

RULES FOR PUBLISHING PERIODICALS, BOOKS, PROJECT RESULTS AND OTHER LITERATURE IN EXECUTION OF THE AGREEMENT BETWEEN THE UNIVERSITY OF NATIONAL AND WORLD ECONOMY AND THE CENTRAL AND EASTERN EUROPEAN ONLINE LIBRARY (CEEOL)

SECTION I GENERAL PROVISIONS

Art. 1. (1) These rules regulate the conditions and procedure for publishing periodicals, books, project results and other literature in execution of the agreement between the University of National and World Economy (UNWE) and the Central and Eastern European Online Library, hereinafter referred to as CEEOL. (2) The Publishing Council of UNWE is responsible for publishing periodicals, books, project results and other literature in execution of the agreement concluded by the university with CEEOL. (3) The Publishing Council:

1. makes decisions on publishing new periodicals of UNWE and/or joint publications of the **UNWE Academic Publishing House** and other partners in CEEOL, as publications published on behalf of UNWE;
2. approves books published by **UNWE Academic Publishing House** to be published in CEEOL;
3. approves project results and other literature for publication in CEEOL;
4. approves UNWE representatives with the right to administer the publication of UNWE publications in CEEOL.

SECTION II PUBLISHING PERIODICALS IN CEEOL

Art. 2. The periodicals and journals of UNWE and/or joint publications of UNWE with other partners are published in CEEOL by a UNWE representative designated according to the procedure in Art. 11. The editors-in-chief of the publications and journals are responsible for the information published about the publication in CEEOL, as well as for the regular publication of current issues of the periodicals they manage.

Art. 3. A newly created periodical journal of UNWE may be published in CEEOL as a UNWE publication after a decision by the Publishing Council of UNWE and when it meets the publication requirements set by CEEOL (according to Annex No. 2). The chairman of the editorial board/editorial council of the newly created periodical journal certifies with a report to the Publishing Council of UNWE that the journal meets CEEOL requirements.

Art. 4. **UNWE Academic Publishing House**, hereinafter referred to as "the Academic Publishing House," technically assists the editorial boards of periodicals in preparing them for publication in CEEOL, and the actual publication is carried out by a UNWE representative designated according to the procedure in Art. 11.

SECTION III PUBLISHING BOOKS IN CEEOL

Art. 5. In CEEOL, after approval by the Publishing Council of UNWE, the following may be published: conference proceedings, individual and collective monographs and textbooks in

Bulgarian, English and other languages, as well as mixed publications, hereinafter referred to as "books."

Art. 6. (1) In CEEOL on behalf of UNWE, books published by **UNWE Academic Publishing House** may be published in accordance with its requirements and after a decision by the Publishing Council of UNWE, as follows:

1. monographs, which may be: a) monographs with individual authors on a primary employment contract at UNWE from the Publishing Plan and/or received through another procedure, but with a decision of the Publishing Council of UNWE and published by PC – UNWE; b) monographs co-authored with at least one author on a primary employment contract at UNWE when co-authored by a total of two or three authors; c) monographs by authors outside UNWE, published by **UNWE Academic Publishing House**, upon decision of the Publishing Council of UNWE; d) collective monographs with more than three authors, in which authors on a primary employment contract at UNWE must be at least 70% or in another ratio permitted by exception by the Publishing Council of UNWE; e) collective monographs with results from scientific research funded by university research projects and activities of UNWE or other projects implemented by UNWE;
2. conference proceedings, when all authors of publications in the proceedings have submitted declarations (according to the template in Annex No. 1) of consent for its publication in CEEOL and which may be: a) proceedings from conferences funded by university research projects and activities of UNWE, or other projects implemented by UNWE; b) proceedings from conferences funded by other sources, in cases where the conferences are organized by or jointly with UNWE, the publication must have a responsible editor from UNWE, be published by **UNWE Academic Publishing House** and at least 70% of the authors of publications in the proceedings must be on a primary employment contract at UNWE;
3. textbooks from the Publishing Plan of UNWE, when the authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication in CEEOL. (2) Authors are obliged to comply with the formal and content requirements (according to Annex No. 2) for the book they propose for publication in CEEOL.

Art. 7. (1) In CEEOL on behalf of UNWE, books and proceedings with paid, open or mixed access may be published. (2) On behalf of UNWE with paid access in CEEOL may be published:

1. monographs under Art. 6, point 1, letters "a", "b", "c" and "d", whose authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication on behalf of UNWE in CEEOL;
2. conference proceedings under Art. 6, point 2, letter "b", whose authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication on behalf of UNWE in CEEOL, if these proceedings are paid in print version as well;
3. textbooks from the Publishing Plan of UNWE, whose authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication on behalf of UNWE in CEEOL, with the price of paid access determined by **UNWE Academic Publishing House** and approved by the Publishing Council of UNWE. (3) Remuneration for authors of monographs and proceedings with paid access is regulated in the author's contract with the publishing house. (4) Paid publications distributed by **UNWE**

Academic Publishing House through the university bookstore in the UNWE building and through the online bookstore on the UNWE website cannot be distributed in CEEOL with open access. (5) On behalf of UNWE with open access in CEEOL may be published:

1. individual and collective monographs, upon declared wish of the authors (with a declaration according to the template in Annex No. 1);
2. conference proceedings, upon declared wish of the authors (with a declaration according to the template in Annex No. 1).

Art. 8. (1) When submitting proposals for inclusion in the Publishing Plan of UNWE, departments indicate the textbooks and monographs which, upon declared wish of their authors (with a declaration according to the template in Annex No. 1), should be distributed on behalf of UNWE and through CEEOL. This obligates authors to prepare the book in accordance with the requirements for publication in CEEOL (according to Annex No. 2). (2) The Publishing Council approves the books from the Publishing Plan to be published in CEEOL.

Art. 9. Authors whose monographs, conference proceedings, research project results or scientific events are submitted to the publishing house with a request for their distribution on behalf of UNWE and through CEEOL, must notify the publishing house before they begin work on the respective book. The **UNWE Academic Publishing House** technically assists authors in preparing books for publication in CEEOL, and the actual publication is carried out by a UNWE representative designated according to the procedure in Art. 11.

Art. 10. (1) **UNWE Academic Publishing House** maintains a register of books for which authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication on behalf of UNWE in CEEOL. The register includes books from the Publishing Plan requested for publication in CEEOL and other requests. (2) An author who has submitted to **UNWE Academic Publishing House** a declaration (according to the template in Annex No. 1) of consent for publication of a book in CEEOL receives information about the formal and technical requirements to be met when preparing the book. (3) **UNWE Academic Publishing House** submits a monthly report to the chairman of the Publishing Council of UNWE regarding new books for which authors have submitted declarations (according to the template in Annex No. 1) of consent for their publication on behalf of UNWE in CEEOL, excluding books whose distribution through CEEOL has been requested according to the procedure in Art. 8. (4) Within one month after publishing a book, **UNWE Academic Publishing House** sends the relevant materials to the chairman of the Publishing Council and to the director of the "University Library" directorate for publication in CEEOL, if the author has met the relevant formal and technical requirements (according to Annex No. 2) and **UNWE Academic Publishing House** has received approval from the chairman of the Publishing Council of UNWE.

SECTION IV PROCEDURE FOR MAKING PUBLICATIONS IN CEEOL

Art. 11. (1) The chairman of the Publishing Council of UNWE approves the number and composition of UNWE representatives who have administrator access to CEEOL on behalf of UNWE. (2) Administrator access to CEEOL on behalf of UNWE may be granted to:

1. employees of the "University Library" directorate;

2. the chairman of the Publishing Council of UNWE, as well as one of its members designated by the chairman of the Council. (3) Individual structural units of UNWE cannot make publications in CEEOL through another procedure and through other representatives. (4) **UNWE Academic Publishing House** provides prepress, design and technical preparation of UNWE periodicals published in CEEOL.

ADDITIONAL PROVISIONS

§ 1. For the purposes of these rules, "open access" means full-text access to the text of an article, book chapter or entire book, monograph, journal or proceedings, where CEEOL users/readers can use the full-text content of the publication, including downloading the text in the PDF format in which it was published by UNWE.

FINAL PROVISIONS

§ 2. These rules are developed on the basis of Art. 21, para. 1, point 2 and Art. 30, para. 1, point 14 of the Higher Education Act, Art. 6, para. 3, point 16 and Art. 24, para. 1, point 19 of the Rules for the Activity of UNWE and Art. 7, point 2 of the Rules for the Organization and Activity of the Publishing Council of UNWE.

§ 3. Amendments and additions to these rules are made according to the procedure for their adoption.

§ 4. These rules were adopted by Decision of the Academic Council of UNWE at its meeting on 2021 and enter into force from the date of their adoption.

Annex No. 1

Template (provided to authors at UNWE Academic Publishing House)

DECLARATION

of consent for publication of a book or article from a collective scientific publication in the Central and Eastern European Online Library (CEEOL) on behalf of the University of National and World Economy

The undersigned,.....

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..... (indicate the first name, middle name and surname of the declarant and when applicable – academic position, scientific degree, degree and form of education, year, specialty, higher education institution or scientific organization), with Personal Identification Number, in my capacity as author/co-author (underline as applicable) of a book (monograph, textbook, etc.)/article from a collective scientific publication (collective monograph, proceedings, etc.) (underline as applicable), with the title:

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(for articles from collective scientific publications, in addition to the article title, also indicate the type of collective scientific publication – collective monograph, proceedings, etc., as well as its title), on the basis of Art. 18, para. 1 and para. 2 of the Copyright and Related Rights Act,

I DECLARE:

1. I give my consent for the publication of the above-cited book/article from a collective scientific publication (underline as applicable) in the Central and Eastern European Online Library (CEEOL), with open/paid/mixed access (underline as applicable).
2. I give my consent for the personal data provided by me to be processed and stored in connection with the procedure under point 1.

Date: Declarant: (signature)

Annex No. 2

Formal and technical requirements for publication in CEEOL (provided to authors at UNWE Academic Publishing House)

Formal and technical requirements for publication in the Central and Eastern European Online Library (CEEOL) These requirements include within their scope all requirements of the Publishing Council of the University of National and World Economy (UNWE) and the technical requirements of CEEOL.

Section I Requirements for publishing UNWE books in CEEOL

I. In cases where books (monographs, textbooks and other publications) have been declared to be published in CEEOL, they are prepared entirely by **UNWE Academic Publishing House** (including prepress and printing), and for publication in CEEOL, **UNWE Academic Publishing House** prepares:

1. Cover (front only) in JPG format with a maximum file size of 150 KB (web version);
2. Table of contents of the book in Bulgarian in a separate file in WORD and PDF format (for the publication process);
3. Table of contents of the book in English in a separate file in WORD and PDF format (for the publication process);
4. Introduction/preface of the publication by the author/compiler in PDF format;
5. For publications by a single author (monographs, textbooks, etc.) – an excerpt of 3 to 4 pages (may be from different parts of the publication), collected in one file in PDF format;
6. Individual chapters or articles of the book, which, when by different authors, are separated into individual files in PDF format with a maximum size of each file up to 300 KB for articles or by exception – up to 500 KB for studies and book chapters with more graphs and figures (web version);
7. ISBN and year of publication.

II. The administrator engaged in publishing the book enters in CEEOL:

1. Information about the author of the book and/or of each article/chapter, when the book is collective, as well as information about the responsible editor. For collective monographs and proceedings, information about UNWE authors is entered in accordance with the information submitted in the publications for publishing. For each new author from UNWE, the entered information includes: name in Bulgarian and English, academic degree and position in English, official email and personal page, if available (e.g., UNWE blog, ORCID or other). This information is obtained from the respective book or periodical, in cases where it has not yet been entered for the respective UNWE author in CEEOL. For authors who already have created profiles in CEEOL, the entered information is updated if necessary. For authors who have two profiles created in CEEOL, an inquiry is sent by the respective administrator to CEEOL regarding their integration. Before this, the author must confirm that the articles in both profiles are theirs by declaring this to the administrator.

2. Articles and other elements of the book in accordance with CEEOL requirements.

Section II Technical requirements for authors of books proposed for publication in CEEOL

With regard to the publication of books in CEEOL at the proposal of their authors and responsible editors, authors should prepare:

1. Abstract of the book in English in WORD format, and it is permissible for this abstract not to be included in the publication, but it is recommended to be derived from the introduction;
2. Introduction of the book in Bulgarian and in English;
3. Table of contents of the book in Bulgarian and in English;
4. For publications by a single author (monographs, textbooks, etc.) – an excerpt of 3 to 4 pages with an indication that it will be used to present the book;
5. For collective monographs and proceedings for each chapter and/or paper – title in Bulgarian and in English, abstract in English, keywords in English, name and information about the author in English;
6. Information about the author(s) of the monograph or textbook and about the responsible editor of the publication, if collective, which should be included in the book, but also provided to the administrator in Word format. This information includes:
 - academic position and degree, institution (university, department), contact email address, author's personal page, if available (e.g., UNWE blog, ORCID or other);
 - transliterated name of the author(s) – authors are responsible for the correct spelling of their name in Latin script, with regard to its correspondence with the name appearing in their other articles, indexing systems and profiles in scientific social networks;
7. The information under point 5 for collective monographs and proceedings is provided to the administrator also in WORD format in the following order – title in Bulgarian and in English, information about the author in Bulgarian and in Latin script, abstract in English, keywords in English.