



## **RULES FOR THE ORGANIZATION AND ACTIVITIES OF "ACADEMIC PUBLISHING HOUSE – UNWE"**

### **I. GENERAL PROVISIONS**

#### **Art. 1.**

- (1) These rules regulate the organization and activities of the "Academic Publishing House UNWE."
- (2) The publishing activities of the University of National and World Economy (UNWE) are carried out by the "Academic Publishing House UNWE."
- (3) Publishing activities within the territory of UNWE are carried out solely by the "Academic Publishing House UNWE," in execution of the acts of the UNWE governing bodies.
- (4) The "Academic Publishing House UNWE" maintains recordkeeping for documenting its activities and correspondence, in accordance with the requirements set out in UNWE's internal regulatory and administrative acts.
- (5) The "Academic Publishing House UNWE" operates at the address: Sofia 1700, Student Town "Hristo Botev", 8th of December Blvd., No. 19, UNWE.
- (6) In English, the unit shall use the name "**Academic Publishing House of the University of National and World Economy**", abbreviated as **UNWE Press**. The name in Bulgarian may be abbreviated as **АИ – УНСС**.

**Art. 2.** The "Academic Publishing House UNWE" is an independent service unit, with its own BULSTAT (Unified Identification Code), bank account, and seal, and uses the UNWE logo in its communications and promotional materials with the inscription: "Academic Publishing House – UNWE." It is the successor of the relevant rights for publishing and distributing works previously held by the "Publishing Complex – UNWE."

**Art. 3.** The "Academic Publishing House UNWE" carries out activities such as:

1. Ensuring high-quality publishing of textbooks, study aids, scholarly works, and other academic literature, as well as scientific periodicals and journals;
2. Carrying out activities related to indexing, publishing in full-text databases, promoting and marketing UNWE publications on national and international platforms, exhibitions, and forums, including creating and maintaining a digital platform to support the indexing process;
3. Integrating UNWE publications into national and international publishing and information networks, partnering and participating in specialized publishing organizations, with Bulgarian and international universities, publishing associations, and other related organizations;
4. Disseminating UNWE's scientific and educational output through publishing activities;
5. Supporting UNWE's scientific, research, and administrative units, academic staff, researchers, doctoral students, students, and all other units and directorates of UNWE.

## **II. ACTIVITIES**

### **Art. 4.**

(1) The "Academic Publishing House UNWE" carries out all activities related to the publishing and distribution of educational, scientific, and research literature, university journals and other periodicals, and materials, including but not limited to:

1. Editorial processing of manuscripts, ensuring the application of transparent procedures for high-quality and independent peer review, and plagiarism checks;
2. Maintaining the registration of publications with the National Agency for International Standard Book Number (ISBN);
3. Ensuring the inclusion and indexing of scientific works, monographs, textbooks, and journals in international indexing platforms and scholarly databases such as Web of Science, Scopus, DOAJ, ERIH+, CEEOL, RePEc, CrossRef, and others appropriate to the specific scientific field;
4. Developing and maintaining a multifunctional website;
5. Digitizing and providing online access to archived publications, including preparing electronic formats of books – audio, CD/DVD – with both free and paid access at various access levels;
6. Presenting and promoting UNWE's publications and authors in social media, university and specialized exhibitions, book fairs, and other forums;
7. Partnering and cooperating with other academic publishers, their networks, and related organizations in Bulgaria and abroad;
8. Providing services to external clients within the scope of its activities.

(2) The "Academic Publishing House UNWE" may also carry out other activities and projects, as well as provide services related to its scope of work.

(3) The "Academic Publishing House UNWE" carries out its activities in compliance with the requirements of the law, UNWE's internal rules, the regulations of its governing bodies, the financial estimates and cost-calculation methodologies approved by the Rector of UNWE, the publishing plan and decisions of the Publishing Council, as well as international standards and practices.

## **III. STRUCTURE AND MANAGEMENT**

### **Art. 5.**

(1) The planning, organization, management, quality assurance, and control over the activities of the "Academic Publishing House UNWE" are carried out by:

1. The Academic Council of UNWE;
2. The Rector and/or a Vice-Rector of UNWE authorized by the Rector;
3. The Publishing Council of UNWE;
4. The Director of the "Academic Publishing House UNWE";
5. The Editor-in-Chief of the "Academic Publishing House UNWE".

(2) The authorized Vice-Rector approves the draft annual budget and staffing schedule of the "Academic Publishing House UNWE" based on a proposal from its Director. The draft is approved by the Rector and included in the draft budget of UNWE.

(3) The authorized Vice-Rector directs development planning, supervises, and monitors the activities of the "Academic Publishing House UNWE".

(4) The publishing and editorial policy of the "Academic Publishing House UNWE" is determined by the Publishing Council, which may adopt draft rules for publishing activities, as well as criteria and procedures for evaluating and ranking, on a competitive basis, the scientific works to be published by the "Academic Publishing House – UNWE" with funds from the targeted subsidy for research activities.

(5) Proposals to the Publishing Council for the inclusion of completed works in the publishing plan may be made up to twice a year by decision of departmental councils. They must be accompanied by at least two positive reviews, one of which must be from an external reviewer not affiliated with UNWE.

(6) The publishing plan is approved by the Academic Council of UNWE and includes the titles of textbooks, monographs, and study aids whose publication is financed by UNWE, in accordance with Art. 91, para. 1, item 3 of the Higher Education Act and the Regulation on the conditions and procedure for evaluating, planning, allocating, and spending funds from the state budget for financing research or artistic activities inherent to state higher education institutions, in compliance with Council of Ministers Decree No. 233/2016, State Gazette No. 73/10.09.2016.

(7) Changes to the publishing plan may be made by the Academic Council upon a proposal from the Publishing Council.

(8) At the beginning of each calendar year, the "Academic Publishing House UNWE" prepares an annual work plan for its activities for the current year. The work plan is approved by the Rector.

#### **Art. 6.**

(1) The operational management of the "Academic Publishing House UNWE" is carried out by a Director, appointed by the Rector following a decision of the Academic Council of UNWE.

(2) The Director of the "Academic Publishing House UNWE":

1. Manages operationally the overall activities of the "Academic Publishing House UNWE";
2. Is responsible for the overall condition of the "Academic Publishing House UNWE";
3. Implements the staffing policy of the "Academic Publishing House UNWE" in accordance with the decisions of UNWE's governing bodies, these rules, UNWE's internal regulations, and the requirements of the law;
4. Represents the "Academic Publishing House UNWE" and defends its interests and those of the University before Bulgarian and foreign institutions, in accordance with the powers granted by the Rector and in implementation of decisions of the Academic Council;
5. Resolves all issues related to the management of the "Academic Publishing House – UNWE" outside the exclusive competence of the Academic Council and the Publishing Council (PC);
6. Submits a draft annual work plan and an activity report of the "Academic Publishing House – UNWE" for approval by the Rector of UNWE;
7. Is responsible for the lawful and efficient expenditure of the budget of the "Academic Publishing House – UNWE" and for safeguarding its movable and immovable property.

(3) In the event of absence and necessity, the Director is replaced by the Editor-in-Chief of the "Academic Publishing House UNWE".

#### **Art. 7.**

(1) Publishing activities are coordinated and managed by an Editor-in-Chief, appointed by the Rector of UNWE.

(2) The Editor-in-Chief of the "Academic Publishing House UNWE":

1. Ensures the application of high modern professional and ethical standards in academic publishing, editorial, and publishing work, which determine the quality and reliability of the published works;
2. Takes all necessary measures and is responsible for preventing plagiarism in manuscripts submitted for publication by the "Academic Publishing House UNWE", in compliance with the Copyright and Related Rights Act, the Development of the Academic Staff in the Republic of Bulgaria Act, and the Higher Education Act;
3. Plans, coordinates, and supervises the work of the editorial staff;
4. Works closely with UNWE's academic staff to optimize the indexing of scientific publications in international databases and the application of international quality standards for scholarly publications;
5. Maintains and develops the relations of the "Academic Publishing House UNWE" with indexing organizations and platforms, academic publishers, book fairs, and other publishing forums;
6. Monitors trends in academic publishing and proposes ideas and projects for expanding UNWE's publishing activities;
7. Participates in planning and implementing digitization, automation, artificial intelligence integration, and optimization of editorial processes, including the website of the "Academic Publishing House UNWE", as well as the development of new publishing projects, special editions, and partnerships with related institutions;
8. Works to optimize costs and achieve efficiency and effectiveness within editorial and publishing activities;
9. Represents the publishing house at academic conferences, seminars, and other public forums;
10. Prepares drafts of the editorial policy, manuscript acceptance and rejection procedures, a code of ethics, and peer review rules of the publishing house in Bulgarian and English, to be submitted to the Publishing Council for approval.

**Art. 9.**

- (1) The work of the "Academic Publishing House UNWE" is carried out by employees in accordance with their job descriptions.
- (2) The appointment and dismissal of staff members follow the general procedure established for UNWE employees.
- (3) The staffing schedule of the "Academic Publishing House UNWE" is determined by the Rector of UNWE.

**Art. 10.**

To assist the "Academic Publishing House – UNWE", external collaborators may be engaged — members of UNWE's academic staff, departmental associates, translators, students, doctoral candidates, and others.

#### **IV. PROPERTY AND FINANCES**

**Art. 11.**

- (1) The "Academic Publishing House UNWE" uses, free of charge, the movable and immovable property provided by UNWE for the performance of its activities.
- (2) The State and third parties may also provide property, which is recorded on the balance sheet of the "Academic Publishing House UNWE."
- (3) For the purpose of carrying out its publishing activities, the "Academic Publishing House UNWE" acquires for UNWE, on the basis of a publishing contract with the authors, the relevant rights for the publication and distribution of their works in accordance with the applicable legislation of the

Republic of Bulgaria and the internal rules of UNWE.

(4) The “Academic Publishing House UNWE” applies an accounting policy and chart of accounts for the relevant year, approved by the Rector, and may propose, for specific activities, an accounting methodology that does not contradict the instructions of the Ministry of Finance.

#### **Art. 12.**

(1) The “Academic Publishing House UNWE” organizes its financial reporting under the methodological guidance of the Finance Directorate of UNWE and in accordance with the approved accounting policy of UNWE. The financial report of the “Academic Publishing House UNWE” is part of the consolidated financial report of UNWE.

(2) For the calculation and accounting of its activities, the “Academic Publishing House UNWE” applies a methodology approved by the Rector of UNWE.

(3) The “Academic Publishing House UNWE” applies a model for accounting for publishing contracts and activities in accordance with a methodology and rules approved by the Rector of UNWE, upon the proposal of the Finance Directorate of UNWE.

(4) The “Academic Publishing House UNWE” maintains a register of all contracts, university and other orders, in both electronic and printed form.

#### **Art. 13.**

(1) The activities of the “Academic Publishing House UNWE” are financed from:

1. budgetary funds of UNWE, based on the annual budget of the “Academic Publishing House UNWE,” approved by the Academic Council of UNWE;
2. targeted funds, approved by the Academic Council upon the proposal of the Rector of UNWE;
3. fees for the publication and processing of works outside the planned targeted subsidy in the University budget and other publishing services, in accordance with a methodology approved by the Rector of UNWE;
4. donations and sponsorships from individuals or legal entities, as well as from state or municipal bodies.

(2) The expenses for salaries and employer social security contributions on the remuneration of the workers and employees of the “Academic Publishing House UNWE” unit are covered by the UNWE budget.

#### **Art. 14.**

(1) The “Academic Publishing House UNWE” incurs expenses for:

1. informational, software, and technological support of its activities;
2. qualification and requalification of the workers and employees of the “Academic Publishing House UNWE,” according to a plan approved by the Rector of UNWE;
3. fees for indexing the publications of the “Academic Publishing House UNWE” in international databases;
4. consumables for the preparation and development of publishing and R&D projects;
5. organizing events that promote the publications and authors of the “Academic Publishing House UNWE” that are indexed in international databases;
6. participation in national and international publishing events and maintaining international contacts;
7. remuneration, honoraria, social security contributions under civil contracts, and copyright payments under publishing contracts;
8. membership in international and national professional networks and organizations related to the main scope of activity of the “Academic Publishing House UNWE”;
9. other necessary expenses related to the main scope of activity of the “Academic Publishing House – UNWE.”

(2) The formation and payment of remuneration to authors, full-time lecturers and staff of

UNWE, and to external authors—when funding is available under the relevant programs and projects or from external sources—shall be carried out in accordance with applicable legislation and the internal regulations and rules of UNWE, under a methodology approved by the Rector.

**Art. 15.**

- (1) The execution of university orders shall be carried out in accordance with a cost estimate for the publication, determined in accordance with a methodology approved by the Rector of UNWE.
- (2) The university order shall specify the department or other university unit that proposed the inclusion of the work in the publishing plan, the budget source, the individual components of the requested publishing service, and the related activities necessary to calculate its total cost price.

**V. ORGANIZATION OF THE PUBLISHING PROCESS**

**Art. 16.**

- (1) The publishing process shall be carried out in accordance with the publishing plan adopted by the Academic Council of UNWE and the annual work plan approved by the Rector.
- (2) The publishing plan shall include university publishing orders, comprising works whose publication is financed by UNWE.
- (3) The publishing plan shall be drawn up on the basis of proposals submitted by:
  1. members of the academic staff of UNWE, through the respective departments;
  2. main units of UNWE.

**Art. 17.**

- (1) The “Academic Publishing House UNWE” may publish books fully or partially sponsored by individuals or legal entities, not included in the publishing plan, with the publication costs calculated according to a methodology approved by the Rector of UNWE.
- (2) Works that are not authored by members of the academic staff of UNWE and have not been approved by decision of UNWE departments shall be published without the inscription “University of National and World Economy” and without the UNWE logo. Such works shall indicate only “Academic Publishing House UNWE” as the publisher.
- (3) Prior to the commencement of the publishing activity, a technical plagiarism check shall be carried out.

**Art. 18.**

- (1) A publishing contract shall be concluded between the “Academic Publishing House UNWE” and the author, regulating matters concerning the author’s fee and copyright, print run, and other elements as agreed by the parties, as well as the source of its funding.
- (2) Works must be included in the UNWE Publishing Plan or be linked to an external source of funding.
- (3) Each request for publication shall be accompanied by both an electronic and a hard copy of the work, which must fully correspond to each other.
- (4) For requests to publish works included in the UNWE Publishing Plan, the following shall be attached:
  1. decision of the department council;
  2. at least two positive reviews;
  3. a printout from plagiarism-checking software;
  4. a declaration of originality, authenticity, and consent to comply with the publishing house’s ethical rules.
- (5) For requests to publish works by authors not included in the publishing plan, a proposal for the source of funding shall also be attached, and the author and the “Academic Publishing

House UNWE” shall conclude a contract for financing the publication.

- (6) For requests to publish works outside the publishing plan, the following shall be attached:
  5. two positive reviews;
  6. a declaration of originality, authenticity, and consent to comply with the publishing house’s ethical rules.
- (8) For works outside the publishing plan, the “Academic Publishing House UNWE” shall carry out its own plagiarism check.
- (9) Authors authorize the “Academic Publishing House UNWE” to represent them before the “Printing House – UNWE.”
- (10) In the case of external commissioning, the relationship shall be regulated by a contract between the “Academic Publishing House UNWE” and the commissioning party, in accordance with Art. 17.
- (11) The Director of the “Academic Publishing House UNWE” shall propose a standard form of publishing contract, to be approved by the Publishing Council.
- (12) All requirements for manuscripts shall be determined in the publishing contract and the ethical rules of the Copyright and Related Rights Act, as well as the ethical rules of ZRASRB and the Higher Education Act.

## **VI. COPYRIGHT IN THE PUBLISHING PROCESS**

### **Art. 19.**

- (1) All works published by “Academic Publishing House UNWE” are subject to copyright in accordance with the Copyright and Related Rights Act of the Republic of Bulgaria and international standards for the protection of intellectual property, and are governed by agreements between “Academic Publishing House UNWE” and the author of the manuscript.
- (2) The author declares that the submitted work is original, that they hold all copyrights and licenses for the materials included in it, and that they accept the Publishing House’s ethical rules. Originality is proven by the author through an attached printout from a plagiarism check performed by licensed software, each time a contract is signed with “Academic Publishing House UNWE.”
- (3) By submitting the manuscript, the author grants or shares with “Academic Publishing House UNWE” the rights to reproduce, distribute, publicly present, and digitally disseminate the work, in accordance with the publishing agreement with “Academic Publishing House UNWE.”
- (4) The transferred rights may be exclusive or non-exclusive, depending on the clauses of the contract. “Academic Publishing House UNWE” specifies the type of license in the contract with the author. In the case of co-authorship, publishing agreements are concluded with each co-author, who must provide written consent for the transfer of the respective rights to the work.
- (5) Authors receive remuneration for their work under the terms of the signed contract. The remuneration may be fixed or a percentage of the publication’s sales, in accordance with a methodology approved by the Rector of UNWE.
- (6) “Academic Publishing House UNWE” pays author royalties within the agreed deadlines and ensures transparency regarding all sales and expenses related to the publication.
- (7) “Academic Publishing House UNWE” reserves the right to use the work for educational and scientific purposes, distributing it within the university and its partner organizations in accordance with the publishing contract and UNWE rules, while respecting copyright.
- (8) “Academic Publishing House UNWE” protects the copyrights of published works, including taking action against unauthorized copying, distribution, or publication.

(9) In the event of a copyright infringement, “Academic Publishing House UNWE” informs the author and takes the necessary measures to protect their rights.

(10) Any modification, partial revision, or adaptation of the work by “Academic Publishing House UNWE” shall be carried out with the author’s written consent. Printing additional copies is done in accordance with the provisions of the publishing contract or supplementary agreements with the authors or their heirs.

(11) The author retains the right to review and approve all edits related to the content and presentation of the work.

(12) The author and/or “Academic Publishing House UNWE” have the right to terminate the contract in case of non-compliance with its terms, while respecting the rights of the parties regarding already printed copies and copyrights.

(13) After the termination or expiration of the contract, all copyrights revert to the author, unless otherwise agreed.

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## **VII. UNIVERSITY PUBLISHING ORDER**

### **Art. 20.**

(1) The publishing plan, adopted by the UNWE Academic Council, includes textbooks and scientific works whose publication is financed by UNWE in accordance with Art. 91, para. 1, item 3 of the Higher Education Act and the Regulation on the Conditions and Procedure for the Evaluation, Planning, Allocation, and Spending of State Budget Funds for the Scientific or Artistic-Creative Activities of State Higher Education Institutions, pursuant to Council of Ministers Decree No. 233/2016, State Gazette No. 73/10.09.2016.

(2) The university publishing order, in accordance with the publishing plan, is formed on the basis of proposals from departments, faculties, and other UNWE units, according to a procedure approved by the Rector of UNWE.

(3) All works shall be reviewed by at least two experts in the relevant field, in accordance with the rules of the respective editorial board and the requirements of the Publishing Council. Reviewers provide written opinions regarding acceptance, rejection, or correction of the manuscripts.

(4) All authors, reviewers, and editors must comply with ethical publication standards, including avoiding plagiarism, conflicts of interest, and data manipulation. All authors and reviewers complete a declaration for each individual work regarding originality, authenticity, and the absence of plagiarism or data manipulation.

(5) Proposed works for inclusion in the publishing plan that meet the requirements of the preceding paragraphs are systematized by the Editor-in-Chief and/or the Director of “Academic Publishing House UNWE” and submitted to the Publishing Council for confirmation and forwarding to the Rector or the respective Vice-Rector for submission to the UNWE Academic Council for approval as a university publishing order.

(6) For works included in the publishing plan, “Academic Publishing House UNWE” concludes a commissioning contract with “Printing House UNWE” after approving an offer based on calculations in accordance with a methodology approved by the Rector of UNWE.

**Art. 21.** The author’s remuneration for works included in the university publishing order is determined as an amount equal to a certain percentage of the publication’s sale price, multiplied by the print run, according to a methodology approved by the Rector of UNWE.

**Art. 22.** The amount of expenses for the publication of the university publishing order is determined annually by the Academic Council, based on Art. 91, para. 1, item 3 of the Higher Education Act, and is included in UNWE’s annual budget.

**Art. 23.** Upon approval of an amendment to the publishing plan, UNWE may assign to “Academic Publishing House UNWE” other university orders within its scope of activity, such as:

1. Publishing scientific works;
2. Publishing materials and collections from scientific events, research, and yearbooks;
3. Publishing translations and other literature related to the educational process and research activities.

## **VIII. INDEXING OF PUBLICATIONS IN SCIENTIFIC DATABASES**

**Art. 24.**

- (1) “Academic Publishing House UNWE” assists in the indexing of scientific books and journals in established international scientific databases and in monitoring citations and analyzing the impact factor.
- (2) “Academic Publishing House UNWE” ensures compliance with international quality standards, including transparency of the peer-review process, full editorial independence, and the presence of public ethics.
- (3) “Academic Publishing House UNWE” prepares application templates for inclusion in the relevant scientific databases, which it provides to authors and editors-in-chief of journals.
- (4) Authors and editors-in-chief of journals are responsible for preparing the documentation for publication in international indexing platforms, with technical and organizational support from “Academic Publishing House UNWE.”
- (5) Applications for inclusion are submitted by “Academic Publishing House UNWE” in accordance with the requirements of the scientific database.
- (6) “Academic Publishing House UNWE” assists authors and editors-in-chief in maintaining and updating the required documentation to ensure long-term indexing and visibility of publications.
- (7) “Academic Publishing House UNWE” takes measures to prevent plagiarism in UNWE publications, including by requiring a check with specialized software for each manuscript submitted for printing, as well as a declaration completed by each author or reviewer.

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## **IX. DIGITIZATION OF PUBLISHING ACTIVITIES**

**Art. 25.** “Academic Publishing House – UNWE”:

1. Maintains a website for publishing activities and processes;
  2. Implements and maintains a content management system for publishing and organizing digital editions or specialized academic platforms;
  3. Develops the application of programs for the analysis of scientific impact and tracking the influence of publications by university authors;
  4. Develops the website as a platform for e-books and open access, for the management of open-access scientific journals;
  5. Ensures data security and backup, including through copyright protection tools, encryption, and regular archiving.
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## **X. DISTRIBUTION OF PUBLICATIONS**

### **Art. 26.**

(1) “Academic Publishing House UNWE” distributes works it has published on the basis of publishing contracts, applicable legislation, and UNWE internal rules.

(2) Distribution is carried out through:

1. The structure of the “UNWE Printing House” Division, in accordance with the rules of publishing contracts;
2. Wholesale and retail sales through external distributors or other organizations;
3. Internet-based databases and other digital data distributors.

(3) “Academic Publishing House UNWE” may also use other means of distributing its products at its own discretion and expense, for a fee or free of charge, including financing the edition with sponsorship funds under the terms of an agreement with the author of the work.

**Art. 27.** The sale prices of works printed with its own funds are determined by the Director of “Academic Publishing House UNWE” according to a methodology approved by the Rector of UNWE.

### **Art. 28.**

(1) The sale prices and discounts of printed works commissioned as a university order under Chapter VI may be negotiated and financed in advance in the order.

(2) If the sale price of a work commissioned as a university order is not fixed according to para. 1, it shall be determined by an agreement with the author of the work.

**Art. 29.** “Academic Publishing House UNWE” grants a discount to distributors of up to 30%, depending on the parameters of the product and the expected sales revenue.

### **Art. 30.**

(1) “Academic Publishing House UNWE” provides the UNWE library with three copies of each printed title free of charge.

(2) “Academic Publishing House UNWE” additionally provides the UNWE Library, upon request and against payment (at cost price), with a quantity of each product according to the print run.

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## **XI. TRANSITIONAL AND FINAL PROVISIONS**

§ 1. These Rules are adopted on the basis of Art. 21, item 2 of the Higher Education Act.

§ 2. These Rules may be amended (or supplemented) by a decision of the Academic Council of UNWE.

§ 3. The Rules for the structure and activities of “Academic Publishing House UNWE” are adopted by Decision No 1 of 2 April 2025 of the Academic Council of UNWE and enter into force from the date of its adoption.