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DEAN'S DIRECTIVE NO. 1/2017

EDITORIAL ACTIVITIES OF THE FACULTY OF ART  
AND DESIGN AT JAN EVANGELISTA PURKYNĚ  
UNIVERSITY IN ÚSTÍ NAD LABEM

## **I. Introductory Provisions**

1. This Directive lays down the rules for the editorial activities of the Faculty of Art and Design of the J. E. Purkyně University in Ústí nad Labem (hereinafter referred to as FUD UJEP). Editorial activities include the publication of publications in printed and non-printed form.
2. This Directive on Editorial Activities of FUD UJEP is in accordance with the Rector's Directive No. 8/2012 Editorial and Publishing Activities of J. E. Purkyně University in Ústí nad Labem.

## **II. Support for editorial activities**

1. The support is intended for authors from the ranks of members of the academic community of FUD UJEP. A publication by a non-member of the academic community of the faculty who is not in an employment relationship with FUD UJEP may also be supported, if he/she is a respected personality in the field. In such a case, the Editorial Department negotiates a publishing license agreement with the author on behalf of the Dean of the Faculty, in other cases it is a so-called employee work or student work.
2. Support for editorial activities is provided from the budget resources of the FUD

UJEP allocated for the support of editorial activities within the system of small and large editorial grants or from funds obtained within other project resources.

3. If the nature of the publication assumes long-term research and there is no finished author's manuscript available, the publication may be supported in two rounds. In the first year, the author can apply for support for the processing of the manuscript and pictorial documentation, in the second year for support for the publication in printed form.

4. Proposals for the publication of publications are submitted to the Chairman of the Editorial Board of FUD UJEP through the Editorial Department in electronic and printed form approved by the Head of the Department (Annex No. 3 of this Directive) on the following dates:

- a) Small editorial grants (intended for editorial preparation of the manuscript, documentation, language editing, translations) twice a year by 31.10. or 28.2.
- b) Large editorial grants (intended for proofreading, reviewers, graphic design, printing, binding and other production costs) once a year by 28 February.

The FUD UJEP Editorial Committee discusses the proposals at its meetings (until 30/11 and 30/3) and submits a draft editorial plan for the relevant year to the Dean.

5. The criteria for evaluating a proposal for publication are:

- a) the importance of the publication for the development of creative, scientific and artistic activities of the faculty
- b) the importance of the publication for the representation of the faculty
- c) the possibility of including the publication in the RIV or RUV evaluation system
- d) the importance of the publication for the development of the fields of fine arts, design and visual communication

6. Publications that will represent evaluable outputs of creative, scientific and artistic activities within the RIV and RUV systems, or specific publications for the presentation of the faculty, can be published in printed form.

7. Publications that do not represent evaluable outputs of creative, scientific and artistic activities within the RIV and RUV systems may also be published in electronic form, as well as specific projects that are directly intended for electronic publishing.

### **III. Organization of Editorial Activities of FUD UJEP**

1. Editorial activities are organized and provided by the Faculty of Art and Design of UJEP or in co-editorial cooperation with other publishers.

2. The Vice-Dean for Creative Activities is responsible to the Dean of the Faculty for the quality of published publications and compliance with all relevant legal regulations.

4. The author/editor is responsible for the content of the publication.

5. The Editorial Committee of FUD UJEP and the Editorial Department of FUD UJEP participate in the organization of editorial activities.

6. Editorial activities are carried out in such a way as to ensure the editorial editing of publications, which includes all the essentials of a professional text, professional linguistic and stylistic correctness and appropriate graphic design.

#### **IV. The Role of the Vice-Rector for Creative Activities and the UJEP Research Library**

1. The responsibility for the publication of all publications at the University lies with the University  
J. E. Purkyně in Ústí nad Labem (hereinafter referred to as UJEP) as a subject of publishing activities. This activity is provided by the UJEP Editorial Board, the Vice-Rector for Creative Activities and the UJEP Research Library.
2. UJEP Research Library:
  - a) assigns an ISBN,
  - b) ensures the records of editorial and publishing activities at UJEP,
  - b) provides methodological support to faculties and workplaces of UJEP in their editorial and publishing activities.
3. UJEP Editorial Board:
  - a) resolves objections against the decisions of the Editorial Committees of the faculties,
  - b) monitors the quality of editorial and publishing activities at UJEP faculties and makes recommendations to the faculty management to implement measures to improve the quality of these activities.

#### **V. Editorial Committee of FUD UJEP**

1. The Editorial Committee of FUD UJEP (hereinafter also referred to as the "EC") is appointed by the Dean on the proposal of the Vice-Dean for Creative Activities. The Chairman of the Editorial Committee of FUD UJEP is the Vice-Dean for Creative Activities. The EC has 7 members, it includes representatives of all departments.
2. Membership in the FUD UJEP Editorial Committee is irreplaceable. The period of membership in the EC is the same as the term of office of the Dean.
3. Editorial Committee of FUD UJEP:
  - a) submits to the Dean annually a plan of editorial activities of the FUD UJEP on the basis of  
submitted proposals for publications,
  - b) proposes the inclusion of publications in editorial series,
  - c) approves the responsible editors and reviewers of publications,
  - d) monitors the quality of editorial activities, makes recommendations to the faculty management for the implementation of measures to increase it.
4. The meetings of the FUD UJEP Editorial Committee are convened and chaired by the Chairman of the Editorial Committee. The meetings are public and minutes are taken. The documents for the meetings of the FUD UJEP Editorial Committee

are prepared by the Editorial Department under the leadership of the Chairman of the Editorial Committee.

5. The Editorial Committee of FUD UJEP has a quorum in the presence of two-thirds of its members. The consent of an absolute majority of all members is required for a valid resolution. In the event of an equal number of votes, the vote of the President of the EC is decisive.

## **VI. Editorial Plan**

1. The editorial plan sets out the content of the faculty's editorial activities for a period of one year. The editorial plan contains the scope and form of all published publications and their complete financial budget. The editorial plan is compiled by the Editorial Committee of the Faculty of Art and Design of UJEP on the basis of a selection of proposals for the publication of publications and approved by the Dean.
2. The editorial activities of FUD UJEP are carried out in the following editions:
  - a) Art History Edition, focused on professional works in the field of theory and history of art
  - b) Projects Edition, focused on exhibition catalogues, curatorial and authorial projects
  - c) Monograph Edition, focused on the professional monothematic work of one author
  - d) Edition of the Script, focused on professional peer-reviewed works for teaching purposes

The editions are listed in the imprints as follows:

Edition: Art History

Edition: Projects

Editions: Monographs

Edition: Script

## **VII. Editorial Department of FUD UJEP**

1. The activities of the Editorial Department are administratively ensured by the Editorial Officer under the leadership of the Vice-Dean for Creative Activities.

Editorial Department:

- a) administers the preparation of the Editorial Plan, prepares documents for the meetings and minutes of the meetings of the Editorial Committee, provides consultations to authors during the implementation of publications,
- b) ensures the production of approved publications, ensures the conclusion of contracts and agreements with external authors/editors, scientific and technical editors, reviewers, graphic designers and other collaborators, mediates the handover of author's manuscripts to external reviewers with a request for the preparation of opinions,
- c) ensures the assignment of ISBN by the Vice-Rector for Creative Activities of UJEP,
- d) provides materials for the imprint in cooperation with the responsible editor, author/editor,

- e) ensures production calculations, printing orders and handover of documents to the printer, payment of invoices and agreements through the secretary of FUD UJEP,
- f) in cooperation with the author, takes over printouts from the printer, handles any complaints,
- h) ensures the administration and distribution of published publications in selected bookstores and monitors their sales, records and manages publications in the edition warehouse,
- i) ensures the fulfilment of the reporting obligation and the sending of legal deposit copies to libraries, hands over author's copies (review copies on request) and legal deposit copies to the university shop in a protocol manner,
- j) administers the edition overview on the FUD UJEP website.

### **VIII. Form of publications and quality requirements**

1. Publications published in printed and non-printed form must meet generally accepted professional quality criteria for the given type of publication (Annexes 4, 5 and 6 of this Directive – Definition of a professional book according to RIV, Guidelines for Authors and Editors – Technical Manual, CSN-ISO-690 Citation Standard 2011) and the applicable criteria of the faculty for the evaluation of scientific or artistic activity.

### **IX. Process and principles of publication implementation**

For the realization and publication of a publication within the FUD editorial plan, the following procedure must be followed:

1. Proposal for publication

Authors submit the "Proposal for publication of the publication" form to the Chairman of the Editorial Committee for consideration by the Editorial Committee (no later than 30.10., or 28.2.) (Annex No. 3 to this Directive). In the form, the authors state whether they are applying for support for a) manuscript processing, b) electronic edition, or c) printed edition.

2. Editorial Plan

After the approval of the Proposal for the publication and the total amount of the financial contribution, the publication is included in the editorial plan. The editorial plan is approved by the Dean. The authors are informed about the inclusion of the publication in the editorial plan by the Chairman of the Editorial Committee.

3. Editorial Team

The Chairman of the Editorial Committee will assemble an editorial team consisting of the author/editor, the editor-in-chief and the graphic designer. The composition of the team is recorded by the editorial department. The editorial team sets the schedule for the preparation of the publication, the technical specification of the publication, and its detailed budget. In cooperation with the editor, the Edition Officer will also prepare any documents for the calculation and ordering of external language proofreaders, translators or a printer.

If the publication is produced in cooperation with another publishing house, the author is obliged to inform the President of the EC about this and agree on an individual procedure (Annex No. 1 of this Directive).

#### 4. Drawing funds

The Chairman of the Editorial Committee discusses the detailed budget of the publication with the authors. After the editor-in-chief has been appointed, each publication is assigned a centre number, which continues to be administered by the FUD secretary and registered by the edition clerk. The authors turn to the FUD secretary in financial matters. All costs, including fees, translations and proofreading, must be included in the Proposal for publication and included in the total costs and claimed in the year of publication. In the case of internal authors, they will be paid in the form of remuneration or scholarships, in the case of external authors on the basis of an agreement on the performance of work. If the publication is financed from more than one source, it is possible to claim reimbursement of the fee from other entities.

#### 5. Reviewers

The author will check whether it is desirable to have peer reviews for the publication. If so, he will propose reviewers in the Proposal for publication form. Fees for reviewers and editors are included in the total costs of the publication, unless the dean decides otherwise. For theoretical monographs, reviews are taken for granted and are a condition for inclusion in the RIV. In the case of artistic monographs, the peer review process is recommended for publications that are part of grant, habilitation and appointment projects or aspire to be included in the RUV. Peer-reviewed publications must have at least 2 reviewers, of which at least 1 must be an external reviewer. If a publication aspires to be included in the RIV and RUV, the reviewers should be associate professors or professors, exceptionally also respected experts in the field. The author provides reviews of his manuscript, and any additions and revisions of the text take place before submitting it for external proofreading.

#### 6. Proofreading and Translation

The author also provides qualified proofreading. Proofreading is not within the competence of the editor or the President of the EC, unless its implementation or external order has been agreed in advance. The costs of proofreading should be included in the total costs in the Proposal for Publication. In order to ensure external linguistic proofreading (grammatical correctness, stylization of the text) and to ensure external translations, authors submit manuscripts to the Editorial Department only in their complete and final form, edited and respecting the binding rules (Appendices No. 5 and 6 of this Directive). With an external proofreader, the author solves and implements the changes, coordinated by the editor-in-chief.

#### 7. Graphic works

For the typesetting of a publication according to the graphic design, the graphic designer is sent only a linguistically corrected text, including pictorial material in a form respecting the binding rules (Appendices No. 5 and 6 to this Directive). Content corrections in typesetting (shortening texts, placing images on pages) are handled by the author with a graphic designer. It is always necessary to comply with the prescribed imprint with the publication series and the FUD logo (Annex No. 5 to this Directive).

#### 8. ISBN and EAN

The author shall submit to the Editorial Office a completed Application for ISBN Assignment form (Annex No. 2 to this Directive), in which he or she shall provide binding information on the title and execution of the publication, which will be registered in the ISBN system of the National Library. The Edition Officer then submits the form to the President of the EC and the Dean of the FUD for signature, if the request is confirmed, he sends it to an authorized employee of the UJEP Research Library, who assigns an ISBN numerical code. ISBN is used to indicate copyright, imprint and, in the case of distribution to a nationwide commercial network, to create an EAN code, which the graphic designer places visibly only on the back of the cover. The EAN code must not be graphically modified so that it loses functionality.

#### 9. Typographic and editorial proofreading

Typographic/letter corrections before printing are carried out according to typesetting in PDF preview and in a printed mock-up using correction marks. The graphic designer and the author/editor are dealt with by the responsible editor. At this stage of the publication's implementation, the author must not make any other than lettering corrections in the text, the editor-in-chief checks the pagination of the content, spaces, incorrect hyphenation, imprint, bibliographic references according to the citation standard CSN-ISO-690 from 2011 (Annex No. 6 of this Directive).

#### 10. Approval for printing and printing

The author approves the final corrected preview of the publication in typesetting before printing by authorization – confirmation of correctness. A corrected authorised publication for printing is editorially checked by the Editorial Department and approved by the President of the European Commission.

The printer is contracted in advance by the author in cooperation with a graphic designer or with the editorial department. The author submits the final corrected graphic form of the publication in pdf for review to the President of the EC and the editor of the edition well in advance of printing, i.e. no later than 1 month before the contractually agreed production date with the printer, but no later than the end of November of the relevant year.

If the deadline for submitting the graphic form of the publication in pdf is not met, the publication will be excluded from the editorial plan for the relevant year. In such a case, it is possible to apply for inclusion in the editorial plan for the following year, without automatic entitlement to its re-approval and financing.

#### 11. Cost Reporting

Publications included in the editorial plan must be realized and invoiced in the year of publication. Additional funding in the following year is not possible. The author shall submit the final statement of the costs of publication in electronic form on a completed form (Annex No. 7 to this Directive) to the President of the EC and the editor of the edition no later than 10 December of the relevant year. Documents on financing from the FUD will be provided by the FUD secretary. If the author is not able to ensure the production of a publication completely prepared for printing in the relevant year, he

informs the editor-in-chief and the President of the EC, who discusses the matter with the Dean.

### 13. Records and distribution of publications

If the publication is financed 100% from the FUD funds, the author is obliged to hand over the entire print run to the editorial department. If the publication is financed from other sources, the circulation will be distributed adequately among the participating entities. The author is assigned 10 copies, the collaborators one copy each, and the rest of the print run is stored in the edition warehouse and distributed through the editorial department. In addition to legal deposit copies for libraries, publications are distributed in the UJEP bookstore and other bookstores focused on culture and fine arts, or in the nationwide sales network. The funds raised from the sale of the publication go to the FUD. Circulation cannot be handled without the knowledge of the President of the EC and the Editorial Department. The FUD is legally obliged to send the prescribed number of copies to libraries. This is exclusively ensured by the FUD Edition Clerk. The price of the publication is set by the President of the European Commission on the basis of production costs.

## **X. Author/Editor Responsibilities**

As part of the editorial activities of FUD UJEP, the author/editor is obliged to respect the general legal provisions concerning editorial and publishing activities. The author/editor follows the instructions contained in this Directive and its annexes, as well as the instructions of the Chairman of the FUD Editorial Committee. If these points are not met, the editorial work on the manuscript may be stopped and it may be removed from the editorial plan without compensation.

The author/editor is responsible in particular for:

### 1. Content and form of the manuscript

The author/editor undertakes to respect the binding guidelines and quality criteria for the submission of the manuscript. The manuscript must be submitted for processing in a form that respects the rules for the submission of manuscripts, including the requirements for the submission of pictorial accompaniment (in the case of professional publications, including footnotes, text breakdown, foreign language summary, list of references, headings, index, etc.). (See Appendices 4, 5 and 6 to this Directive.) If the manuscript does not comply with these rules or does not respect them, it is returned to the author/editor.

In the process of realization of the publication, it will not carry out any other than letter proofreading in the text in the final phase of preparations and will cooperate with the assigned reviewers, the editor, the proofreader, the President of the EC and the Editorial Department of the FUD UJEP. The author is obliged to inform the editor of the edition of any changes to the final form and specification of the title before the ISBN is granted and before the publication is published, at the latest when applying for an ISBN.

## 2. Finance

The author/editor, in cooperation with the Editorial Department and the Secretary of the FUD, handles and manages the use of allocated funds. The drawing of all costs for the implementation of the publication must be concluded in the year of its publication, in the case of publications financed from sources other than the FUD UJEP or from project subsidies no later than 2 weeks after the publication is published. (See Art. IX/4 of this Directive.)

## 3. Graphic design

The author/editor is responsible for ensuring that the graphic design of individual series is processed as binding in relation to the FUD and UJEP logos. If the relevant edition series has a binding graphic form and typographic elements given by the graphic manual, the author/editor must respect them or ask the President of the EC for a justified change.

## 4. Reviews

The author/editor provides review opinions in the event of an aspiration of a publication for inclusion in the RIV. (See Art. IX/5 of this Directive.)

## 5. ISBN

The author/editor is obliged to ensure that the ISBN including the EAN barcode is provided. (See Art. XI of this Directive.)

# **XI. Assigning ISBNs**

1. The condition for financing and publishing the publication from the funds of the FUD UJEP is the assignment of an ISBN.

The ISBN is assigned by the Vice-Rector for Science, Research and Other Creative Activities of UJEP based on the request of the Dean of the Faculty. The application is submitted by the author/editor to the chairman of the FUD Editorial Committee, who will forward it to the Dean after approval. The application form is Annex No. 2 to this Directive.

On the basis of the statement of the Chairman of the Editorial Committee, the Dean issues the final approval for printing and asks the Vice-Rector to assign an ISBN through the Editorial Officer.

2. The publication of publications representing the outputs of grants handled at UJEP, which are published by other publishing houses or publishing houses and the publication of which is financed or co-financed from the funds of UJEP and grants carried by UJEP, is subject to the general rules of editorial and publishing activities at UJEP. UJEP does not assign ISBNs for these publications. Their issuance is announced to the Science Department of the Rector's Office (Annex No. 1 to this Directive).

# **XII. Transitional and final provisions**

1. This Directive enters into force on 1 February 2017.

2. This Directive repeals the Dean's Directive No. 3/2012.

doc. Mgr.A. Pavel Mrkus  
Dean of the Faculty of Art and Design of UJEP

**Attachments:**

- [Annex No. 1 to the Dean's Directive No. 1/2017: Announcement of the publication by a publishing house other than FUD UJEP](#)
- [Annex No. 2 to the Dean's Directive No. 1/2017: Application for ISBN Assignment](#)
- [Annex No. 3 to the Dean's Directive No. 1/2017: Proposal for the publication](#)
- [Annex No. 4 to the Dean's Directive No. 1/2017: Definition of a professional book according to the RIV](#)
- [Annex No. 5 to the Dean's Directive No. 1/2017: Instructions for Authors and Editors](#)
- [Annex No. 6 to the Dean's Directive No. 1/2017: CSN ISO690 Citation Standard 2011](#)
- [Annex No. 7 to the Dean's Directive No. 1/2017: Final Statement of Costs for Publication](#)