

## **Management and Operation Regulation of the Aristotle University of Thessaloniki Publications**

The Aristotle University of Thessaloniki Publications (AUTH Publications) are implemented by the AUTH Publications Department and the AUTH Library - Information Centre (LIC). The financial management of AUTH Publications is carried out by the Aristotle University Property Development and Management Company (AUTH PDMC).

### **PURPOSE**

The purpose / mission of AUTH Publications is to promote and highlight the scientific, research, educational, cultural and social work of the Aristotle University of Thessaloniki, as well as educational and research organisations in Greece and abroad, in the academic community and the broad readership.

### **OBJECTIVES**

The main objectives of AUTH Publications are:

- α. the development and implementation of the University's publishing policy
- β. the publication of works of scientific, research, educational and cultural importance.
- γ. the planning and implementation of actions that promote and highlight innovative published works of a scientific, research, educational and cultural nature.

To achieve these objectives, the AUTH Publications service collaborates with the University's administrative and academic structures and units. AUTH Publications may also sign cooperation agreements with other scientific, educational, research and cultural bodies or institutions in Greece or abroad.

### **SCOPE**

The areas of activity of AUTH Publications are:

1. The production and distribution of textbooks and other supplementary material provided to students through the Service of Integrated Management of Textbooks and other Aids "EUDOXUS".
2. The publication and distribution of special editions, anniversary volumes, yearbooks, albums, conference proceedings, printed information material etc.
3. The publication and distribution of books for broad readership on topics covered by AUTH's scientific activities.
4. The publication of electronic-interactive books (eBooks).
5. The hosting and distribution of Open Access electronic scientific journals through the AUTH LIC service entitled "[Prothiki: Management of scientific journals](#)", which are issued by the University's Faculties, Departments and research centres, as well as by other research / scientific bodies in which at least one AUTH faculty member participates in the editorial team or in the Board of Directors of the respective body.

The above works can be made available either in digital or printed format. They may also be published for commercial purposes or under an "Open Access" scheme.

AUTH Publications strictly adheres to the University's policy in accordance with the Rules of Principles and Operation of the AUTH Research Ethics Committee.

All scientific publications are evaluated by the Review Board, which is comprised of experts on the respective scientific field(s) per case (peer-review).

## **STRUCTURE AND ORGANISATION**

The competent boards of AUTH Publications are:

### **Press Board**

Board Supervision: the Rector of the University

The Board is composed of:

- the Head of the AUTH Press Board
- the Head of the AUTH Library Committee
- the Managing Director of AUTH PDMC
- the Publications Manager

### Responsibilities

- Drafting the publishing strategy.
- Ensuring compliance with the rules of ethics, in accordance with the Rules of Principles and Operation of the AUTH Research Ethics Committee.
- Preparing an annual report on the planning and assessment of AUTH Publications.
- Establishing the selection criteria for all categories of works and journals to be published (*the criteria for each category are detailed in the Appendix of the Regulation*).
- Deciding on the publishing plan and recommending it to the Rector.
- Determining the selling price of the books and the amount of fees for authorship - translation rights; also, in the case of journals, the amount of Article Processing Charges (APC).
- Shaping the AUTH Publications communication strategy.
- Making recommendations to the Rector regarding the composition of the Review Board.

For issues related to copyright (compensations, settlements, open access etc.), the Board can request the assistance of faculty member(s) of the University's Faculty of Law.

### **Review Board**

The Review Board is composed of the Press Board and includes reviewers specialised as appropriate:

- α. Two internal (AUTH) members, independent of the Press Board
- β. An external member (from Greece or abroad)

### **Administrative and Financial Management**

### **AUTH Publications Department**

The Publications Department coordinates the following activities:

- a. Administrative and financial care of AUTH Publications for books, printed information and service material etc. which are not available for sale.
- b. Issuing ISBN, ISSN or eISSN for all AUTH Publications titles, and delivering the required (electronic or printed) copies to the National Library (in collaboration with the AUTH LIC).
- c. Graphic processing and electronic pagination of all AUTH Publications titles (*the Appendix includes instructions and templates for the format of journals and monographs*). *The implementation of the content of this paragraph is determined by the decision whether or not to provide the relevant services (or to provide them under specific conditions)*.
- d. Literary editing of the original publications.
- e. Technical and financial monitoring of the publishing process, in collaboration with the Publications Manager
- f. Monitoring procedures for assignment and completion of the printing tasks related to the titles to be published.

### **AUTH PDMC**

The administrative and financial management of AUTH Publications regarding the books and other publications available for sale is handled by the AUTH Property Development and Management Company.

### **Publications Manager**

The Publications Manager is appointed by the Rector on the recommendation of the first three members of the Press Board, following a call for applications.

Responsibilities:

- a. Investigating the possibility of agreements with authors, publishing and commercial houses in Greece or abroad, or other relevant bodies for the distribution of AUTH Publications, in accordance with the decisions of the Press Board.
- b. Making recommendations to the Press Board on the financial viability of the titles intended for sale.
- c. Making recommendations to the Press Board regarding issues that may arise from the operation of AUTH Publications.
- d. Undertaking the management and execution of any other related work related to AUTH Publications activities.
- e. Deciding on and collaborating with editors, copy editors and translators.
- f. Cooperating with the Publications Department and selecting external partners (graphic designers, print houses etc.).
- g. Cooperating with the AUTH Central Library, and in particular with the "Prothiki" service, on issues related to electronic journals and the indexing of both journals as well as other published works in international databases and directories.

### **AUTH Library and Information Centre**

The AUTH Library and, specifically, the "Prothiki" service, hosts and distributes open access electronic scientific journals published by the University's Faculties, Departments, research centres as well as other research / scientific bodies in which at least one AUTH faculty member participates in the editorial team and the Board of Directors of the relevant body. The

implementation is carried out using the open source software [Open Journal System \(OJS\)](#), which supports all stages of the publishing process (organisation of the journal, archive & communication of editors - reviewers - authors - users, submission - review - editing of articles, publication of issues etc.). The Library's specialised staff provides the interested parties with training and technical support regarding the electronic environment of the service, as well as counselling regarding compliance with best practices related to ethics in scientific publishing and accessibility to research. Once the aforementioned stages are completed, procedures are initiated for the indexing of "Prothiki"'s journals in the international [Directory of Open Access Journals](#) (DOAJ) and subsequently in recognised databases and directories.

## **Approval procedures for works to be published**

### **A. Textbooks included in the "EUDOXUS" Service of Integrated Management of Textbooks and other Aids.**

Faculty members who wish to publish and make available their textbook through the "EUDOXUS" Electronic Service shall submit a relevant request to the Publications Department, also notifying the AUTH PDMC, filling in the "[Textbook Printing and Distribution Request](#)" (Template 1), and submitting the textbook in electronic form, as well as a printed copy. In the case of a textbook previously published by another publisher, the interested parties must have secured the copyright of the book from the previous publisher and submit a relevant "[Solemn Declaration](#)" (Template 2).

The Publications Department forwards the initial request to the Press Board in order to: (a) appoint a Review Board, (b) review the work to be published in terms of its academic and scientific content, and (c) make a relevant recommendation.

Subsequently the Press Board, after taking into consideration the relevant recommendation and examining the possibility of publication using economic and technical criteria, decides whether or not to include the book in its publishing program and submits to the Publications Department the file with the financial feasibility report (existing relevant literature, readership size, printing costs etc.) so that further actions can be taken.

### **B. Publication and distribution of books of wider interest (Monographs, Translations)**

Interested parties that wish to publish their book and make it available in the free market shall submit a relevant request to the Publications Department, also notifying the AUTH PDMC, filling in the "[Book Publication Request](#)" (Template 3), submitting the book in electronic format, as well as a printed copy. In the case of a textbook previously published by another publisher, the interested parties must have secured their copyright permission from the previous publisher and submit a relevant "[Solemn Declaration](#)" (Template 2), also notifying the Publications Department and the AUTH PDMC.

The review process of monographs submitted for printing is the same as described in the second part of the previous paragraph.

In the case of a work to be translated, there are certain additional criteria evaluated, such as the book's assessment by the international scientific community through documented book reviews,

the prestige of the author and the publisher, as well as the licensing costs from the foreign publisher (copyright).

## C. Scientific Journals

### C1. Conditions for creating new scientific journals

- The owner is considered to be a Faculty, Department, laboratory or research centre of the AUTH (approval from the General Assembly of the relevant Department is required) or another research/scientific organisation in which at least one AUTH faculty member participates as a regular member of the editorial team and the board of the organisation.
- In case of a journal in **electronic format (electronic journal)**, it should be issued under an Open Access system.
- In case of a journal in **printed format (printed journal)**, the content licencing must be thoroughly described (copyright).
- Submission of a feasibility report (Aims and scope) and scientific specifications (e.g. [ICMJE Recommendations](#), [Principles of transparency and best practice in scholarly publishing](#)).
- Description of publication types (e.g. review articles, original research articles, etc.).
- Listing of the members of the editorial and scientific committee with a justification of their role in the publication (the participation of members from foreign institutions/bodies is considered desirable and beneficial).
- Statement of publication frequency and compliance.
- In any case of complaint or even indications of unethical behaviour, the scientific committee of the journals must, regardless of their origin, comply with the recommendations and instructions of the [Committee of Publication Ethics](#) (COPE), whether they concern issues of research methodology or issues of the initial or final scientific publication of the findings.

## Procedures

### Electronic journals

The journal managers who wish to be included in the publishing activity of AUTH submit a relevant request to the Publications Department, also notifying the AUTH Library, by filling in the "[Request for Inclusion of a New Journal](#)" (on-line form), while also submitting a relevant [feasibility and scientific specifications report](#) (Template 4), where the members of the editorial and scientific committee are listed. The Publications Department forwards the request to the Press Board in order to: (a) appoint a Review Board, (b) review the scientific journal to be published or included in terms of its academic and scientific content, and (c) make a relevant recommendation. This is followed by the signing of a contract (Template 5) between the publisher and the editor of the journal.

The scientific journals that are already published through the online environment of Prothiki are evaluated by the AUTH Library Committee regarding their compliance with the terms and conditions described in subsection "C1 Conditions for creating new scientific journals". If deemed appropriate, the AUTH Library Committee may recommend to the Press Board to appoint a

Review Board, so that the publication can be re-evaluated and a new recommendation can be submitted. The results of the recommendation are forwarded to the persons responsible for the publication, if it is deemed that improvements need to be made within a reasonable period of time (e.g. 2 months).

### **Printed journals**

The journal managers who wish to be included in the publishing activity of AUTH shall submit the relevant "[Request for inclusion of a journal](#)" (Electronic application) to the Publications Department, while also submitting a relevant [feasibility and scientific specifications report](#) (Template 4), where the members of the editorial and scientific committee are listed. The Publications Department forwards the request to the Press Board in order to: (a) appoint a Review Board, (b) review the scientific journal to be published or included in terms of its academic and scientific content, and (c) make a relevant recommendation. Subsequently the Press Board, after taking into account the relevant recommendation and examining the possibility of publication/inclusion using economic and technical criteria, decides whether or not to include it in its publishing program and submits to the Publications Department the file with the financial feasibility report so that further actions can be taken. This is followed by the signing of a contract between the publisher and the editor of the journal.

## **C2. Conditions of inclusion of already existing journals in the publishing activity of AUTH**

Prerequisites :

- Apply the conditions described in the above paragraph "C1 Conditions for creating new scientific journals"
- Publication of the journal for at least two (2) years
- Editorial Board consisting of members of AUTH and foreign scientists of recognised prestige
- International recognition of the journal is desirable (decided by the Review Board on a case-by-case basis)

### **Procedures**

Publication managers submit a relevant request to the Publications Department, also notifying the AUTH Library, by filling in the "[Request for Inclusion of a New Journal](#)" (electronic request).

If the scientific journal was previously published by another commercial publisher, the interested parties must confirm that no agreement with the said publisher is in force, by submitting a relevant [Solemn Declaration](#) (Template 2).

AUTH Publications will not publish any article on behalf of the journal before the effective start date of the agreement between AUTH Publications / Prothiki and the Editor-in-Chief of the journal, and the Editor-in-Chief shall certify that no article of the journal from the above date onwards will be published by any medium (print or electronic) other than those provided by AUTH Publications/Prothiki.

In case of violation of the agreement, AUTH Publications reserves the right to suspend the publication of further articles in the journal until the matter is properly dealt with.

**Electronic journals**

Interested parties must provide the electronic link (URL address) of the journal by completing in the "[Request for Inclusion of a New Journal](#)" (Electronic request) the relevant field "*Online Edition URL*", where the issues with open access to the full text of the publications, the publication information, as well as the applied policies are located.

In case that the published content is available under a subscription system (paywall), the interested parties must submit additionally to the journal's URL address, the two (2) most recent issues of the journal in electronic and printed format .

**Printed journals**

The journal managers must submit at least the two (2) most recent issues of the journal.

In any case, AUTH publications reserve the right to change, improve, modify the terms of this Regulation whenever it is deemed necessary.