relation to the methodology?

Is it methodologically adapted to the teaching subject?

Has the relevant literature been used? (Does the list of works cited correspond to the subject?)

Is the work original, or is it an expository interpretation?

Is the style easy to read, clear, comprehensible for an average student?

Anything else the reviewer may find important!

THE FINAL REVIEWER'S OPINION

Can the paper be considered the scientific-teaching material?

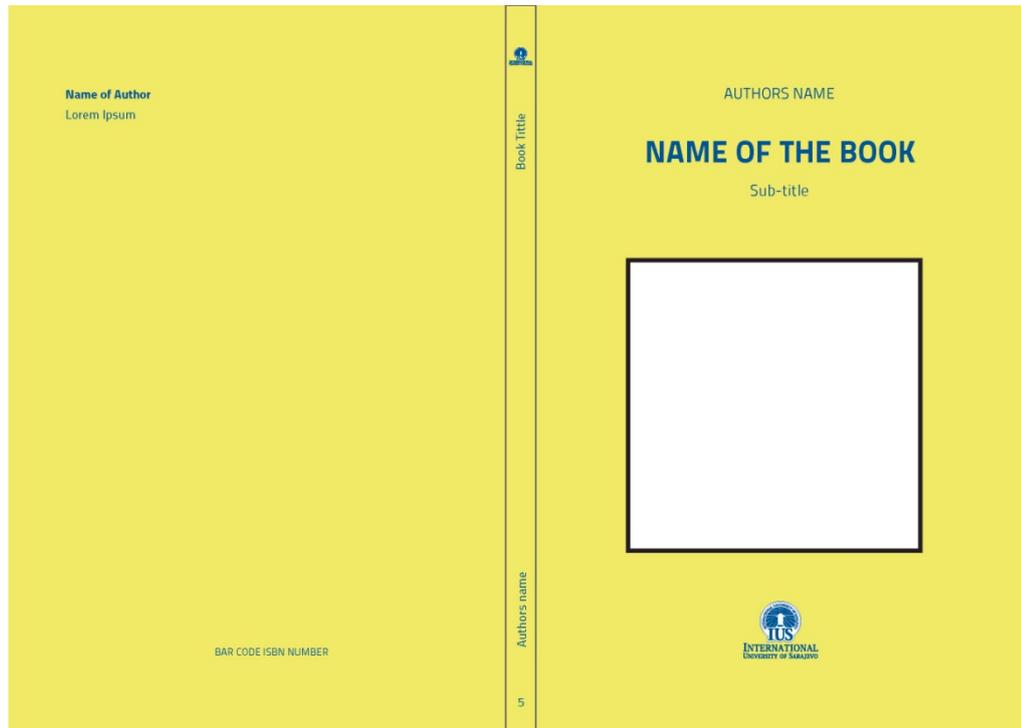
Does the reviewer recommend the paper for publishing?

Suggestions for any changes!

Reviewer's signature

Date of the review

ANNEX II



Publisher: International University of Sarajevo
Name of the Edition: Textbook of IUS or University Book
Editor in chief: Rector Prof. Dr. Yusef Ogarha
Editor: Name of Editor
Translator: Name of Translator
Lector: Name of Lector
Corrector: Name of Corrector
Reviewers: Name of Reviewers
Illustrator of front page: Name of Illustrator
DTP: Name of Designer
Name of Printing House
Printed copies: 200

NAME OF THE BOOK
Authors name

CIP record of the National and University Library of Bosnia and Herzegovina must be transferred into the publication accurately and without any graphic changes. (If the information from the CIP would be accidentally inaccurate, the author is required to contact the Office for CIP at the National and University Library of Bosnia and Herzegovina.)

The number and date of the Senate decision to give its approval to publish the book as the University publication must be stated below CIP records

International University of Sarajevo
2016

NAME OF THE CHAPTER

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudium lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum.

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Summary

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A Short Excerpt from the Review

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Chapter, or Author name	Chapter name, or Book name
The Content of the Publication	
Intertextuality in Novel: An Escape from Patriarchal Soliloquy.....	9-18
Writing as Reading Itself: A Derridean Reading of <i>Lost in the Funhouse</i>	19-27
External Forces on Africa's Democracy and Development.....	28-56
Country Fundamentals as a Form of Market Self-Referentiality.....	57-73
Language Learning Beliefs and Strategies: A Bosnian EFL Case.....	74-87
Double Effect and Black Revenge in Lessing's <i>The Grass is Singing</i>	88-106

Here are defined following specifications: graphic layout, format, and publishing standards of the University publications.

A textbook, in terms of the Book of Rules, is any non-continuous printed publication which must consist of at least 49 pages (according to UNESCO definition of the book from 1950 which is still in use) or more than three (3) printed double-sheets, not including the cover and the title page.

1. The **FORMAT** of the textbook and the collection of works is: **B5** (176 x 250 mm), **FONT** Times New Roman 12.
2. The **FORMAT** of conference, congress or symposium papers is **B5** (176 x 250 mm), **FONT** Times New Roman 12.
3. The **FORMAT** and **FONT** of continuous publications (journals), as well as other University publications which are not textbooks or collections of work are defined freely for each particular publication, according to its character and topic.
4. Abbreviated information about the author and the title of the work must be placed **ON THE SPINE** of the publication.
5. The publication can have soft or hard **COVER**. Hard covers in case that publication contains more than 300 pages of text.
6. The University logotype (2,5 cm in diameter) must be placed in the **LOWER PART OF THE FRONT COVER PAGE** (2 cm above the lowest border of front cover), above the full name of the University.
7. An appropriate illustration may be placed in the **MIDDLE** or upper part **OF THE FRONT PAGE**, however not larger than 10 x 10 cm.
8. **THE FIRST PRELIMINARY PAGE** is left blank.
9. **AT THE BACK OF THE PRELIMINARY PAGE**, starting from the top, there must be **imprint** with following information listed one by one in following order:
 - Full name of the Publisher (International University of Sarajevo)
 - Name of the Edition for example: Textbook of IUS or University Book.
 - Editor in chief: Name (Rector)

- Editor: Name (for example every Faculty program should have one)
 - Translator: Name (where needed)
 - Lector: : Name
 - Corrector: : Name
 - Reviewers: Name
 - Illustrator of front page
 - Design
 - DTP
 - Name of Printing House
 - Number of printed copies
 - CIP record of the National and University Library of Bosnia and Herzegovina must be transferred into the publication accurately and without any graphic changes. (If the information from the CIP would be accidentally inaccurate, the author is required to contact the Office for CIP at the National and University Library of Bosnia and Herzegovina.).
 - The number and date of the Senate decision to give its approval to publish the book as the University publication must be stated below CIP records.
10. THE TITLE PAGE must state in UPPER CASE letters, centered from the top downwards:
- Then followed by the author(s) full name(s),
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 - the sub-title of the publication (if there is one),
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 - The place and year of publishing the publication.
11. THE BACK OF THE TITLE PAGE is blank.
12. BIBLIOGRAPHY and citations must be in alphabetical order, Harvard style. Bibliography included at the end of each major text of the publication, or after each chapter or at the end of the book.
13. THE SUMMARY, if the publication contains it, is stated after the bibliography, but before the register (index, table of content).
14. REGISTERS (INDEXES, TABLES OF CONTENTS), should if the publication contains them, be stated after the bibliography and the summary.
15. NOTES ABOUT THE AUTHOR (if there is one) is stated after the bibliography and the register, but before the content of the publication. Exceptionally, the notes about the author may be placed at the back cover page, or the jacket of the publication.
16. A SHORT EXCERPT FROM THE REVIEW may be placed only after the pages following the bibliography, summary, register, notes about the author, but immediately before the content, or exceptionally at the back page, or the jacket of the publication.
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21. LANGUAGE of the Textbooks should be in English, other books could be in different languages, depending on reason for other language.

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23. Author can choose name of edition as follows:

- Textbook
- University book
- Book of Proceedings

ANNEX III

Pricing criteria

In conducting its publishing activities, International University of Sarajevo (IUS) is authorized to obtain publishing right from the author of the book in accordance to the following pricing criteria:

1. For books published in up to 5000 copies, authors can be paid 10 KM per page for the right to publish their book (publishing right fee),
2. For books published in more than 5000 copies, copyright fee can be increased by 20 percent,
3. Average number of words per page in the book cannot be fewer than 250 words,
4. Publishing right fee can be paid for a maximum of 240 pages,
5. Graphics, tables, etc. are calculated as words under this calculation: each cm² is calculated as two words,
6. Original photographs, motifs, etc. are calculated as words under this calculation: each cm² is calculated as four words.

Article 2

This decision does not apply to books which were result of a translation of existing books.

Article 3

IUS is obliged to sign publishing contract with the author of the book in accordance to this decision and in line with the Law on Copyright and Similar Rights. The contract has to contain at minimum these elements:

1. Type of right (e.g. right to publish in print and electronic formats, to make translations, to create serializations or abridgements or derivative works, etc),
2. Circulation,
3. Duration of contract, and
4. Territory to which it applies.

Article 4

For all matters which are not specified by this decision, Law on Copyright and Similar Rights will apply.

Article 5

This decision represents the annex to Book of Rules on publishing activities at IUS.

Article 6

This decision comes to in effect on the day it is adopted.