

APPROVED
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of the Senate of Vilnius University
(wording of Resolution No. SPN-3 of 19 January
2021 of the Senate of Vilnius University)

VILNIUS UNIVERSITY PUBLISHING REGULATIONS

CHAPTER I GENERAL PROVISIONS

1. Vilnius University Publishing Regulations (hereinafter the 'Regulations') define the legal basis, objectives, and the procedure for the organisation of the publishing activity of Vilnius University (hereinafter the 'University') and regulate the publishing of works and documents at the University.

2. The Regulations are drawn up in accordance with the Statute of the University, resolutions of the Senate of the University (hereinafter the 'Senate') and the Council of the University (hereinafter the 'Council'), orders and decrees of the Rector of the University (hereinafter the 'Rector') and the Chancellor, and other legal acts.

3. Publishing is an integral part of the University's activity, contributing to the dissemination of studies, scientific activities, and scientific research outcomes.

4. The main terms used in the Regulations are understood as they are defined in the publishing of the University:

4.1. **Open access** means a set of principles and publishing practice creating conditions to freely access and use digital scientific production insofar as not prohibited in current regulation on copyright and licensing.

4.2. **Author's sheet** (a/s) means 40,000 characters (including spaces) in a text or 3,000 cm² of illustrations of printed area if it is impossible to determine the scope of a text in characters. One author's sheet corresponds to 14 pages.

4.3. **Research monograph** means a peer-reviewed publication which analyses one topic (subject) systematically and in detail; has novelty scientific elements, characteristic to each research area (field), that are clear and distinct; has an ISBN number; is at least eight author's sheets in scope, and has a summary in a foreign language. Research monograph must be peer-reviewed by at least two researchers in a respective area from whom at least one is from a different institution than the author.

4.4. **Research study** means a peer-reviewed publication which analyses one topic (subject) systematically and in detail; has novelty scientific elements, characteristic to each research area (field); has an ISBN number; is at least two author's sheets in scope.

4.5. **Scholarly journal** means a periodical peer-reviewed publication which publishes latest scientific research results.

4.6. **Editor-in-chief of a scholarly journal** means the head of a scholarly journal responsible for its content, acceptance of submitted manuscripts, organisation of work of the editorial board, and journal policy.

4.7. **Study book** means a peer-reviewed publication dedicated to the needs of studies and teaching/learning (textbook, educational book, etc.).

4.8. **Platform of scholarly journals of Vilnius University** means an online information system dedicated to acceptance, peer-review, and publishing of scholarly journals and sets of research articles.

4.9. Other terms used in the Regulations shall be understood as defined in the Statute of Vilnius University, the Republic of Lithuania Law on Higher Education and Research, the Republic of Lithuania Law on Copyright and Related Rights, and other laws of the Republic of Lithuania regulating intellectual property and legal acts implementing them.

CHAPTER II PUBLISHING OBJECTIVES

5. Publishing objectives of the University:

5.1. implement the University policy in the areas of publishing of books, scholarly periodicals and other publications;

5.2. provide publishing and dissemination services to the University community and society;

5.3. promote the trademark of the Vilnius University Press (hereinafter the 'Press'), strengthen the awareness and academic reputation of the University by disseminating the outcomes of research, educational, and creative work;

5.4. promote the visibility of the research production of the University and aim to disseminate it according to the principle of open access.

CHAPTER III ORGANISATION OF PUBLISHING

6. The publishing policy at the University is formed by the Pro-Rector for Research of the University, the Publishing Commission of the University (hereinafter the 'Publishing Commission') and Vilnius University Press.

7. The Press is responsible for the implementation of the publishing policy of the University.

8. The Publishing Commission is a collegial structure formed by an order of the Rector for the term of three years. The Publishing Commission consists of six members. The Pro-Rector for Research of the University is the *ex officio* chairperson of the Publishing Commission. The director of the Press is an *ex officio* member of the Publishing Commission. The Senate shall suggest two candidates to the Publishing Commission and the Rector of the University and the Press shall suggest one candidate each.

9. The Publishing Commission's activities take the form of meetings. Meetings of the Publishing Commission shall be convened and chaired by the chairperson of the Publishing Commission.

10. The Publishing Commission shall be responsible for the implementation of these functions:

10.1. formation of the publishing policy for research and study publications;

10.2. approval of funding for publications when, upon a proposal from the Press, the publishing is funded from the funds provided for publishing in the Vilnius University Revenue and Expenditure Estimate for the Current Year (hereinafter the 'Publishing Fund');

10.3. consideration of applications by scholarly journals of other institutions to publish their journals on the platform of scholarly journals of Vilnius University;

10.4. provision of recommendations for the principles of establishing the prices of publications to the Pro-Rector for Research of the University;

10.5. dissemination of publishing and publications as well as its monitoring;

10.6. provision of recommendations on other publishing matters to the Pro-Rector for Research of the University.

CHAPTER IV BOOK PUBLISHING

11. The University publishes research monographs, research studies, study books, information publications, popular science, representative and advertising publications, other publications.

12. Manuscripts of research monographs, research studies, and study books are approved by the council of a respective core academic unit of the University according to the procedure established by the unit and approved by the Press. It is recommended to include a representative appointed by the press who will publish the manuscript under approval in the process of approval at the unit by making it

possible for them to get acquainted with the manuscript and express their opinion regarding the completion of the manuscript in terms of publishing.

13. The publications indicated in Item 11 of these Regulations, whose type does not require a scientific peer-review, are submitted for publishing upon the approval of the head of a core unit. Such publications may also be funded from the Publishing Fund upon the approval of the Publishing Commission.

14. The reviewers may be paid for their work in accordance with the procedure established by the legislation of the University.

15. All study books are published in digital format; printed study books are published if there is a need for publishing in this format.

16. The client ordering a publication shall determine the print run of printed publications funded by the University having agreed on that in writing with the Press.

CHAPTER V PUBLISHING SCHOLARLY JOURNALS

17. The Press publishes periodical scholarly journals, continuous and single-issue sets of scientific articles, and conference proceedings.

18. A scholarly journal is launched or closed, the editor-in-chief is approved by the Senate of Vilnius University upon proposal from the council of a core academic unit of the University and upon approval of the Publishing Commission.

19. The editorial board of a scholarly journal is approved by the council of a core academic unit upon approval of the Publishing Commission.

20. The editor-in-chief of the journal is responsible for organising a peer-review of texts published in the scholarly journal.

21. Scholarly journals are published in digital format online; scholarly journals in printed format are only published if there is a need for publishing in this format.

CHAPTER VI PUBLISHING DISSERTATIONS

22. The University publishes doctoral dissertations and their summaries.

23. Dissertations are edited, laid out, and printed when the doctoral student submits the application to the Press upon the approval of the academic core unit of the University and the Doctoral and Postdoctoral Studies Office of the Department for Research and Innovation of the University.

CHAPTER VII ECONOMIC RIGHTS AND LICENCES

24. Copyright or licensing agreements are concluded with authors of publications specified in Item 11 of these Regulations in cases and according to the procedure established in the legal acts of the Republic of Lithuania and the University.

25. The Press shall ensure the supervision of publications, authors' economic rights, and licences owned, issued or to be issued by the University specified in Item 11 of these Regulations.

26. Royalties (an honorarium), calculated for the publications sold according to the procedure established at the University, may be paid to the author(s) of works published at the University for their creative work, upon transfer of economic rights to the work to the University.

27. If a publication, the publishing of which is funded from the University funds, has been prepared by employees of the University and co-authors from other institutions or if publishing is funded from the funds of the University and other institutions, the obligations and rights of the University related with the publication shall be established by a separate agreement.

CHAPTER VIII FUNDING OF PUBLISHING

28. The publishing of the University shall be funded from these funds:

28.1. funds of the University (funds of the University units, Publishing Fund, and other funds);

28.2. funds provided for publishing in the estimates of projects;

28.3. funds allocated to publishing by the Ministry of Education, Science and Sport of the Republic of Lithuania and other budgetary institutions;

28.4. funds of sponsors;

28.5. funds from other sources.

29. The Publishing Fund is a part of funds of the University budget dedicated for the preparation and publishing of the publications of the University.

30. The Publishing Fund is formed by taking into account the publishing plans of the Press which are made by assessing the publishing needs of authors, editors, and units of the University in the forthcoming calendar year.

31. Units of the University which plan to publish publications in the forthcoming calendar year funded by the University, having consulted the Press, shall provide for funds required for publishing in their budgets.

CHAPTER IX DISSEMINATION OF PUBLICATIONS

32. An entire print run of publications funded by the University (printed and digital publications) shall be the property of the University unless otherwise provided for in agreements.

33. The print run of the printed publication intended for dissemination shall be delivered and stored at the warehouse of the Press. The Press shall be responsible for the record-keeping of publications stored at the warehouse of the Press.

34. The Press is responsible for the dissemination of publications funded by the University and published by the Press unless agreements provide otherwise. Dissemination includes:

34.1. distribution of publications;

34.2. marketing and advertising of publications;

34.3. information about published publications.

35. All digital and printed publications funded by the University shall be distributed in the University's e-shop.

36. In order to effectively distribute a print run and/or copies of a digital publication, publications shall be distributed for commercial purposes at bookstores, libraries, book fairs, etc.

37. The prices of publications distributed for commercial purposes are set and changed by the commission for the evaluation of publications of the University formed by the Rector of the University or their authorised person.

38. Authors shall receive royalties (an honorarium) provided for in copyright or licensing agreements from income for publications sold for commercial purposes, after covering the expenses related to the publishing and trade of the publication, including but not limited to the general expenses of the University, 40 per cent of the remaining income received shall be transferred to the Press and the rest shall be distributed according to the amount of funds allocated by all parties for publishing.

39. Open access to all digital study books shall be guaranteed for employees and students of the University.

40. Open access shall be guaranteed for all scholarly journals and sets of articles published by the University online.

41. It is recommended to publish all scholarly journals of the University on a uniform platform of scholarly journals of the University administered by the Press.

42. Scholarly journals of other institutions may also be published on the platform of scholarly journals of the University if their topic as well as policy and ethics of publishing correspond to the

publishing policy of the University and ethical provisions of publishing. The Press shall be guided in its activities by the principles of ethical publishing of the Committee on Publication Ethics (COPE).

43. The texts of authors of the University in the journals published on the platform of scholarly journals of Vilnius University must be synchronised with information systems of the University Library. The University Library, aligning its actions with the Press of the University and the Information Technology Service Center of the University, shall be responsible for the synchronisation.

44. The Press shall represent the University in book fairs held in Lithuania and abroad.

45. The University community and society shall be informed about publications funded and published by the University:

45.1. by disseminating information on websites and social networks;

45.2. by organising presentation events of published publications;

45.3. by publishing material advertising and presenting publications and ordering advertising services for publications;

45.4. in other effective methods and channels.

46. Twenty free copies of the publication shall be provided to the authors of the published printed publication (at least two copies for every author if there are more than ten authors); one digital copy with licences for personal use shall be provided to authors of a published digital publication unless agreements provide otherwise.

47. Ten or a different number of printed copies of a publication and/or digital licences shall be transferred to the University Library.

48. Two copies (press copies) of a published printed publication and/or one copy of a published digital publication recorded in a digital media shall be transferred to the Press for keeping.

49. The Press shall transfer the mandatory copies of publications to other institutions according to the procedure laid down in the legal acts of the Republic of Lithuania.
