

EASTERN UNIVERSITY, SRI LANKA
UNIVERSITY PUBLICATIONS POLICY

1. EXECUTIVE SUMMARY

The University Publications Committee is dedicated to streamline the standards and the quality for the publications that have been carried out by the university staff members.

The policy requires the

- university staff members to create documentation for the literary works they have authored using the name of the university/Institute/Campus/Department /Section/Unit which is administered under the Eastern University, Sri Lanka with the logo of the Eastern University, Sri Lanka as publishers.

2. PREAMBLE STATEMENT

The Eastern University, Sri Lanka (Hereinafter referred to as EUSL) is dedicated to the advancement and dissemination of knowledge in various forms, and strives very hard to upgrade the university ranking by producing academic and research performance through various indicators.

The publications committee of the EUSL's mandate is to direct university staff members when they try to publish their literary works and to assure that content written under the university's name disseminates strong academic quality.

3. PURPOSE

The publications policy formalizes the university's commitments to the effective stewardship and dissemination of standard publications by EUSL staff in pursuit of this goal and articulates how it can be effected.

Hence the policy aims to provide oversight of the publications process and how the authors can be guided from preparation, through publishing, to access.

4. SCOPE

Entitlement:

This policy applies to the staff members of EUSL where publication is an expectation of their employment. Staff members meeting this specification shall be referred to as

'Authors'. This policy does not apply to undergraduate, Masters and postgraduate students of EUSL.

Publishable Literary Formats:

Books, Edited Books, Anthologies, Working papers, Novels, Fiction, Non-fiction, Poetry, and Song Lyrics.

But the materials of literary works created by the staff members of EUSL, as part (within the scope) of their employment duties, are usually owned by the employer and not to be published on their own.

5. POLICY REQUIREMENTS AND PROCESS

- Any Staff member of the EUSL may submit a softcopy of his/her draft manuscript of their literary works to the Main Library, EUSL to identify any copyright issues already imposed and / or to generate a similarity report of plagiarism and produce it with their hardbound draft manuscript to the Head / Director / Coordinator of the Department / Centre / Unit they are attached to in the first instance.
- Head /Director /Coordinator of the Department /Centre /Unit shall forward the applicant's request to the respective Faculty Board/Academic Syndicate of the relevant Faculty/Institute through the Dean of the Faculty/Director of the institute or in the case of non-academic staff members, through the Registrar/Deputy Registrar of the Institute/Campus along with a report on Copyright issues/Plagiarism.
- The Faculty Board/Academic Syndicate shall recommend/not recommend the applicant's request along with a report on copyright issues and/or plagiarism and send in their comments, if any, to the Publication Committee.
- The Faculty Board/Academic Syndicate shall appoint two reviewers within the subject discipline of publication, at least one of whom should be outside the University/Institute/Campus and inform the publication committee in order to be produced and approved by the Senate.
- The Publication Committee will send the draft manuscript of the particular literary work recommended by the Faculty Board/Academic Syndicate to the approved reviewers to oversee the standard insights of the content and submit a comprehensive report.

- Once the reviewers' reports are received and the Publication Committee is satisfied with the reports, the committee shall look into the technical matters of the publication such as standard format, quality of writing, ISBN/ISMN requirements and the whole structure of the book/creation. As per the comments of the Publication Committee, the author may be requested to do the necessary modifications if any.
- After the above process is completed, the Publication Committee shall recommend and forward it to the Senate along with the final draft of the book/ update of the creation with the reviewers' report, to seek approval for publication.
- Once the Senate approves, the Librarian on behalf of the University, will get the ISBN/ISMN for the particular publication from the National Agency and the applicant shall do the needful printing/disseminating processes using the University name and logo.
- 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.
- Under all circumstances, only the name of the university, as "Eastern University, Sri Lanka" should be printed as the publisher, irrespective of the Unit/Discipline/Department/Faculty to which the publication belongs.

6. INTELLECTUAL OWNERSHIP AND COPYRIGHT

Eastern University, Sri Lanka reserves the copyright of such publications. However, the author shall retain the intellectual authority of the book. The author/creator should grant the publisher a license through the copyright transfer agreement.

A copyright transfer agreement will cover information such as;

- When will the work be published?
- The format the work will be published in (print/online or both)
- How many print copies will be made available?

In signing a copyright transfer agreement, the author/creator grants all their rights as author/creator and copyright holder to the Eastern University, Sri Lanka. This means that the author/creator may need to seek permission from the Eastern University, Sri Lanka if they wish to, for example:

- 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.

7. LEGAL IMPLICATIONS

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- Applications that fail to abide/satisfy the regulations mentioned shall be rejected.
- No staff members can use the University name or logo for their publications without the approval of the University Council. If any such complaints are received by the University, disciplinary action shall be taken according to the existing regulations of the University.

8. COMPOSITION OF THE PUBLICATION COMMITTEE

The following officials shall be appointed by the University Senate for a term of two years and may be reappointed for only one subsequent term.

- **Chairman - (Librarian)**
- **One Academic Representative from each Faculty of EUSL.**

Committee Members :

Dr. W. J. Jeyaraj	- Chairman
Prof. V. Gunaretnam	- Member
Prof. (Mrs.) P.Premanandarajah	- Member
Mrs. V.R. Ragel	- Member
Dr. P. Rodney Fernando	- Member
Dr. T. Sathaananthan	- Member
Ms. N. Suthamathy	- Member