

EASTERN UNIVERSITY, SRI LANKA

UNIVERSITY PUBLICATIONS BY-LAWS

By-Laws made by the Publications Committee, the subcommittee of Senate recommended by the University Senate, and approved by the Council of the Eastern University, Sri Lanka, under section 135 of the Universities Act No. 16 of 1978 and its subsequent amendments.

Part I - GENERAL

This By-Laws may be cited as the **University Publications By-Laws No. 01 of 2024**.....

1.1 Executive Summary

The University Publications By-Laws of the Eastern University, Sri Lanka, is designated to streamline the standards and the quality of publications intended to be published by university staff members, faculties, entities, and students (in some instances).

The By-Laws requires,

- university staff members, faculties, entities, and students (in some instances) to create documentation for the literary works they have authored / edited using the name of the unit / department / faculty / campus / institute / university administered under Eastern University, Sri Lanka, with the Eastern University, Sri Lanka's name and logo as the publishers.

1.2 Preamble Statement

The Eastern University, Sri Lanka (hereinafter referred to as EUSL) is dedicated to advancing knowledge and strives diligently to enhance the university's ranking by fostering academic and research excellence through various indicators.

The EUSL's Publications By-Laws is mandated to provide guidance to university staff members, faculties, entities and students when they seek to publish their literary works and to assure that content produced under the university's name upholds high academic standards.

The Publications By-Laws formalizes the university's commitment to the effective stewardship and dissemination of standard publications by EUSL staff, faculties, entities and students in pursuit of this goal and articulates how this can be achieved.

Hence, the By-Laws aims to provide oversight of the publications process and guide authors, editors, faculties, and entities from preparation through publishing to access.

1.3 Scope

This By-Laws applies to all staff members, faculties, entities and students of EUSL, where publication is either an expectation of their employment or contributes to the dignity of the faculty or the entity. Staff members / Students meeting this specification shall be referred to as 'Authors' / 'Editors'.

This By-Laws does not apply to individual/group undergraduate, and postgraduate students, and they are not entitled to use the logo and the name of the university for their individual / group publications except the Newsletters published by the students of the faculties.

Part II - UNIVERSITY PUBLICATIONS COMMITTEE

2.1 Composition and Management

- 2.1.1 The general management of the university publications' affairs shall be vested in the Publications Committee to recommend to Senate.
- 2.1.2 The Publications Committee shall consist of the Librarian as the Chairman and one member from each faculty of the University / Campus and Institute.
- 2.1.3 The University Senate shall appoint replacements for any vacancies that may occur among its members due to any reasons.

2.2 Term of office

- 2.2.1 Except for the Chairman of the Committee, the other members of the Publications Committee who represent each faculty / Institute shall be appointed by the University Senate for a term of three years and may be reappointed.

2.3 Meetings

- 2.3.1 The Publications Committee shall meet once in two months according to the calendar of dates, and such meetings may be held physically, online, or in hybrid mode. If the need arises special meetings shall be scheduled.
- 2.3.2 The Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of the Academic Affairs Division of the Eastern University will serve as the Convener for the meetings and procedures.
- 2.3.3 The convener shall record the minutes of every Committee Meeting, and these minutes shall be confirmed at the following meeting.

2.4 Dissemination of Procedures

- 2.4.1 The Convener shall inform the members of any decision of the Publication Committee if so directed by it.
- 2.4.2 The members who represent each faculty shall be responsible for conveying and taking follow-up actions.

2.5 Delegation of Power

- 2.5.1 The Publications Committee shall have the right to solicit the views of the members.
- 2.5.2 The Publications Committee shall have the power to make recommendation on any controversies that may arise in the interpretation of this By-Laws.

Part III - POLICY REQUIREMENTS AND PROCESS

This committee shall be responsible for executing the rules and procedures outlined in this By-Laws for the following publishable literary formats. It shall also bear similar responsibility for any future specific publications that may be established and fall under its jurisdiction.

3.1 Publishable Literary Formats

The literary formats could include Books, Edited Books, Scholarly Journals, Conference Abstract / Full Paper Proceedings, Magazines, Newsletters, Anthologies, Working papers, Novels, Fiction, Non-fiction, Poetry, Song Lyrics and Play Scripts.

However, literary works created by EUSL staff members as part (within the scope) of their employment duties are typically owned by the employer and should not be published independently.

3.1.1 Individual Author Write-Up / Creation

- 3.1.1.1 An "Individual Author Write-up or Creation" refers to content typically written or created by a single person or a group of authors, which reflects their unique perspective, ideas, or expertise on a particular subject matter.
- 3.1.1.2 Any staff member of EUSL may submit a soft copy of their draft manuscript of literary works to the Main Library, EUSL, to identify any copyright issues already imposed and / or to generate a plagiarism similarity report.
- 3.1.1.3 They should also provide the hardbound draft manuscript to the Head / Director / Coordinator of the Department / Centre / Unit to which they are attached, in the first instance.
- 3.1.1.4 The Head / Director / Coordinator of the Department / Centre / Unit shall forward the applicant's request to the respective Faculty Board / Board of Management through Academic Syndicate of the relevant Faculty / Institute or Library Committee through the Dean of the relevant faculty / Director of the Institute or the Librarian along with a report on copyright issues/plagiarism received from the Main Library, EUSL.
- 3.1.1.5 In the case of non-academic staff members, they shall forward it through the Registrar / Deputy Registrar of the University / Institute / Campus along with a report on copyright issues/plagiarism received from the Main Library, EUSL.
- 3.1.1.6 The Faculty Board / Board of Management through Academic Syndicate / Library Committee shall recommend / not recommend the applicant's request along with a report on copyright issues and / or plagiarism and send their comments, if any, addressed to the Chairman/Publication Committee and to submit to the Deputy Registrar/Academic Affairs Department.

- 3.1.1.7 Upon the recommendation of the Faculty Board / Board of Management through Academic Syndicate / Library Committee, the Senate shall appoint two reviewers within the subject discipline of publication, at least one of whom should be outside the University / Campus / Institute and inform the publication committee in order to be produced and approved by the Senate.
- 3.1.1.8 The Publication Committee will send the draft manuscript of the particular literary work recommended by the Faculty Board / Academic Syndicate / Library Committee to the approved reviewers to oversee the standard insights of the content and submit a comprehensive report.
- 3.1.1.9 Once the reviewers' reports are received and the Publication Committee is satisfied with them, the committee shall examine the technical aspects of the publication, such as standard formatting, quality of writing, requirements for International Standard Book Numbering (ISBN) / International Standard Music Numbering (ISMN), and the overall structure of the manuscript.
- 3.1.1.10 Based on the comments from the Publication Committee, the author may be requested to make any necessary modifications.
- 3.1.1.11 After the above process is completed, the Publication Committee shall recommend and forward it to the Senate for publication along with the final draft of the write-up / update of the creation with the reviewers' report for further recommendation of publication.
- 3.1.1.12 The Senate shall recommend the publication to the University Council for its approval.
- 3.1.1.12 Once the University Council has approved the publication, the university will obtain the International Standard Book Numbering (ISBN) / International Standard Music Numbering (ISMN) for the particular publication from the National Agency. The respective author/editor will bear the relevant charges to be paid to the National Agency.
- 3.1.1.13 The applicant shall do the needful printing / disseminating processes using the University name and logo.
- 3.1.1.14 Five Copies of the particular publication must be sent to the Librarian by the author in order to be displayed in the library as a legal deposit.

3.1.2 Faculty / Entity's Publications

- 3.1.2.1 Firstly, the Chief Editor or Editorial Board should submit a comprehensive proposal for the intended publications, including Conference Abstracts, Full Paper Proceedings, Scholarly Journals, Magazines, Newsletters, and relevant content details such as the cover, title page, editorial board, frequency (if applicable), target audience, etc., to the Faculty Board / Academic Syndicate / Library Committee / the relevant Staff Meeting for their observation and review.
- 3.1.2.2 Once the proposal has been reviewed by the Faculty Board / Academic Syndicate / Library Committee / the relevant Staff Meeting, it should be forwarded to the Publication Committee for a recommendation through their respective Faculty Deans / Librarian / Registrar (if it pertains to departments other than faculties or academic entities).
- 3.1.2.3 The Publication Committee will carefully review the proposal's standards and other details, providing reviews to be forwarded to the University Senate.
- 3.1.2.4 Once the University Senate has approved the publication, the university will obtain the International Standard Serial Numbering (ISSN) for the particular publication from the National Agency. The relevant charges payable to the National Agency will be borne by the respective faculty / entity.
- 3.1.2.5 If the proposal has not met the standard guidelines for publication prescribed by the Publication Committee, it will be returned with comments by the Publication Committee, to the respective Dean of the Faculty / Librarian / Registrar (if appropriate).

3.2 The Legal Name and the Logo of the Publisher

Under all circumstances, only the name of the university, "Eastern University, Sri Lanka" in English, "கிழக்குப் பல்கலைக்கழகம், இலங்கை" in Tamil, and "නැගෙනහිර විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව" in Sinhala, should be printed as the publisher. This should include the standard logo of the university placed above the name of the university, irrespective of the Unit / Discipline / Department / Faculty to which the publication belongs.



Part IV - FINANCIAL ASSISTANCE FOR PUBLICATIONS

4.1 Budget Preparation Processes

The formal document along with the initial budget should be recommended by the Finance Committee, and also any requests for variances exceeding 5% estimated by the applicant.

4.2 Entertaining Applications for Partial Financial Assistance

4.2.1 Individual Author Write-Up / Creation

Partial financial assistance will be considered contingent upon the availability of funds at the time of application.

- 4.2.1.1 The maximum budget ceiling for financial assistance is set at Rs. 300,000.00 per applicant.
- 4.2.1.2 The call for grant applications should conclude by the end of June each year.
- 4.2.1.3 To proceed with the consideration of applications, the following documents must be submitted to the Publication Committee through the Dean of the Faculty, Librarian, or Registrar (if appropriate):
 - Prescribed application form
 - Copy of the manuscript approved by the Publication Committee along with the letter of approval.
 - Budget for printing with three quotations
 - Copy of the copyright transfer agreement signed by the applicant.
- 4.2.1.4 The Publication Committee will submit its recommendation for financial assistance along with the relevant documentary evidence to the University Finance Committee for further recommendation to be approved by the council.
- 4.2.1.5 Once the approval processes are completed and financial assistance is assured, the Agreement with the University for Financial Assistance should be signed by the respective principal applicant.
- 4.2.1.6 The intended publication considered with the financial assistance should be published within a six-month time span from the date of issuing the grant.

- 4.2.1.7 The principal applicant must return 80% of the total approved grant issued as financial assistance to the university within one year from the month of publication. The remaining 20% of the total grant will be waived for the author(s) and editor(s) as a reward for their creation.

4.2.2 Faculty / Entity's Publications

It is the sole responsibility of the respective faculty or entity to find the source of funding to cover the expenses.

Part V - INTELLECTUAL OWNERSHIP AND COPYRIGHT

- 5.1 EUSL reserves the copyright of such publications. However, the author / faculty / entity shall retain the intellectual authority of the publication. Regarding individual author's write-ups / creations, the author/ creator / editor should grant the publisher a license through the copyright transfer agreement.

A copyright transfer agreement will cover information such as:

- The date planned to publish.
- The format the work will be published in (print or online or both).
- The number of print copies planned to be available.

- 5.2 In signing a copyright transfer agreement, the author / creator / editor grants all their rights as author / creator / editor and copyright holder to EUSL. This means that the author / creator / editor may need to seek permission from EUSL if they wish to,

- Deposit an Open Access version into an institutional repository.
- Make the published work available on their own website.
- Reprint, publish or disseminate revised editions of the same literary material.

- 5.3 No staff members / faculty / entity can use the University name or logo for their publications / creations, except for common official University notices, invitations, and banners, without the approval of the University Council.

- 5.4 Common official documents / publications carried out by the University Administration, not mentioned above, do not go through the Publication Committee's recommendation processes.

Part VI - LEGAL IMPLICATIONS

- 6.1 Applications that fail to abide by or satisfy the regulations mentioned shall be rejected.
- 6.2 Legal procedures for grantees who fail to abide by or satisfy the regulations mentioned under section no. 4.2.1 shall be taken to recover the whole amount granted, along with any other charges as decided by the Finance Committee, from the Principal Grantee.
- 6.3 If this By-Laws is violated by any staff members or students at any instance, the University will take appropriate action against them.