



UNIVERSITY OF PRISHTINA

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No. Prot.: 1/911

Data: 7/ 8/ 2025

Based on Article 125, paragraph 2 of the Statute of the University of Prishtina (“Statute”), with protocol number KUV-08-V-770–ST, the Senate of the University of Prishtina, in the meeting held on 18.07.2025, approved the following:

REGULATION ON PUBLISHING ACTIVITIES (CONDITIONS AND PROCEDURE FOR PUBLICATION, REPRINTING, AND TRANSLATION) OF THE UNIVERSITY OF PRISHTINA

CHAPTER I GENERAL PROVISIONS

Article I

1. This regulation defines the conditions and procedures for the publication, reprinting, and translation of texts and materials published by the University of Prishtina (hereinafter: **UP**).
2. Within the framework of UP’s publishing activities, the following types of publications are included:

2.1 Textbooks, monographs, and collected scientific study materials (e.g., edited volumes, handbooks, or collections of student assignments);

2.2 Academic journals;

2.3 Collections of scientific conference proceedings;

2.4 Reports of scientific research;

2.5 Other professional publications;

2.6 Translations of publications;

2.7 Reprints of UP works;

2.8 Theses and dissertations;

- 2.9 Audio–visual materials; and
- 2.10 Student journals.

3. The definitions of the types of publications included in paragraph 2 of this Article are provided in the Publishing Activity Guide of the University of Prishtina (hereinafter: **Publication Guide**).

Article 2

1. The author of a UP publication may be academic staff, a researcher, a scientific collaborator, an external collaborator, a student (for specific types of publications), or external authors collaborating with UP.
2. The author of a UP publication is considered the sole author and/or co-author.
3. The principles, criteria, and procedures for publication for authors are determined in the Publishing Guide.

Article 3

1. The annual publishing activities are determined according to the Publishing Strategy, which is approved by the Senate of the University of Prishtina (hereinafter: the **Senate**).
2. The annual publishing plan of UP is prepared by the Publishing Council, based on proposals from academic units, and is submitted to the Senate for approval.
3. The procedure for proposals from academic units to the Publishing Council is regulated by the Publishing Guide.

Chapter II

The Publishing House of the University of Prishtina and the Publication Formats

Article 4

1. Publications approved by the Publishing Council are produced by the publishing house “Publications of the University of Prishtina” (abbreviated: **PUP**).
2. PUP is established according to the Regulation on Internal Organization, Systematization, Classification, and Job Descriptions at UP.
3. The responsibilities and tasks of PUP are determined by the Regulation on Publishing Activities (conditions and procedures for publishing, reprinting, and translation) of UP and the Publishing Guide.
4. PUP, in cooperation with the Central University Library (abbreviated: **CUL**), carries out the publication process for texts and works approved by the Publishing Council.

Article 5

1. PUP conducts publishing activities in two main formats: digital and printed.
2. Digital publications are realized through open access, according to the principles outlined in the Publishing Guide. Digital formats include PDF, e-book, ePUB, HTML, Kindle, and other similar digital formats.
3. For each publication, PUP signs an agreement with the author based on the principles defined in the Publishing Guide.
4. Printed publications are produced in a predetermined print run, in agreement with the author.

Chapter III

Publishing Council

Article 6

1. The Publishing Council consists of eleven members, of which ten members are teaching staff of the University of Prishtina (UP), while the Vice-Rector for Teaching, a representative of the academic staff, and the publishing unit serve as the eleventh member of the Publishing Council by virtue of their official position.
2. The quorum required for decision-making in the Publishing Council is six members.
3. Members of the Publishing Council are proposed by the Rector and elected by the Senate, according to the respective fields of study.
4. The Chairperson of the Publishing Council is elected by the members of the Council with a majority of the votes of all members.
5. The first meeting of the Publishing Council is convened by the Vice-Rector for Teaching, the representatives of the academic staff, and the publishing unit.
6. The Publishing Council decides by a majority of the votes of the members present. In the event of a tie, the Chairperson's vote is decisive.
7. The term of office for members of the Publishing Council is four years, with the possibility of re-election.

Article 7

1. The Publishing Council has the following competences:
 - 1.1 Decides on the approval of publications of texts according to the procedures specified in this Regulation and the Publishing Guidelines;
 - 1.2 Prepares the annual publishing plan based on proposals from academic units, which it submits to the Senate for approval;

1.3 Provides proposals regarding publishing policies and practices of the University of Prishtina (UP);

1.4 Cooperates with the PUP and the CUL to complete the publishing process.

2. The Publishing Council is accountable to the Senate.
3. The Senate, the Steering Council, and other UP bodies support the work of the Publishing Council.

Article 8

1. The elected members of the Publishing Council simultaneously serve as responsible editors for university publications in the scientific, professional, or artistic fields to which they belong.
2. In cases where none of the members of the Publishing Council has expertise in the specific subject matter of a manuscript, the Publishing Council requests the relevant academic unit to propose a professional editor who is either a teaching staff member at UP, a researcher in the relevant field, and who is appointed by the Senate, in accordance with Article 124 of the Statute.
3. The duties and responsibilities of the responsible editors, who are also members of the Publishing Council, as well as of professional editors proposed by academic units, are determined by the Publishing Guidelines.

Article 9

1. Editors and reviewers ensure the quality of the manuscripts.
2. The specific responsibilities of the reviewers are determined in the Publishing Guidelines.

CHAPTER IV FINANCING OF PUBLICATIONS

Article 10

1. The financing of publications is carried out from the UP budget and other sources, in addition to subsidies.
2. The financing covers all types of publications and includes expenses for professional editing, reviewing, proofreading, and translation.
3. The Senate determines publishing priorities in the Publishing Strategy and approves the Publishing Plan, as defined in Article 3 of this regulation.
4. The annual budget for publications is included in the Publishing Plan, approved by the Senate, in accordance with the UP annual budget, which is approved by the Governing Council and the Publishing Strategy.

**CHAPTER V
TRANSITIONAL AND FINAL PROVISIONS**

Article 11

1. PUP shall become operational no later than six months after the entry into force of this regulation.
2. The Publishing Guide is an integral part of this regulation.
3. This regulation and the Publishing Guide are public documents, accessible and translated into English.
4. Until PUP becomes operational, the publication procedures shall be carried out according to the existing regulation prior to its establishment.

Neni 12

1. The interpretation of this regulation shall be made by the Senate.
2. Amendments and supplements to this regulation and to the Publishing Guide shall be made according to the approval procedure.
3. This regulation enters into force on the day it is approved by the Senate.
4. Upon its entry into force, all previous normative acts regulating the same matter are repealed.

Rector and Chairperson of the Senat, Prof. Arben Hajrullahu

APPENDIX

GUIDELINES FOR THE PUBLISHING ACTIVITIES OF THE UNIVERSITY OF PRISHTINA

Introduction

These guidelines present the official framework for the publishing activities of the University of Prishtina (UP) and aim to ensure clear, consistent, and applicable standards for all participants in the process of academic and professional publishing. The guidelines form an integral part of the Regulation on Publishing Activities (Conditions and Procedures for Publication, Re-publication, and Translation) of the University of Prishtina.

The guidelines serve as a reference for authors, editors, and reviewers, providing detailed definitions of the categories of publications supported by the University of Prishtina (UP), the criteria for acceptance, the requirements for each type of publication, and the procedures for reviewing, editing, approving, financing, and publishing the materials defined in the Regulation on Publishing Activities (Conditions and Procedures for Publication, Re-publication, and Translation) of UP.

The guidelines aim to promote quality, transparency, and academic integrity, supporting UP's mission to advance knowledge, science, and education at both the national and international levels.

The fundamental principles of the publishing process are: quality, originality and academic integrity, copyright, transparency, impartiality, and accountability.

Every manuscript must meet high academic and professional standards and receive a positive evaluation from independent reviewers. Authors guarantee the originality of their work and are responsible for its content, adhering to ethical standards and accurately citing sources. The publication of copyrighted materials and translations is permitted only with the author's or publisher's consent. The review process must be transparent, objective, and impartial, with editorial decisions clearly communicated. All parties involved are expected to act with integrity, maintain confidentiality, and respect intellectual property rights.

1. Publishing Activity

The University of Prishtina (UP) publishes a wide range of scientific, academic, and professional works, including publications that serve to advance knowledge, develop educational practices, foster academic debate, and disseminate research results. UP's publishing activity is carried out through the Office for Publications of the University of Prishtina (hereinafter: PUP) and includes publications as defined below:

Teaching Textbook

A teaching textbook is a didactic material designed for students in one or more specific courses

within accredited study programs or specialized fields. It is written in accordance with the curriculum and the defined learning objectives.

Monograph

A monograph is an in-depth scientific or professional publication that addresses a single topic in a detailed manner, usually written by one author or a small group of authors. It must be the result of original research or a comprehensive analysis of a specific subject. The length of a monograph may not exceed 100,000 words.

Edited Volume (Collection of Scholarly Studies)

An edited volume is a publication that includes chapters written by different authors, edited and co-edited by one or more scientific editors, who typically address a common theme from various academic perspectives.

Practical Handbook and Collection of Exercises

Practical handbooks serve as guides for applying theoretical knowledge and implementing it through practical tasks, exercises, or case analyses. They aim to assist students in the process of self-learning and preparation for assessment.

Academic Journal

An academic journal is a scholarly periodical published at regular intervals that contains peer-reviewed articles contributing to the advancement of knowledge in specific research fields and academic disciplines. The journal has an editorial board with international members, an ISSN number, and specific guidelines for the peer review process.

Collection of Scientific Conference Presentations

The collection of scientific conference presentations is a publication that includes abstracts, discussions, or full papers presented during a scientific conference, documenting the contributions of participants and the topics addressed.

Other Professional Publications

Other professional publications are those that do not belong to the main categories but contribute to the respective field through analysis, creativity, or professional documentation. These may include exhibition catalogues, musical scores, 3D printed designs, etc.

Audio-Visual Materials

Audio-visual materials include video tutorials, lectures, conferences, seminars, recorded discussion panels, podcasts, and animations that support the learning process and disseminate academic content in accessible formats.

Reprinting of UP Publications

The reprinting of UP publications refers to the reissue or republication of works previously published by the University of Prishtina that hold lasting academic or historical value for the university community. Reprinting is done only after a process confirming the academic value of the work.

Translated Publications

A translated publication refers to the translation and adaptation into the Albanian language (or other languages) of important international texts, with the aim of advancing knowledge and providing broader access to high-quality content. The translation must respect copyright and be properly authorized.

Scientific Research Report

A scientific research report is a document summarizing the purpose, methodology, analysis, and results of a research project, serving as scientific evidence and a resource for decision-making or further academic and institutional development. Its authors include UP staff, academic units, departments, centers, chairs, institutes, and project managers/leaders registered within UP.

Student Journal

The student journal is a periodically published platform that reflects the voice, creativity, and academic and cultural engagement of students.

Thesis and Dissertation

A thesis or dissertation is a paper prepared by candidates for scientific degrees, presenting the results of original research and contributing to the advancement of knowledge in a specific field. Dissertations and theses are published in a dedicated digital library (UCL) according to a specific format.

II. Digital publishing and open access

PUP publishes works in digital format and in printed format. In accordance with the UP strategy for improving academic quality and promoting the circulation of knowledge, PUP implements digital publishing with open access. This means that authors do not pay for publishing, and readers have full, free access to the content for educational and research purposes.

All materials are published under the international Creative Commons Attribution-Noncommercial-No Derivatives (CC BY-NC-ND 4.0) license, which allows sharing without modifications for non-commercial purposes, with full attribution to the author and source. Authors retain copyright and sign an agreement with PUP, which regulates the publishing rights, conditions

for reprinting, and printing. After the agreement is signed, any translation, adaptation, or commercial reprinting on other platforms can only be done with written permission from PUP.

PUP and the Central University Library (CUL) ensure the long-term archiving of materials on institutional and international digital platforms, including DOIs and bibliographic metadata according to international standards. Furthermore, PUP and CUL collaborate with international platforms for digital archiving.

The digital publishing policy with open access strengthens academic integrity, promotes the inclusion of researchers, and ensures equal quality in scientific knowledge.

Printing Format Publication

PUP also publishes works in printed format, in a specified print run, based on an agreement between it and the author, according to the publishing plan, the needs and priorities set by the Publishing Council, and approved by the Senate.

For publication in printed format, the following principles and criteria must be respected:

- The digital material, prepared according to the rules and procedures described in this guide, is sent for printing, including layout, cover, norms, and obligations regarding the placement of official elements, in accordance with the guide.
- The printed publication must be produced according to high-quality standards. PUP is required to use recyclable paper for printing.
- After printing, five copies of the publication are sent as a legal deposit to three institutions: the National Library of Kosovo (NLK), the Central University Library, and the library of the respective academic unit.

IV. Publication Ethics for Authors, Editors, and Reviewers

PUP follows the highest ethical standards in the publication process. PUP adheres to the fundamental practices of the Committee on Publication Ethics (COPE) and strictly respects the relevant guidelines regarding ethical aspects in the publication process.

Authors

In accordance with Article 2 of the Regulation on Publishing Activities (conditions and procedures for publishing, republishing, and translating) of the University of Prishtina, the right to publish with PUP belongs to:

- Irregular academic staff, researchers, and collaborators of the University of Prishtina;

- Staff with temporary contracts who contribute to teaching or research at the University of Prishtina;
- Master's/doctoral students under the supervision of University of Prishtina staff; and
- Students who publish on student platforms managed by the University of Prishtina.

Publication is allowed for foreign authors who:

- Collaborate with the University of Prishtina staff as researchers, co-authors, or editors;
- Have an official recommendation from a relevant academic unit; and
- Contribute in fields of importance to the scientific priorities of the University of Prishtina.

Duties and Responsibilities of Authors

Authors who submit manuscripts for publication in PUP must respect the principles of scientific integrity, originality, and transparency. They are responsible for:

- The content and correct citation of sources;
- Avoiding plagiarism, self-plagiarism, falsification, and scientific misconduct;
- Declaring sources of funding and conflicts of interest; and
- Respecting international standards of publication ethics.

All authors must:

- Accept editing and peer review as part of the publication process through PUP/CUL;
- Agree with open access publication policies and formatting according to PUP guidelines;
- Declare conflicts of interest and sources of funding;
- Use the style [*Chicago Manual of Style \(17\)*](#) for citations, or an approved referencing system, and specific requirements from the academic unit;
- Obtain permission to use materials protected by copyright according to the legislation in force; and
- Sign an agreement with PUP for the publication of their works.

Violations such as plagiarism, data manipulation, or duplicate publication are investigated according to COPE guidelines. Measures in these cases may include: withdrawal of the publication, corrections, or public notices. Cases are referred to the Publishing Council, the Ethics Council at the University of Prishtina, or relevant institutions for foreign authors, according to the normative acts of the University of Prishtina.

Copyright and Agreement

- Authors retain the copyright for their works;
- PUP enjoys the right of digital publication and distribution through a license (CC BY–NC–ND 4.0), which prohibits commercial use and derivatives of the published work without the author’s permission;
- The publication agreement regulates the conditions of printing, reprinting, as well as compensation from sales for the author;
- PUP reserves the right not to publish unauthorized materials and implements the Law on Copyright in Kosovo; and
- Subsidies for authors can be provided in cases where this is determined in the publishing plan, approved by the Senate.

Editors

Editors play a key role in maintaining academic, ethical, and professional standards. They make editorial decisions, guide the publishing process, and ensure the quality of the content. Editors must have scientific competence and ethical integrity. Editors are obliged to implement this guideline and follow international practices of academic editing and act in accordance with the fundamental principles provided by COPE: transparency, impartiality, confidentiality, and academic ethics.

In accordance with Article 8 of the Regulation on Publishing Activities (conditions and procedures for publishing, republishing, and translating) of the University of Prishtina, the publishing process includes the following editors:

- Responsible editors for the relevant fields (members of the Publishing Council);
- Professional editors for the relevant fields (members of the Publishing Council);
- General Secretary of the University of Prishtina for the University Bulletin;
- Editors of academic journals approved by academic units; and
- Editor of the student journal.

Duties and Responsibilities of Editors

- Collaborate closely with authors, reviewers, translators, and PUP for a unified process;
- May propose reviewers and collaborators according to the field;
- May act as thematic editors, co-editors, guest editors, etc., in some types of publishing activities, depending on the responsibilities assigned (*see the editor's responsibilities in the relevant publishing activity in the guide*);
- Act independently and based on scientific criteria;
- Promote transparency and objectivity in all stages of publication;
- Respect the confidentiality of the process;
- Provide clear guidance for authors and reviewers;

- Ensure compliance with ethical standards against plagiarism, fraud, and unjustified use of artificial intelligence (AI);
- Encourage corrections or withdrawal of manuscripts/publications when necessary;
- Support internationalization and communicate in Albanian, English, or another language; and
- Are appointed according to procedures determined by the Senate, the Publishing Council, and the academic unit, depending on the type of publishing activity while respecting their mandate.

Reviewers

Reviewers play a key role in ensuring scientific quality through a fair and reliable review process. They are expected to act with integrity, objectivity, confidentiality, and professional responsibility, in accordance with COPE standards. The review must be impartial and thorough, aiming to improve the manuscript and ensure the final quality of the publication. Reviewers are usually external evaluators, but in specific and justified cases, internal reviewers may also be used.

All reviewers must:

- Have consolidated academic expertise in the relevant field of the manuscript, including research, publications, and, when necessary, teaching experience (especially for educational texts);
- Accept to review only manuscripts for which they can provide a qualified, complete, and impartial assessment;
- Provide a professional and structured review, in accordance with the official PUP form or the relevant editorial guidelines, proposing:
 - (a) acceptance without changes;
 - (b) acceptance with minor improvements;
 - (c) acceptance with substantial improvements; or
 - (d) rejection;
- Offer clear, constructive, respectful, and focused comments for improving the manuscript, avoiding any unprofessional language;
- Respect the set deadlines and follow PUP guidelines as well as international COPE practices;
- Immediately report any suspicion of ethical violations such as plagiarism, self-plagiarism, data manipulation, or other breaches of academic integrity;
- Declare any personal, professional, or academic conflicts of interest and withdraw from the review if their objectivity could be compromised;
- Evaluate the content for unauthorized similarity with other published sources and report any such concerns.

Scientific Review (Peer Review)

The manuscript, after approval by the academic unit council, is submitted as an application to PUP, using the official forms provided by PUP.

- The manuscript undergoes independent review by at least two reviewers, who may be internal or external;
- Reviewers must be experts in the relevant field;
- The external reviewer of an educational text is the reviewer proposed by the academic unit and approved by the Publishing Council, and is not affiliated with the University of Prishtina;
- Reviewers are proposed by the academic unit council and approved by the Publishing Council of the University of Prishtina;
- Reviewers of the educational text manuscript are expected to complete their review within 60 days, but if delays are anticipated, they must notify the UP Publications Office to allow an extension of the deadline.

Criteria and General Process of Reviewing Educational Texts, Monographs, Compiled Volumes, and Handbooks/Summaries of Assignments

PUP prepares the review document form, which is approved by the Publishing Council of the University of Prishtina and includes the criteria provided in this guideline.

Reviewers may decide that the manuscript:

- **Is accepted** (no further revision/improvement/change is required);
- **Is accepted with minor revisions/improvements/changes** (the author makes minor corrections before final approval);
- **Requires major revision/improvements/changes** (substantial improvements are needed; the manuscript may undergo further review); and
- **Is rejected** (the manuscript does not meet the publication standards of the educational text or the reviewers' recommendations).

The review/revision/change form includes questions that the reviewer must answer:

a. For the educational text and handbook/assignment summary

- **Content interpretation for students' needs** – Does the manuscript provide an effective pedagogical interpretation for students in the relevant subject?
- **Methodology and accuracy** – Are the teaching methods of the educational material in accordance with contemporary teaching methods, and is the content accurate and coherent?

- **Structure and clarity** – Is the manuscript structured in a logical, professional way and clearly written for easy reading and understanding by students?
- **Ethics and citations** – Has the author properly cited sources and followed ethical publication practices?

b. For the monograph/compiled volume:

- **Originality and contribution** – Does the manuscript provide a contribution to the relevant field of knowledge/science/art?
- **Methodology and accuracy** – Are the methods accurate, well-described, and appropriate for the research, i.e., writing, in the monograph?
- **Structure and clarity** – Is the manuscript structured in a logical, professional way and clearly written linguistically?
- **Ethics and citations** – Has the author properly cited sources and followed ethical research practices? If the monograph reflects research from a project funded/co-funded by the University of Prishtina or another research institution, the author must submit it for ethical approval of the research from an ethics commission.

If revisions/improvements of the manuscript are required, the following steps must be followed:

- The author prepares a structured reviewer report, summarizing all comments from the reviewers and editors;
- The author must revise the educational text manuscript according to the comments and submit a detailed explanatory letter showing how each comment has been addressed;
- Changes must be highlighted using the track changes function in the Word document;
- The revised manuscripts must be submitted within 21 days for minor revisions or within 60 days for major revisions.

The evaluation process after the manuscript has been revised/improved by the author proceeds as follows:

- If minor revisions/improvements/changes were requested, the responsible/professional editor reviews the revised manuscript and gives a recommendation to the Publishing Council to approve the revision/improvement of the manuscript or to request further revision/re-evaluation;
- If major revisions/improvements/changes were requested, the revised/reworked manuscript is sent to one or more previous reviewers for re-evaluation of the revised manuscript;

- If the revised manuscript still does not meet the standards, the responsible/professional editor may request additional review or propose to the Publishing Council to reject the submission.

The appeal process follows this sequence of actions:

- If an author disagrees with the decision regarding the review/revision, he/she may submit an appeal to the Publishing Council;
- The appeal must include a detailed explanation of why the author believes that the decision of the reviewers or one of the reviewers should be reconsidered;
- The appeal is examined by an editor of the University of Prishtina Publishing Council or by an external expert who was not involved in the initial decision;
- The Publishing Council makes the final decision on the appeal, after consulting the reviewer of the appeal;
- Appeals are considered only in cases of clear errors in the reviewer's evaluation, misinterpretation of the manuscript, or conflict of interest.

If the reviewers' reports are contradictory, the responsible editor may request a third reviewer. After receiving the reviews/evaluations from the reviewers, the responsible editor of the educational text, who is also a member of the University of Prishtina Publishing Council, summarizes their comments and gives a recommendation to the Publishing Council of the University of Prishtina. The Publishing Council then makes the final decision, taking into account the reviewers' reports, the assessments of the responsible editor and the professional editor (if any), and the quality and originality of the manuscript.

After the final decision, the responsible editor, through PUP, informs the author of the educational text about the preparation of the final manuscript. The final manuscript of the educational text must be linguistically edited and prepared for the publication process according to the instructions specified in these guidelines. PUP creates the final design based on the information provided in the accepted manuscript as the final file, together with the illustrations. After approval, the manuscript enters the proofreading process. Proofreaders are appointed by the responsible editor, in collaboration with the PUP Office. Proofreaders must be qualified to perform proofreading of academic texts.

The author, responsible editor, PUP Office, CUL, and the proofreader collaborate closely until the proofreading is completed.

The final manuscript is corrected and returned to the author for verification/approval, to the responsible editor, to the proofreader, and to the PUP Office. If errors or specific inconsistencies are found, it is reprocessed until the proofreading of the educational text is finalized.

V. Citation and Referencing Style

Each manuscript must follow a referencing standard approved by PUP. Manuscripts that do not meet this standard precisely are returned to the author by the PUP Office and may be re-evaluated only after 30 days.

For in-text citations and references in the bibliography, manuscripts must follow [*Chicago Manual of Style \(17\)*](#), or an approved referencing system, and specific requirements from the academic unit. Authors must ensure that all sources are cited correctly and consistently throughout the manuscript.

Basic Explanation:

Citation Format

Use in-text citations in the author-date format. Example:

(Connerton 1989, 23)

Reference List

Include a complete bibliography at the end of your manuscript, listing all cited sources. References are ordered alphabetically by the author's last name. Follow the examples below for different types of sources:

Bibliography:

Connerton, Paul. 1989. *How Societies Remember*. Cambridge: Cambridge University Press.

In-text citation:

(Connerton 1989, 23)

Chapter in a Book

Bibliography:

Cruz-Torres, M.L., and Pamela McElwee. 2017. "Gender, Livelihoods, and Sustainability: Anthropological Research." In *Routledge Handbook of Gender and Environment*, edited by Sherrilyn MacGregor, 133–145. London/New York: Routledge

In-text citation:

(Cruz-Torres and McElwee 2017, 133)

Article in a Scientific Journal

Bibliography:

Everett, Caleb, Damian E. Blasi, and Sean G. Roberts. "Climate, Vocal Folds, and tonal languages: Connecting the Physiological and Geographic Dots." *Proc. Natl. Acad. Sci. U.S.A.* 112 (5): 1322–1327. <https://doi.org/10.1073/pnas.1417413112> (2015).

In-text citation:

(Everett, Blasi, and Roberts 2015, 1324)

PUP and CUL provide specific information and training for authors of educational texts and prepare more specific and comprehensive guidelines for authors on how to apply citation styles and the referencing system.

VI. Definitions, Editing, and Reviewing of Educational Texts, Monographs, Compiled Volumes, and Handbooks/Summaries of Assignments

Educational Text: Definition, Importance, and Criteria for Authors

Educational Text

An educational text is a text that serves as didactic material for students for one or more specific subjects in accredited programs and must be written in accordance with the curriculum and learning objectives.

- An educational text constitutes an important tool for teaching and learning at the University of Prishtina and should be one of the key forms for advancing academic quality and the professional development of students.
- The educational text for a subject in the study program must be in accordance with the officially accredited curriculum of the academic unit, which provides the subject and the content of the subject as defined in its syllabus.
- The educational text must have original content, be structured pedagogically, and be updated with contemporary literature.
- It must include practical examples, exercises, reflective questions, and standardized bibliographic references, according to PUP guidelines.
- It must be teaching-oriented, with clear learning objectives and assistance for students in preparing assessments.
- Texts that include illustrations, tables, diagrams, and other visual tools are preferred.
- The educational text must be approved by the academic unit to evaluate its content and relevance for the study program.
- The educational text approved by the academic unit is sent to PUP for approval by the University of Prishtina Publishing Council, according to the relevant scientific review procedures.

Author of the Educational Text

- The author of an educational text to be published by PUP may be a university professor (assistant professor, associate professor, full professor) at the University of Prishtina.
- The author must have demonstrated teaching experience in the relevant subject or field, with a minimum of 3 years at the university level.
- The author must be the holder or co-holder of the subject for which the text is written.
- The author of an educational text to be published by PUP may also be the author of a text translated into Albanian from another language, after approval of the translation and publication by PUP.
- The translator may write a preface, a chapter of their own, or a new edition specifically for the translation and publication of their educational text in Albanian by PUP.

Guidelines for translation are provided in the translation section of this guideline.

- The manuscript is accompanied by a proposal form, author(s) biography, a declaration of content originality, a declaration of conflict of interest (if any), a declaration from the ethics committee (if required), and written permission for the use of materials from third parties.

Responsible Editor of the Educational Text

The responsible editor of an educational text is a member of the Publishing Council from the scientific field/academic unit or an editor appointed by the Senate for an unrepresented subject in the Publishing Council.

- The responsible editor oversees the publishing process of the educational text, after the manuscript of the educational text has been approved by the academic unit council and the reviewers have been proposed by the academic unit council.
- The responsible editor approves two reviewers from the list of reviewers proposed by the academic unit council.
- The responsible editor has the right to propose other reviewers in case of refusal or cancellation, as well as if there are justified doubts regarding a conflict of interest or the lack of alignment between the reviewers' expertise and the topic of the manuscript proposed for review. His/her proposal must be approved by the Publishing Council.
- The responsible editor supervises the entire publishing process according to the editing and review process provided in this guideline and acts on the comments, evidence, arguments, and data provided by the reviewers.
- Before the manuscript undergoes independent review, the responsible editor may request additional proof from the author for the ethical approval of the research on which the manuscript is based, if this research was funded by the University of Prishtina or another institution.

The review and final publication of the educational text are carried out according to the process described in this guideline.

Monograph: Definition, Importance, and Criteria for Authors

Monograph

A monograph must be an in-depth scientific or professional publication that addresses a single topic in a detailed manner, usually by a single author or a small group of authors. It must be the result of original research or a thorough analysis of a specific topic.

A monograph must not exceed 100,000 words.

- The monograph must have a clear and well-structured content (introduction, chapters, conclusion, sources), include abundant references and relevant literature for the topic, and be written in academic language with a consistent scientific style.
- A monograph can be written by a single author or a small group of up to three authors.
- Authors must have documented contributions in the relevant field through publications or research projects, but they may also be early-career authors.
- If a monograph is written by more than one author, at least one of the authors must be employed at the University of Prishtina.
- The monograph must be approved by the academic unit to assess its relevance for the field of study.
- The monograph approved by the academic unit is sent to PUP for approval by the University of Prishtina Publishing Council, according to the relevant scientific review procedures.

Author of the Monograph

- The author of a monograph to be published by PUP may be a university professor (assistant professor, associate professor, full professor), researcher, or assistant at the University of Prishtina.
- The author of a monograph to be published by PUP may also be the author of a monograph translated into Albanian from another language, after approval of the translation and publication by PUP.
- The translator may write a preface, a chapter of their own, or a new edition specifically for the translation and publication of the monograph in Albanian by PUP.

Guidelines for translation are provided in the translation section of this guideline.

Responsible Editor of the Monograph

The responsible editor of the monograph is a member of the Publishing Council from the scientific field/academic unit or an editor appointed by the Senate for a subject not represented in the Publishing Council.

- The responsible editor oversees the publishing process of the monograph after the manuscript of the monograph has been approved by the academic unit council and the reviewers have been proposed by the academic unit council.
- The responsible editor approves two reviewers from the list of reviewers proposed by the academic unit council.
- The responsible editor has the right to propose other reviewers in case of refusal or cancellation, as well as if there are justified doubts regarding a conflict of interest or the misalignment of the reviewers' expertise with the topic of the work proposed for review. His/her proposal must be approved by the Publishing Council.
- The responsible editor supervises the entire publishing process according to the editing and review process provided in this guideline and acts on the comments, evidence, arguments, and data provided by the reviewers.
- Before the manuscript undergoes independent review, the responsible editor may request additional proof from the author for ethical approval of the research on which the manuscript is based, if this research was funded by the University of Prishtina or another institution.

The review and final publication of the educational text are carried out according to the process described in this guideline.

Collected Volume: Definition, Importance, and Criteria for Authors

Collected Volume

A collected volume is an academic publication that contains chapters by different authors, united around a central theme and edited by one or more scientific editors. Such publications serve as a platform for the exchange of interdisciplinary knowledge and represent an important form of academic collaboration, contributing to scientific development and to specific fields within the University of Prishtina.

The authors of the chapters in a collected volume may be:

- Academics with proven experience in the relevant field, including university professors (assistant professor, associate professor, full professor), scientific researchers, and regular teaching or research assistants;
- External collaborators from other educational, research, or professional institutions, who contribute with knowledge and scientifically valid analyses;
- Doctoral-level researchers, who present original works that fully meet the academic standards for publication;
- Translated authors, whose chapters are translated into Albanian to be included in the volume, with the approval of PUP and the permission of the original document. These authors may also contribute with a foreword or updates to the material.

Structure of the Compiled Volume and Editors' Responsibilities

- The compiled volume must have a clear thematic structure, as determined by the scientific editors.
- It should include the editor's introduction and chapters harmonized on the topic, with unified formats for style, citations, and references.
- It must be based on original research and critical analyses of existing literature.
- The compiled volume must be approved by the academic unit, in order to assess its significance for the field of study.
- After approval by the unit, the compiled volume is sent to PUP for approval by the UP-Publishing Council, following the relevant scientific peer review procedures.
- The compiled volume can be edited by a single editor or a group of editors.
- An editor may write a chapter in the volume they edit but must maintain the integrity of the editorial process.
- The editor must be a university professor (assistant professor, associate professor, or full professor) with documented academic experience in the relevant field.
- In cases of collaborative and group editing, at least one of the editors must be employed at UP.
- The volume editor is responsible for selecting chapters, communicating with authors, and managing the peer review and evaluation process in collaboration with the responsible editor of the UP-Publishing Council or, if available, a professional editor appointed by the Senate when the representative of the specific field is absent in the Publishing Council.
- The volume editor submits a publication proposal to PUP, which includes: Description of the topic, its significance, target audience, planned content, biographies of potential authors.
- The proposal is approved, modified, or rejected by the Publishing Council, with written justification.
- After the proposal is approved, the volume editor prepares the volume according to the standards of the guidelines, up to the submission of the final manuscript for review.
- Each chapter must represent a complete and independent scientific study, written by one author or co-authors with academic expertise in the relevant field.
- Chapters must be unpublished; exceptionally, a previously published chapter may be included if it is of minor importance for the volume, with written permission and approval from the responsible editor and the Publishing Council.
- The manuscript of an article for a compiled volume is reviewed by the volume editor and sent to external reviewers for evaluation. The volume editor may collaborate with the responsible editor to identify suitable reviewers. Each chapter is reviewed by specific reviewers or by several reviewers for the entire volume, who are assigned by the volume editor and the responsible editor.
- Once the reviews/evaluations are received from the reviewers, the volume editor takes responsibility for editing and reviewing the chapter and, based on this process,

recommends the publication of the compiled volume to the UP-Publishing Council through the responsible editor. The Publishing Council makes the final decision, taking into account the reviewers' reports, the assessments of the volume editor, the responsible editor, and the professional editor (if any), as well as the argumentation of the academic unit, the quality, and the originality of the manuscript.

Handbooks: definition, purpose, and criteria for authors

Practical handbooks and compilations of exercises and assignments have a didactic function, aiming to help students apply theoretical knowledge included in the study programs. These materials serve the development of practical skills and the application of knowledge in contexts such as problem-solving, case analyses, exercises, or structured assignments according to the objectives.

Handbook/Compilation of Assignments

- The handbook should provide clear and structured guidance for the practical application of theoretical knowledge, through exercises, concrete examples, and case analyses.
- Its content must align with the official accredited curriculum, the syllabus, and the corresponding textbook, reflecting the expected learning outcomes of the program.
- The handbook is practice-oriented and focuses on knowledge application, distinguishing it from the textbook, which is theory-based and serves as the main material for understanding the subject matter.
- It should be designed in a way that enables students to work independently, through explanations, solution suggestions, and, when possible, answers to exercises.
- The handbook should include exercises of varying difficulty (from simple to more complex) that develop students' practical, analytical, technical, and professional skills.
- Handbooks that include illustrations, tables, diagrams, and other visual aids supporting the learning process are preferred.
- Exercises and assignments should be accurate, up-to-date, and formulated to encourage critical thinking and problem-solving.
- The structure of the handbook should be clear and coherent, usually starting with a brief theoretical introduction, followed by exercises, case studies, or practical situations.
- The handbook must be reviewed by the author of the corresponding textbook (if available) and by the academic unit to evaluate its content and relevance for the study program.
- A handbook approved by the academic unit is then sent to the Publishing Office (PUP) for final approval by the Publishing Council of the University of Prishtina, following the relevant scientific review procedures.

Author of the Handbook / Obligations and Criteria

- The author of a handbook published by PUP can be a university professor (assistant professor, associate professor, full professor) or a regular teaching assistant at the University of Prishtina.
- The author must have at least 2 years of proven teaching experience at the university level in the relevant subject or field.
- The author must be the course holder, co-instructor, or assistant for the course for which the handbook is being prepared.
- The author of a handbook published by PUP can also be the translator of a handbook into Albanian from another language, after approval of the translation and publication by PUP.
- The translated author may contribute with a foreword, a new chapter, or an edition adapted specifically for the Albanian translation. Instructions for translations are provided in the relevant section of this guide.

Responsible Editor of the Handbook

The responsible editor of the handbook is a member of the PUP Council from the relevant academic unit or a director appointed by the Senate for a non-represented unit within the PUP Council.

Its duties and responsibilities are as follows:

- The responsible editor is in charge of overseeing the publication process of the handbook, after the manuscript has been approved by the academic unit council and the reviewers have been proposed by the academic unit.
- The responsible editor approves two reviewers from the list proposed by the academic unit council.
- The responsible editor has the right to propose additional reviewers in cases of refusal or cancellation, or if there are doubts based on a conflict of interest or a mismatch between the reviewers' expertise and the topic of the proposed work for review. This proposal must be approved by the PUP Council.
- The responsible editor supervises the entire publication process, following the editing and peer-review procedures described in this guide, and acts based on the comments, evidence, arguments, and documentation provided by the reviewers.
- Before the manuscript undergoes independent peer review, the responsible editor may request additional evidence from the author regarding the ethical approval of the research on which the manuscript is based, if the research is funded by the University of Prishtina or another institution.

The peer review and final publication of the handbook are conducted according to the procedures described in this guide.

VII. Specifics for Publishing Academic Journals at UP

An academic journal is a scholarly publication issued at regular intervals and contains articles reviewed by peers (peer-reviewed), contributing to the development of knowledge in specific fields, research, and academic disciplines. The journal has an editorial board with international members, an ISSN/KDU number, and specific guidelines for the peer review process.

- An academic/scientific journal of UP must meet standards of quality, transparency, and scientific integrity.
- UP's academic/scientific journals are published digitally and with open access (diamond open access). Neither the author nor the reader pays for reading, distributing, or downloading the journal's content.
- An academic/scientific journal is established by an academic unit and is developed, managed, and overseen by the journal's editorial board.
- Academic/scientific journals are founded according to the needs of academic units, or departments and branches within them, with approval from the respective academic unit council.

An academic/scientific journal published by UP, specifically its editorial board, must meet the criteria specified in this guide and in the Regulation on Publishing Activities (conditions and procedures for publication, republication, and translation) of UP.

The main characteristics for academic/scientific journals published by UP are as follows:

Focus and Scientific Profile

- An academic/scientific journal should have a clearly defined thematic or interdisciplinary focus, aligned with the disciplines of the relevant academic unit and the research interests of the department or academic unit in question.
- The journal should publish original scientific articles that contribute to the advancement of knowledge and academic debate, both nationally and internationally, through discussions, critiques, reviews, and other forms of scholarly discourse.
- Each UP academic/scientific journal publishes scholarly works in Albanian and, depending on capacity and need, in other languages. If a journal is published only in Albanian, at least abstracts of the articles should also be provided in English.
- Based on these general guidelines and the recommendations of the COPE (Committee on Publication Ethics), each academic/scientific journal develops specific guidelines, which are approved by the academic unit's council and the journal's editorial board, and are made publicly available on the journal's website.

Journal Editorial Board

- The academic journal of UP should have an editorial board composed of professors, researchers, and scholars with high professional standing, both nationally and internationally, recognized in the relevant fields.
- The founding editorial board of the academic journal is approved by the council of the respective academic unit.
- The editorial work and process should be led by a chief editor with proven academic credentials and integrity, selected by the approved editorial board.
- The editorial board is responsible for expanding the editorial team and selecting additional editors in accordance with guidelines and practices recommended by the international organization COPE.
- The editorial board is accountable for maintaining the quality, integrity, and ethical standards of the journal.

Scientific Peer Review

- The academic journal of UP is subject to peer review processes carried out by two independent external reviewers, following a double-blind approach—reviewers do not know the identity of the authors, and authors do not know the identity of the reviewers (double-blind peer review).
- In justified cases and only after approval by the Publishing Council, the journal may undergo peer review by independent external reviewers using a single-blind approach—reviewers know the identity of the author, but the author does not know the identity of the reviewers (single-blind peer review).
- In special cases and with proper justification, also approved by the Publishing Council, the journal may use an open peer review process—where the identities of authors and reviewers are known to each other.
- The academic journal must prepare and publicly provide clear guidelines accessible to editors, reviewers, and authors, detailing the entire publishing process. These guidelines should include information on: *the mission of the journal, the type of articles accepted, the review approach, author rights and intellectual property, ethical standards, editorial decision-making, the peer review process, feedback provided to authors, conflict of interest policies, plagiarism detection (if applicable), and policies for corrections and retractions.*

Publication Calendar

- The journal must have a regular publication schedule (e.g., once or twice a year, three or four times a year).
- The journal should demonstrate sustainability by planning future issues and maintaining engagement with the scientific community.

Approach, Citation Style, and Archiving

- Each academic journal of the University of Prishtina (UP) must be published in accordance with UP's general policy for scientific journals, meaning publication with open access.
- UP academic journals are published under the CC BY–NC–ND 4.0 license.
- Every author publishing in a UP academic or scientific journal must sign a written agreement with the journal before the final publication of the paper, specifying the particular rights of both the author and the institution.
- The academic journal of UP is archived on specific digital platforms (digital libraries) and/or shared UP/PUP platforms to enable broad dissemination and free access for readers.
- The academic/scientific journal of the University of Prishtina (UP) is also archived on international scientific platforms.
- Each journal should aim to obtain a registered ISSN number within the framework of the International ISSN Centre, both for electronic publications and for print editions if printed in limited circulation, through registration of the journal as an “international organization.”
- In cases where it is not possible to obtain an ISSN number through registration as an “international organization” before Kosovo’s membership in the ISSN Centre, the journal shall obtain a NUK number for the journal and its published articles through the National Library of Kosovo.
- The journals published by the University of Prishtina may not be registered as organizations of other countries without the permission of the Publishing Council.
- Each journal must secure a DOI number for its published articles.
- Each academic journal must have its own website or a unique URL within the official website of the University of Prishtina.
- Each academic journal must follow the journal design templates created by the UP-Publishing Office and the University Library, or follow a specific design created and approved by the journal’s editorial board.
- Each academic journal must display its official records according to the templates created by the University of Prishtina.
- Each scientific journal must follow a standardized citation and referencing style approved by UP, such as the [*Chicago Manual of Style \(17\)*](#), for in-text citations and bibliography references. In specific cases, when a journal intends to apply another citation and referencing standard or style, written approval from the Publishing Council must be obtained.

Indexing

- Each UP journal must prepare a 3- to 5-year plan for indexing in recognized journal databases such as DOAJ, Dimensions, Scopus, etc.
- The main criteria for a journal's selection for indexing include: author guidelines, the peer review process and ethical aspects, the manuscript rejection rate, the citation rate of published authors, and the diversity of published authors.
- Following the specific guidelines of CUL/PUP, the journal must select a specialized publishing technology such as OJS, PKP, or other technologies adopted/developed by UP, in order to automate specific aspects of visibility, discoverability, and easy distribution for readers.

Limited Printing

- The scientific journal may be printed in a limited number of copies, according to the format determined by PUP/CUL.
- The printed copies are not for sale but serve as reference materials for the National Library of Kosovo, the Central University Library, and the faculty/department library.

VIII. Specific Criteria for the Publication, Editing, and Peer Review of Other Publications (Conference Proceedings, Professional Publications, Research Reports, Translation, and Reprinting)

Summary of Presentations at Scientific Conferences

The summary of presentations at scientific conferences is a publication that documents the academic content presented at a conference organized by or in collaboration with UP. This publication may include abstracts of the presentations, full articles, panelist comments, or summarized discussions.

Purpose and Content

The publication of the conference summary aims to:

- Document the knowledge discussed at the conference;
- Contribute to the university's scientific archive; and
- Increase the accessibility and visibility of the results presented.

Content may include:

- Opening and closing speeches;
- Accepted and presented abstracts;
- Full papers selected (depending on quality and prior agreement with the authors); and
- Short reports on thematic panels or roundtable discussions.

Editing and Academic Responsibility

- The editor of the conference proceedings is usually the chair of the conference scientific committee, the conference director, or a person delegated by the main organizer.
- The editor supervises the selection of abstracts and papers for publication, in collaboration with the responsible editor of the respective unit, the Publishing Council, and PUP.
- For each work submitted, the peer review process is applied, just as in the case of a collected volume (see the relevant sections), if the submission is included as a full scientific article.

Structure and Manuscript Standards

The manuscript should include:

- Cover pages with the logos of the organizers and PUP;
- Table of contents;
- Foreword by the organizer or editor;
- Separate sections for each session or theme of the conference;
- Abstracts or fully edited papers;
- List of participants and their contributions;
- Discussions and other information considered relevant by the editor.

All texts:

- Must be linguistically edited/proofread and follow the [*Chicago Manual of Style \(17\)*](#) or another citation standard approved by the Publishing Council; and
- Must include a declaration of research ethics if they contain research data.

Approval and design process

- The proposal for publishing the conference proceedings is submitted to the Publishing Council by the organizer/responsible editor, along with the abstracts/articles.
- The Publishing Council decides on approval or rejection and the final format of the publication.
- The UP-Publishing Office and the editor of the proceedings handle the design and layout in the B5 format or another specific format allowed by the Publishing Council, including the standard graphic elements used in publications, similar to the compiled volume.
- If there are full articles to be included, each article must have an individual agreement with the author and a documented evaluation process by reviewers, as outlined in the editing and peer-review process for the compiled volume.

Publication and distribution

- The publication is produced in PDF format through the UP Library and Publishing Unit (CUL) with open access under the CC BY-NC-ND 4.0 license.

- The digital proceedings are archived on the institutional platform and may receive a DOI and e-ISBN depending on the content and the decision of the Publishing Council.
- A limited print run may be produced for conference needs and distributed to libraries and institutional partners.
- Both digital and printed editions of the proceedings are published according to the procedures specified in the relevant guidelines, and in special cases, according to specific procedures established by PUP, with the approval of the Publishing Council.

Authors of conference proceedings are required to fully comply with the publication standards and the principles set forth in the regulations and guidelines on academic integrity and publishing activity, as established by PUP for this category, in the relevant guidelines and, where applicable, in other instructions provided by the Rectorate.

Other professional publications

PUP also publishes works that are not categorized as textbooks, monographs, manuals, or research papers, but that contain clear professional value and contribute to UP's mission of disseminating knowledge and fostering critical and creative thinking. All such publications are marked with the PUP logo, assigned a DOI, and published on PUP/CUL digital platforms designated for professional publications.

The typology of professional publications

This category includes:

- Professional publications in applied fields: (e.g. Professional publications in applied fields, for example: Law: practical guides for court procedures, legal commentaries, manuals for human rights protection, case studies for students. Journalism: guides for ethical reporting, manuals for journalistic language, podcast guides, practical exercises for fact-checking. Health: technical manuals for healthcare professionals, training protocol guides, clinical scenario books, questionnaires for assessing practical skills, educational brochures for patients. Engineering: guides for structural design, summaries of technical standards. Political science: manuals for policy analysis. Economics: guides for entrepreneurship and business development, practical accounting manuals, etc.).
- Catalogs, musical scores, or compilations with a documentary and explanatory character.
- Yearbooks of cultural projects developed by the University of Prishtina.
- Yearbooks of departments or academic units, student manuals, etc.
- Other professional publications approved, upon request, by the UP-Publishing Council in accordance with the vision, goals, and needs of UP.

Criteria for evaluation and compliance

For professional publications to be considered for publication by PUP, they must:

- Have authors or a responsible editor affiliated with UP as academic staff, collaborators, or institutional partners.
- Clearly demonstrate the purpose and content, appropriately aligned with the relevant field of expertise or practice.
- Be structured in a clear and understandable way, enabling effective communication with the intended audience, whether academic or broader.
- Include referenced sources where necessary, in order to respect content ethics, citation standards, and copyright.

Submission and approval process

- The author or responsible editor submits a publication proposal along with a preliminary version of the manuscript to the council of the academic unit.
- The academic unit council, in collaboration with the responsible editor (who may represent the academic unit in the UP-Publishing Council) and the PUP office, evaluates the project based on relevance, clarity, impact, and alignment with the university's mission.
- Once approved, the material undergoes linguistic, technical, and graphic editing according to PUP guidelines, before proceeding to design, publication, and printing.

Publication and distribution

- The publication is made in digital PDF format with open access, under a CC BY-NC-ND 4.0 license, or, depending on the nature of the work, under other licenses or formats.
- In limited cases, the work may also be published in print format for public events, exhibitions, or promotions.
- The work is assigned an e-ISBN or a corresponding serial number in the National Library of Kosovo (BKK) and metadata for institutional archiving.
- Authors retain moral rights and sign an agreement with PUP for the publication.

Authors of professional and artistic publications are required to adhere to the principles of the regulations and guidelines on academic integrity, publishing practices, and publication standards, as determined for this category by PUP in these guidelines and, where applicable, in other relevant instructions or derived documents.

Research reports

Research reports are documents that present the results of projects carried out within academic units, institutes, and centers of UP, either independently or in collaboration with domestic and international partners. They reflect the conclusions drawn, the methodologies used, and possible recommendations for policymakers, the academic community, or the general public.

Purpose and Content

The publication of research reports by PUP aims to:

- Promote the results of conducted research, including the outcomes of funded projects;
- Contribute to transparency and the dissemination of knowledge at both the institutional and public levels;
- Preserve and archive these contributions in the digital library developed by CUL/PUP.

The report should include:

- Basic information about the project (title, duration, team, source of funding);
- Research objectives and research questions;
- Description of the methodology;
- Key findings and analyses;
- Practical recommendations;
- Bibliography and, if necessary, appendices.

Application and Editing Process

- The proposal for publishing a research report is submitted by the project leader or the responsible unit.
- If the report is prepared within the framework of a contract or a funded project, permission to publish must also be obtained from the sponsor or relevant partner, if required.
- PUP collaborates with the author for language, structural, and visual review of the report.
- Depending on the nature and purpose of the report, PUP may determine that an evaluation by a field-specific reviewer is necessary to ensure quality prior to publication. In such cases, PUP collaborates with the responsible editor from the Publishing Council for the relevant field and follows the general peer review procedures.
- When involving the responsible editor and external reviewers, the same review rules apply as for other publications (e.g., monographs).
- Authors of research reports must comply with the ethical principles, criteria, and guidelines of UP regarding research and publication.
- The initial draft of the report is approved by the academic unit council where the report was produced.
- The final draft of the report is approved by the UP-Publishing Council, only in exceptional cases, such as when the reports are produced by inter-university centers.

Formatting and Publication

The report is prepared in B5 format (or another specific format as required, depending on the content), with graphics and tables adapted for print and digital display.

- The publication is issued in PDF format with open access and, if necessary, also in limited print editions for official or public distribution.
- Reports are archived on UP's/CUL's digital platform and assigned bibliographic metadata, an ISBN or DOI as applicable.
- Publications are released under the CC BY-NC-ND 4.0 license, except in cases where the project requires a different licensing arrangement.
- Authors retain their moral rights and sign a publishing agreement with PUP.

The authors of research reports are required to adhere to the publishing standards and the principles outlined in the regulations and guidelines on academic integrity and publishing activities, as defined for this category by PUP, in this guide and in other related or derivative regulations and guidelines.

Translations

Translation constitutes an important form of PUP's publishing activity, aiming to provide access to works of high scientific, educational, and cultural value from foreign languages into Albanian, or vice versa. These publications support the internationalization of knowledge, enrich the resources available to the academic community, and promote the works of local authors in the international academic sphere.

PUP prioritizes the translation of textbooks, manuals, collected volumes, and monographs from universities ranked among the top 400 higher education institutions on international ranking platforms such as *World University Rankings* and *Times Higher Education (THE)*, as well as from other credible universities and international publishing houses, in accordance with requests approved by the Publishing Council.

PUP also prioritizes the translation of textbooks, manuals, monographs, and collected volumes from Albanian into English and other languages.

Types of translations that PUP may publish

- Translations of classical or contemporary works of importance to scientific, academic, or educational fields;
- Translations of supporting literature for teaching and learning in UP programs (texts, manuals, handbooks, methodological guides); and

- Translations from Albanian into foreign languages for the purpose of promoting local knowledge or culture in international contexts.

Criteria for selecting a work for translation

Works proposed for translation and publication by PUP must have clear academic, scientific, or educational value, in line with the mission of the University of Prishtina (UP).

Translations that request financial support and publication from PUP follow this procedure:

1. The proposal for the work is submitted by the academic unit and approved or rejected by the Publishing Council.
2. A work approved as a priority for translation must align with the needs of the educational or research program and with the annual publishing plan.

The Council of the academic unit proposes:

- The professional translator (preferably a member of UP staff or its collaborator);
- The field editor (for terminology and content);
- The translation reviewer (to ensure compliance with academic standards).

Request for rights from the foreign publisher

After the translation proposal from the academic unit and the approval of the budget by the Publishing Council, PUP/CUL assumes full responsibility for carrying out the translation process — legally, editorially, technically, and ethically — following these steps:

- After the translation proposal and budget approval by the Publishing Council, PUP/CUL takes responsibility for the full implementation of the publishing process.
- First, PUP/CUL verifies the legal status of the work: who holds the copyright (the author, publisher, or publishing institution) and whether the work requires authorization or is in the public domain.
- If the work is protected by copyright, PUP prepares and sends an official request for authorization to translate and publish it, including:
 - A description of the project;
 - The educational and non-commercial purpose;
 - The translator and the respective team;
 - The publication plan (digital and/or printed);
 - The proposal for open-access publication.

Once permission is granted, PUP signs a legal agreement with the rights holder, clearly specifying: the type of permitted use, format, publication deadlines, territory, and any other limitations.

The translator appointed by the academic unit begins the translation, while PUP supervises the process and coordinates:

- Review by the field editor;
- Final proofreading.

After completing the translation and editing, PUP prepares the work for publication by carrying out the following actions:

- Applies the style and formatting according to PUP guidelines for the specific type of work;
- Completes the bibliographic data; and
- Assigns the publication license (usually CC BY–NC–ND 4.0).

The project file is archived by PUP/CUL and contains the rights agreement, manuscript versions, and the final translation.

The academic unit and collaborators are informed of the project's completion, and a promotion of the work may be organized.

Responsibility for Translation

The translator is responsible for ensuring that the translation is accurate, complete, and faithful to the original text. They must maintain fidelity to the content, style, and purpose of the author, ensuring that the translation is understandable for the target audience and consistent with the terminology of the relevant field. The translator must also certify that the translation is original and has not been copied from other sources. The translator has the right to be recognized as the author of the translation in the book and in bibliographic records. They must maintain the integrity of the translation—any changes require their approval. The translator is entitled to financial compensation and enjoys legal protection for the translated work, just like authors of the original works. No one may reproduce or modify the translation without the translator's permission. Translators must declare that the translation is their authentic work and not based on existing translations. The use of technological tools is allowed, but the translator is fully responsible for the final quality. Every translation must respect the conditions of the original work's license, such as restrictions on commercial sale or reproduction. The editor is responsible for the accuracy of the content and terminology of the translation. They compare the translation with the original text to identify possible errors in interpretation and suggest improvements in the use of technical or scientific terms. The field editor is usually an expert in the relevant domain and ensures that the translation complies with academic standards of the field. The translation reviewer (lector) performs the final review of the translated text after editing. They check overall coherence of style, tone, structure, and alignment between the original and the translation. The reviewer ensures that

the translated document is ready for publication without further intervention and meets PUP's quality and professionalism standards.

For translations from Albanian into foreign languages, it is mandatory to have editing by a subject-matter expert or a linguist experienced in academic translations.

Publication and Distribution

Translations are published in digital format (PDF) under the CC BY-NC-ND 4.0 license, except in cases where the translation rights require other terms. PUP may also publish translations in print format, depending on the importance, demand, and agreements with the rights holders. Each work is assigned bibliographic metadata, an ISBN, and, where possible, a DOI. Translations from Albanian into foreign languages can be promoted on international platforms, academic networks, and at scientific events.

Reprinting

Reprinting a work involves producing a new version of a previously published text, which may be identical to the original publication or include partial improvements. In the context of PUP activities, reprinting is generally applied to educational texts, manuals, translations, or monographs for which there is a reasonable academic or pedagogical need.

Reprinting can only occur if the author's rights are clearly secured and all legal conditions of the original version are respected. PUP may approve reprinting only if the following conditions are met:

- There is a justified request from the academic unit, due to lack of material, content updates, or curriculum needs;
- The author (or all co-authors) provides written consent for the reprinting;
- PUP has the legal right to reprint the work, either as the original publisher or based on an existing agreement;
- The work was previously published with open access or by PUP itself.

In cases where a work created by UP, proposed for reprinting, is no longer open access and the rights are still retained by the author (e.g., marked "all rights reserved"), PUP may proceed with reprinting only if the following conditions are met:

1. Written consent is obtained from the author, transferring or authorizing PUP the right to reprint;
2. The status of the author's rights is clearly established in an agreement, verifying whether the author still retains economic rights or has transferred them;

3. The conditions of the new publication are clarified: whether it will be open access (if allowed) or with restricted access (for institutional use, without digital publication);
4. The reprinting request is approved by the UP-Publishing Council.

If these conditions are not met, PUP does not approve the reprinting of the work, even if it still has academic use value. In cases where the content of the work is significantly changed—for example, adding new chapters, updating scientific data, or altering the fundamental structure—this is considered a new publication rather than a reprint. A new publication follows the standard procedures for textbooks, manuals, monographs, or collected volumes, with clear specification in the relevant sections of this guide. New editions, even if subject to a new editorial review process, are indicated as “2nd edition,” “3rd edition,” etc., on the title page of the publication.

Student Journal

PUP supports the publication and management of the UP-student journal as a platform for academic, cultural, and creative expression for the university’s younger generation. The student journal is managed by an editorial board composed of six students, who are elected by the Student Parliament. The Rector appoints the editor-in-chief of the student journal after consulting with the student editorial board. The student editorial board develops the journal’s internal regulations, following principles, standards, and ethical and professional publishing practices, which ensure the quality and consistency of university publications in general.

PUP/CUL supports the publication of the student journal through:

- Technical and professional assistance for preparing the journal;
- Training for the editorial board and the editor-in-chief on publishing ethics, spelling, and editorial organization;
- Publication of the journal’s issues in digital PDF format (open access), and, in limited cases, in printed format;
- Professional editorial support (DOI, metadata, etc.).

The student editorial board issues specific guidelines for publication in the student journal, which are approved by the Rector.

Theses and Dissertations: Archiving and Access on the Digital Platform

Theses and dissertations are scholarly works prepared by master’s and doctoral students, respectively, as part of fulfilling the requirements for an academic degree. They contain original research results and contribute to the development of the respective field of knowledge. The publication and defense of theses and dissertations at UP are governed by the relevant regulations for master’s and doctoral studies, approved by the Senate. PUP and CUL do not intervene in the

academic evaluation process but support the archiving and digital access to these works, in accordance with the established procedures in force.

Digital Archiving

After the completion of the defense process and institutional approval, theses and dissertations can be submitted for archiving at CUL, specifically in UP's digital library, provided that:

- They are approved by the respective academic unit for the submission of the thesis or dissertation;
- Any restriction period, if applicable, set by the candidate or mentor, is respected; and
- The author has signed a declaration granting permission for publication on the digital platform with open access.

Open Access and Licensing

Theses and dissertations that are archived are published in accordance with the model of PUP and CUL for open access:

- All users have free access to the digital version of the thesis/dissertation for educational and research purposes;
- Publication is under the Creative Commons license CC BY–NC–ND 4.0, which allows non-commercial use without modifications and with full citation; and
- Each archived thesis or dissertation is provided with bibliographic metadata and, whenever possible, a DOI for international citation purposes.

Platforms and Formatting

Submission for digital archiving is done in PDF format, prepared according to the standards of the respective academic unit and applicable regulations. PUP/CUL reserves the right to reject theses/dissertations that are not fully approved or that contain sensitive data without authorization.

Audiovisual Materials

Audiovisual materials include video lectures, seminars, conferences, recorded roundtable discussions, podcasts, and animations that support the learning process and disseminate academic content in accessible formats. Such materials serve as valuable resources for enhancing the learning experience, facilitating distance education, and sharing research findings.

Audiovisual materials should:

- Improve the study process by providing visual and auditory content that complements traditional teaching methods;

- Support student autonomy and adapt to different learning styles;
- Disseminate research evidence and academic discussions to a wider audience.

To maintain academic integrity and quality, audiovisual materials must:

- Present accurate and verified information relevant to the subject, including promotional or informational materials when applicable;
- Be structured logically, with clear objectives and outcomes;
- Include proper citations and references for all used content;
- Ensure clarity in both audio and visual components to facilitate understanding.

Creators of audiovisual materials must:

- Be professors or experts in the relevant field, or possess demonstrable expertise in the content presented;
- Acknowledge the role of all contributors, including scriptwriters, editors, and technical staff;
- Secure all necessary permissions for any third-party content included.

To ensure access for all students, creators of audiovisual materials must:

- Provide transcripts for the audio content and descriptions for the video content;
- Use clear and simple language;
- Design visuals with high contrast and readable fonts.

Creators must also:

- Respect privacy rights by obtaining consent from individuals appearing in the content;
- Comply with copyright laws, ensuring that all used content is original, licensed, or falls under appropriate exemptions;
- Avoid including sensitive or confidential information without proper authorization.

Before publication, audiovisual materials must:

- Undergo a review process to assess the accuracy and relevance of the content, with approval from the academic unit's study commission or, in smaller cases, the Publishing Council;
- Be evaluated for technical quality, including audio clarity and video resolution.

After the audiovisual materials have been approved, the following procedure is followed for access and archiving:

- Materials should be uploaded to the university's official platforms, ensuring secure and controlled access.
- The UP logo must be included on each audiovisual material.
- Metadata must be included to facilitate searching and categorization.
- Digital copies of the audiovisual materials must be stored on the university's servers or backup platforms for reference and future use.

IX. Design of Publication and Preparation for Digital and Print Publication

PUP carries out the design of all types of publishing activities according to the approved templates by the Publishing Council. The following steps must be followed for design and publication:

- PUP collaborates with the author in selecting the book cover.
- The book is designed and prepared for publication in digital PDF format.
- The digital publication includes the "open access" label, the CC BY-NC-ND 4.0 license mark, and minor elements of the agreement between the author and PUP (such as data pages at the beginning of the book).
- The digital publication also includes DOI, e-ISBN, and cataloging data from the National Library of Kosovo (CIP);
- Each digital publication by PUP also includes the name of the responsible editor, the professional editor if applicable, reviewers (in cases when they are not anonymous), the proofreader, and the PUP logo.
- The publication design format follows the standard of the respective academic unit, category, or as determined by PUP.
- In specific cases, the design may follow a special format adapted for student use.
- The digital publication can include hyperlinks connecting the text to other internal or external relevant academic texts, verified during the editing process.
- Book covers include the PUP logo in formats approved by PUP and the Publishing Council, within which the author and designer can express their creativity.
- Covers and design are approved by the responsible editor and the author before being published on PUP's digital platform.
- In principle, PUP publishes according to the following parameters:
 - a) The font should be Times New Roman, size 11, line spacing 1.5, B5 size, with margins of 1.5–1.7 cm on all sides.
 - b) Photographs, illustrations, tables, and other visual materials must be placed in the text, numbered according to their order in each category, and include captions/descriptions.

- c) Photographs, illustrations, tables, and other figures must also be submitted separately in JPEG format (minimum resolution 150 DPI), named and numbered according to their order in the book.
- In specific cases, alternative designs may be used, approved in advance as templates by the Publishing Council and applied by PUP, depending on their suitability for the type of publishing activity.

PUP publications can be printed and sold if an agreement for this purpose is made between the author and PUP. The following rules apply for printing and selling:

- The book designed for printing must be in the same size format as the digital version.
- Printing policies for publications are determined by the Publishing Council based on obligations arising from the University of Prishtina's Publishing Strategy and the annual Publishing Plan approved by the Senate.
- The printed book must have an ISBN for printed books from the National Library of Kosovo and CIP cataloging data, which are provided by the PUP Office.
- The printed book is distributed to the National Library of Kosovo, the University Central Library, and the academic unit libraries as a legal deposit.
- The printed book is sold in the PUP bookstore.

This publishing guide serves as a framework for the work of the University of Prishtina's Publishing Office (PUP) and the University Central Library (CUL), providing fundamental principles and a structured orientation for the publication process within the University of Prishtina.

Depending on the needs of specific projects or minor publications, there may be supplementary guidelines and additional information that are not included in this document. These will be prepared and published by PUP, in collaboration with CUL, to ensure full compliance with academic standards and institutional requirements.