

B3-09/2-SR



PALACKÝ UNIVERSITY IN OLOMOUC  
UP RECTOR'S DIRECTIVE

B3-09/2-SR

**Editorial Activities at Palacký University  
in Olomouc (consolidated version)  
Amended Version No. 1 of 30 March 2010 issued under  
No. B3-10/4-SR**

Contents: The present directive defines editorial activities at Palacký University in Olomouc as coordinated publishing activities across UP faculties and other constituent parts with a view to providing for teaching and study activities, publishing research results and promoting UP, and also as the relationship between the author and UP.

Drafted by: Vice-Rector for Science and Research at UP  
Manager of the University Press

Date the regulation came into force: 26 November 2009  
Date the regulation came into effect: 30 November 2009

In accordance with the existing distribution list, the following persons shall be notified of the effectiveness of the new regulation:

Rector, Vice-Rectors, Bursar, the Rector's Office,  
Deans and Secretaries of Faculties,  
Manager of the Accommodation and Dining Facilities,  
Managers of the Computer Center, Library, University Press,  
Project Service, Science and Technological Park, Academic Sports  
Center  
Managers of the Economic and Technical-administrative,  
Operational, and Research and Development Departments of the  
Rector's Office, Archives of UP, Legal Department of UP,  
Internal Audit and Inspection Department of UP,  
Organization and Management Department of UP.

# Editorial Activities at Palacký University in Olomouc (consolidated version)

## Amended Version No. 1 of 30 March 2010 issued under No. B3-10/4-SR

### Part A

#### I.

#### Fundamental Provisions

- 1) The present directive defines editorial activities at Palacký University in Olomouc (hereinafter "UP") as coordinated publishing activities across UP faculties and other constituent parts with a view to providing for teaching and study activities, publishing research results and promoting UP, and also as a relationship between the author and UP<sup>1</sup>.
- 2) The editorial activities of UP are carried out by the University Press under a trade license in the area of publishing and editorial activities. The agent in charge of the trade of the publisher (Palacký University in Olomouc) is the Manager of the University Press.

#### II.

#### Employees' Works and Employer's Exclusive Right to Publication

- 1) In accordance with the statutory mission of universities, long-term plans of scientific, research and development, artistic, and other creative activities of the Employer and its constituent parts, and in accordance with the nature and purpose of the research and educational work of academic staff, the copyright works of academic staff created under the employment obligations towards the Employer are deemed to be Employees' works.
- 2) Academic staff shall, directly or indirectly, submit the results of their work to the Employer in a timely manner, regardless of whether these are

Employees' works or scientific findings represented in a different, for example technical, way.

- 3) The indirect submission of the results of work shall mean, for example, reporting the work or scientific finding expressed in a different way to the Employer by listing it in publication lists or other databases or in other similar lists determined by the Employer, or by the confirmation of such a list by a member of the academic staff regardless of the person who published the Employees' work or the scientific finding, and regardless of the method of its publication. This shall also apply with necessary modifications to unpublished Employees' works.
- 4) No Contract for Work or License Agreement is entered into for Employees' works.
- 5) The Employer respects the academic freedoms recognized by law and the freedom of expression and scientific research recognized by the Constitution by allowing members of the academic staff to exercise their property rights to Employees' works (free exercise of rights by academic staff).
- 6) Provisions of Paragraph 5 do not apply to situations when Employees' works are a result of work related to:
  - a) grant projects or other similar activities with special-purpose funding from public aid under a special act,
  - b) task assignments of academic staff related to conferences and other similar events organized by the Employer (including conference proceedings) or related to events to which the member of academic staff is sent by the Employer within his or her position,
  - c) other work assignments of academic staff if determined so by the Employer in line with the latter's economic or other legitimate interest.
- 7) The Dean of the faculty may, subject to the opinion of the head of the department or a similar superior and upon a proposal by the member of the academic staff, determine that the property rights will be fully or partially exercised by the member of the academic staff even in situations falling under Paragraph 6.

<sup>1</sup> Editorial activities are governed by the following legal regulations: Act No. 46/2000 Sb., on the rights and duties in the publication of the periodical press (the Press Act), as amended; Act No. 37/1995 Sb., on non-periodical publications, as amended; Act No. 121/2000 Sb., on copyright, rights related to copyright, and on the amendment of certain acts (the Copyright Act), as amended; Decree of the Ministry of Culture of the Czech Republic No. 252/1995 Sb., to implement some provisions of the Act on Non-Periodical Publications as amended by Decree of the Ministry of Culture of the Czech Republic No. 156/2003 Sb.

### III. Scope of Editorial Activities

The scope of editorial activities includes publishing periodical and non-periodical press (in printed and electronic forms, including audio and video recordings) with the following subdivision:

- 1) university textbooks, study support materials,
- 2) textbooks,
- 3) monographs,
- 4) Acta Universitatis Palackianae Olomucensis (hereinafter "AUPO"),
- 5) proceedings,
- 6) special-purpose publications (programs of study at faculties, information materials about study at UP, promotional and representative publications etc.),
- 7) periodical publications,
- 8) final theses,
- 9) reprints,
- 10) publications falling outside the scope of UP, the publication of which may pursue commercial objectives; however, materials in line with the principal activity of UP always take precedence.

### IV. Management of Editorial Activities

#### 1) Editorial Board of UP

- a) The Editorial Board of UP (hereinafter the "UP Board") is the Rector's advisory body for the purposes of UP editorial activities implemented through the University Press; the Board's mission is to define the policy and objectives of editorial activities.
- b) The UP Board is appointed by the Rector and consists of the Presidents of the Editorial Boards of faculties and the Manager of the University Press; the UP Board is presided over by an authorized Vice-Rector who has all the rights of a regular member.
- c) Members of the UP Board may not be substituted for by other persons.
- d) The UP Board's powers include the following areas of editorial activities:
  - long-term policy – the Board considers, approves, and controls the policy of editorial activities proposed and drafted by the University Press,
  - approving the Plan of Publications based on proposals by individual faculties and other constituent parts.
- e) The President of the UP Board may decide that urgent matters be approved by correspondence voting.
- f) Meetings of the Board are convened by its President as required, at least twice a year.

#### 2) Faculty Editorial Boards

- a) The Deans of faculties appoint Faculty Editorial Boards (hereinafter "Faculty Boards") to cooperate on the management and implementation of UP editorial activities.
- b) The Presidents of Faculty Boards are appointed by the respective Deans; the position of executive editor is established within the Faculty Boards.
- c) The faculty's Officer for Editorial Work shall also serve on the Faculty Board; the Officer is in charge of the practical implementation of the faculty's policy and the organization of its editorial activities, and is the intermediary with respect to the University Press.
- d) Faculty Boards guarantee the factual, specialist, and linguistic quality of the works published at the respective faculties; they also oversee whether the works are of the proper educational and stylistic level and whether the Personal Rights Protection Act is not violated (opponents' reviews are used for this purpose).
- e) Faculty Boards cooperate with the Presidents of the Faculty Editorial Boards for AUPO series and periodical publications – an up-to-date list of AUPO series and periodical publications is to be found at [www.upol.cz/vup/](http://www.upol.cz/vup/).
- f) The Editorial Boards for AUPO series and the Presidents thereof are appointed by the Dean of the respective faculty upon a proposal by the Faculty Board; scientific editors are appointed by the Editorial Board; the Editorial Boards are in charge of publishing AUPO series.
- g) The Editorial Boards for periodical publications and the Presidents thereof are appointed by the Dean of the respective faculty upon a proposal by the Faculty Board; this provision shall apply by analogy to periodical publications published in cooperation with other universities, the Editorial Boards are in charge of publishing the periodical publication in question.
- h) Proposals for starting a new periodical publication, or a new AUPO series, are submitted to the Manager of the University Press by Faculty Boards; the Manager shall inform the President of the UP Board of a new periodical publication (AUPO series) having been approved; the Manager, subject to a power of attorney granted by the Rector, applies to the Ministry of Culture to have an ISSN assigned.
  - The University Press keeps records of the decisions of the Ministry of Culture to grant a license for publishing a new periodical publication and assign a new ISSN; the University Press informs the UP Board and the respective Faculty Board of the registration.
- i) The meetings of Faculty Boards are held as required.

### 3) Editorial Activities of Other UP Constituent Parts

Managers of UP constituent parts are responsible for the factual, linguistic, stylistic, or, as the case may be, specialist level of publications and other materials to be published.

At the Rector's Office, the above-mentioned quality shall be guaranteed by Vice-Rectors under the remits of those for whom the publication was created.

### 4) Manager of the University Press

If the free capacity of the University Press allows, the Manager of the University Press includes appropriate publishing activities as new assignments within the ancillary activity. These publications fall outside the scope of UP and the publication thereof pursues commercial objectives. The Manager of the University Press shall inform the UP Board of such activities at its next meeting.

the "ordering parties") submit the draft plans of publications to the University Press both in a printed and in an electronic form. An xls template for drafting plans of publications is accessible at [www.upol.cz/vup/proautory/formulare](http://www.upol.cz/vup/proautory/formulare). The University Press uses such drafts to draw up the UP Plan of Publications.

- 2) The Plan of Publications approved by the Board is posted on the website of the University Press. The Plan of Publications may be updated on a quarterly basis. The Faculty Boards submit the materials for updating to the University Press in the prescribed electronic form. Subsequently, the University Press arranges for the published Plan of Publications to be updated.
- 3) When managing its editorial activities, the University Press fully adheres to the UP Plan of Publications. Publications included in the Plan of Publications take precedence over other publications with respect to their processing and publication.

## V.

### Planning of Editorial Activities

- 1) Heads of workplaces (departments, institutes, Rector's Office departments, etc.) submit a list of planned publications by 30 November of the calendar year to the Faculty Board, or, as the case may be, the responsible employee of the respective UP constituent part.
- 2) The Faculty Boards and the responsible employees of UP constituent parts draw up the draft plans of publications and submit them to the University Press by 15 December. Such proposals serve as a basis for drafting the UP Plan of Publications.
- 3) The University Press drafts the UP Plan of Publications and submits it to the Board for approval by 31 December. The President of the Board shall inform the Rector of UP and the Presidents of Faculty Boards of the approved Plan of Publications. The Plan of Publications may be updated on a quarterly basis upon requirements by Faculty Boards and subject to agreement with the University Press. The University Press shall inform the UP Board thereof at its next meeting.

## Part B

### Approving Manuscripts for Publication and Rules for Communication with the University Press

## I.

### Plan of Publications

- 1) The Faculty Boards and the responsible employees of other UP constituent parts (hereinafter

## II.

### Approving Manuscripts for Publication

- 1) Faculty Boards only consider publishing a work once its manuscript has been drafted and submitted by the author. The Officer for Editorial Activities of the respective faculty accepts authors' manuscripts throughout the calendar year. Authors are obliged to submit:
  - a) a completed *Proposal* form depending on the type of publication; for an up-to-date list, see [www.upol.cz/vup/proautory/formulare](http://www.upol.cz/vup/proautory/formulare),
  - b) a clean copy of the work complying with Instructions for Authors (Appendix No. 1), including any graphics and appendices with images,
  - c) the text in an electronic form,
  - d) a brief summary of the work (a maximum of 800 characters, including spaces) and its categorization by subject, see Appendix No. 2 (all in printed and electronic form, the categorization by subject shall be attached to the summary),
  - e) opponents' reviews (for recommended structure, see Appendix No. 5)
    - Monographs and other specialized books shall be reviewed by two opponents, of which a minimum of one shall be external.
    - University textbooks and other teaching materials shall be reviewed by two opponents, of which a minimum of one shall be from outside the faculty.
    - Proceedings and AUPO series are not subject to opponents' reviews (the Editorial Boards are responsible for the quality of the papers included), the compiler of the work shall be stated.
    - Reprints are not subject to review.

- Further editions of a work with two reviews (see instructions above).
  - Publications funded through grants are subject to two reviews; one opponent's review may have the form of a recommendation for the final opponent procedure; otherwise in accordance with the instructions above.
  - The necessity for reviewing publications proposed for publication by the Rector's Office (information brochures about UP, promotional materials etc) shall be determined by the Vice-Rector filing the proposal.
  - Study support materials shall be reviewed by two opponents, of which a minimum of one shall be from outside the faculty (a specialist review); moreover, a methodological review to confirm that the rules for writing study support materials have been followed shall be submitted.
  - If the author did not accept the recommendations of the opponents, the author's or Editorial Board's explanation shall be attached.
- f) An *Agreement on the Distribution of Royalties* if the work has been co-authored (Appendix No. 3) and if the members of the academic staff are authorized to exercise the property rights to Employees' works.
- 2) The Faculty recommends that a work be published on the basis of the opponents' reviews and the opinion of the Faculty Board. Should the Faculty Board not agree with publication, it shall justify its opinion in writing to the author. The author may lodge an appeal against such a decision with the UP Board. In such disputed cases, the UP Board may appoint another (anonymous) opponent.
  - 3) If the Faculty Board decides that the work be published and printed at the University Press, it shall complete the *Proposal* with all details necessary<sup>2</sup>.
  - 4) Documents under Paragraph 1 of the present methodological guideline are submitted to the University Press to be examined.
  - 5) The work is considered at all levels of the University Press:
    - a) the work is examined with respect to the requirements for publication, i.e. whether no legal regulations are contravened in any part of the text or in the documentation part of the clean copy of the work as accepted by the Faculty Board from the author and recommended by the Faculty Board to be published,
    - b) technical editors examine whether all the text files and, as the case may be, appendices may be used,
    - c) the polygraphic centre creates a preliminary budget for the publication.

After such an examination, the work is returned to the Faculty Board together with the opinion of
- the University Press. If the *Instructions for Authors* are not adhered to, the University Press may return the work to the author to be redrafted.
- 6) After the possible defects pointed out by the University Press have been removed and the preliminary budget has been approved by the Secretary of the Faculty, the work is deemed to have been submitted to the University Press for publication.
  - 7) For all publications, the front page or imprints of which state "Published by Palacký University in Olomouc", the following applies: if the ordering parties are in direct contact with the printing works, they present the University Press with the whole text to have it inspected immediately before it is submitted to the printing works, or, as the case may be, to add necessary publishing details for the front page, copyright, ISBN, and imprint. After all particulars have been checked, the text will be returned without undue delay. Ordering parties are obliged to comply with the instructions of the University Press regarding the layout of the publication.
  - 8) The University Press shall be in charge of the distribution of the legal deposits as required by law. If the ordering parties are in direct contact with the producer, they shall supply the required number of legal deposits, author's copies (five copies for each author unless required otherwise), and registration, archival, and editorial copies to the University Press after it has received the printed publications.
  - 9) In accordance with the Rules for Filing and Shredding Documents, the University Press shall be responsible for archiving its own books and production background materials.

### III. Funding

- 1) Publishing activities are funded from the UP budget and the budgets of individual faculties and other UP constituent parts or, as the case may be, from extra-budgetary sources.
- 2) Editorial activities for external customers are invoiced in accordance with the regulations for the ancillary activities of universities.
- 3) The total number of copies, less the author's copies, legal deposits, and registration, archival, and promotional copies, belongs to the ordering party.
- 4) The number of copies is determined by the ordering party.
- 5) Under the existing methodological formula the selling price is determined by the University Press and submitted to the ordering party for approval; the University Press also determines adjustments to such a price. The selling price may also be modified at the ordering party's request.
- 6) In the case of cooperation with an external contractor (for non-university entities), the ordering

<sup>2</sup> The remuneration for Employees' works shall be included only if the remuneration has already been paid.

party shall provide the University Press with copies of all invoices for all external work related to publication in order to determine the production costs and selling price.

- 7) Revenues from the sale are divided between the University Press and the ordering party in a determined ratio. The University Press proposes this ratio depending on the situation on the book market (the margin required by booksellers) and submits it to the UP Board for approval. Reinvoiced revenues shall be revenues of the ordering party's budget.
- 8) Reprints of Employees' works, or, as the case may be, reprints of publications under effective contracts, are funded by the ordering party, or, as the case may be, by the University Press.

#### IV.

##### **Additional Remuneration for Employees' Works, License Agreements, Royalties**

- 1) Should the salary or other remuneration paid by the Employer be clearly disproportionate to the revenues arising from the exercise of rights to the Employees' work, the author shall be entitled to receive from the Employer proportionate additional remuneration unless agreed otherwise (see Copyright Act, Section 58).
- 2) Remuneration for Employees' works is paid within faculties or other UP constituent parts. If the work is co-authored, the remuneration shall be proportionately divided depending on the share in the work.
- 3) The University Press enters into publisher's license agreements with authors of works created outside the scope of their work requirements, or if the exercise of copyright has been assigned to the author. On behalf of UP such license agreements are signed by an employee of the University Press who has been designated an agent in charge of the trade of the publisher, or by the UP Bursar.
- 4) The royalties and compilation remuneration for providing the exercise of copyright for the period agreed in the license agreement shall be determined by the ordering party (Editorial Board) depending on the financial capacity of the faculty.
- 5) Royalties and compilation remuneration shall be paid out from the funds of the ordering party;

background materials for their payment shall be prepared by the University Press.

- 6) Remuneration for opponents' reviews shall be funded by the ordering party and shall be paid out by the faculty.

#### V.

##### **Liquidating Unsold Stock**

- 1) Once a year, as of 31 October, the University Press shall present the Faculty Boards and other constituent parts with a list of unsold publications which were published more than five years before.
- 2) By 30 November, the Faculty Boards and the constituent parts shall provide the University Press with a written proposal approved by the Secretary of the faculty, or, as the case may be, the Bursar, which shall stipulate that unsold publications:
  - be deregistered and physically liquidated,
  - be transferred to the owner of the stock,
  - remain on sale at a reduced price,
  - remain on sale at the same price.
- 3) The University Press shop shall be responsible for the physical liquidation of unused stock, or its sale at a reduced price. The revenues from such a sale shall constitute the budgetary revenues of the owner of the stock and the University Press in agreed proportion.

#### Part C

##### **Final Provisions**

- 1) Members of the UP Editorial Board and the Faculty Boards, the designated Vice-Rector and the Manager of the University Press shall be responsible for compliance with the present Directive.
- 2) The present Directive repeals UP Rector's Directive No. B3-07/2-SR, Editorial Activities at UP, and Amendment No. 1 to the Directive issued under No. B3-08/3-SR.
- 3) The present Directive comes into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official website of UP, i.e. the second day following its coming into force.

In Olomouc on 26 November 2009

Prof. RNDr. Lubomír Dvořák, CSc., in his own hand,  
Rector of UP

#### **Appendices:**

Appendix No. 1 – Instructions for Authors

Appendix No. 2 – List of Areas for Categorizing the Subject of the Manuscript

Appendix No. 3 – Agreement on the Distribution of Royalties

Appendix No. 4 – Terminology

Appendix No. 5 – Recommended Structure of Opponents' Reviews

Appendix No. 6 – Categorization of Publications by Subject and Processing at the University Press

## Instructions for the Preparation of Manuscripts and their Submission to the University Press

- The instructions aim to make the preparation of materials easier for authors.
- The careful preparation of manuscripts (in accordance with the Instructions of the University Press) results in fast, economic, and effective publishing.
- If the Instructions do not contain answers to all of your questions, consult our website ([www.upol.cz/vup](http://www.upol.cz/vup)) or directly contact the employees of the editors' office who will help you with any issues you may have.
- Employees of the University Press realize that specific projects have specific needs, and try to achieve maximum flexibility.
- The typographic rules defined herein apply to texts published in Czech. For other languages, consult the University Press as to the applicable standard.

Before the author starts preparing the manuscript, one method of publication offered by the University Press shall be opted for. These include:

1. **The manuscript is processed typographically (typesetting, line wrapping, computer typeset) by the University Press.**
2. **The manuscript is printed directly from the materials prepared by the author; i.e. the University Press does not change the typography of the manuscript and does no editing.**

### 1. Typographical Processing of the Manuscript at the University Press

#### 1.1 The author submits the manuscript

in one electronic form (CD/DVD) and in one printed form.

1.1.1 Make sure that the electronic version corresponds with the printed one (with the exception of elements which the author or his or her word processor is not capable of processing, see 1.2.9 Specific characters and 1.3. Graphic appendices and illustrations).

1.1.2 It is preferable to save all the parts of the text (list of contents, foreword, introduction, individual chapters, final bibliography, etc) as a single file than as a series of individual files.

1.1.3 The structure of chapters and subchapters shall clearly follow from the list of contents.

1.1.4 Save graphics and illustrations used in the manuscript as individual files (for more information see 1.3 Graphic appendices and illustrations).

1.1.5 Mark the CD/DVD with:

- author's name,
- title of the work.

#### 1.2 Text Formatting

Try to use as simple a text formatting as possible (do not use many different fonts, kerning, or underlining). If you have any special requirements with respect to text formatting inform the editors thereof in a separate document or contact the editor in charge.

##### 1.2.1 Font

Use the same font throughout the document (list of contents, foreword, individual chapters, index, bibliography) and also for the chapter and subchapter headings, charts, captions, etc. It is preferable to discuss non-standard fonts with the University Press in advance.

##### 1.2.2 Text Alignment

Align text to the left-hand side, only use the ENTER key at the end of paragraphs (!).

##### 1.2.3 Word Division

Do not divide words at the end of lines.

##### 1.2.4 Hyphens

Try to keep the Czech typographic distinction between hyphens (short, without spaces: *bude-li*, *Nováková-Majerová*, *česko-polský*) and dashes (long, with spaces *slovo – slovo*). Use dashes without spaces between numerals (*1938–1945* 29.–30. *ledna*, 15–30 *cm*).

##### 1.2.5 Notes

Software makes it possible to insert notes directly in the text, or they may be submitted as a separate file or inserted at the end of the text.

If you submit notes separately, inform the editors of their position (end of chapter/end of document) and numbering (continuous in the whole publication/each chapter starting with 1).

#### 1.1.6 Indices

The page numbers shall be added to the index entries by the author after the text has been made up by the University Press, i.e. during the first editing. (If links are inserted in MS Word, the typography software used by the University Press can generate the index automatically.)

#### 1.1.7 Punctuation

Punctuation marks ( , . ; : ? ) shall closely follow the word; a space is entered only after the punctuation mark. Brackets and quotation marks are used without spaces (*závorka*), „*uvozovky*“.

#### 1.1.8 Abbreviations and acronyms

Full stops are always followed by a space (*J. A. Komenský, s. r. o.*).

#### 1.1.9 Specific Characters

These include characters from graphic systems other than the Latin one (e.g. Glagolitic script) or specific symbols (e.g. for phonetic transcription). It is recommended that using non-standard characters in electronic documents be discussed at the University Press.

#### 1.1.10 Charts

Charts are to be inserted directly into the text.

#### 1.1.11 Equations and Formula

Write all numerals, letters, symbols, and spaces precisely, and maintain the same style throughout the whole document.

Mark 0 and 1 symbols with italics if there is any risk of confusing them with the letters O and I. Mathematical symbols (+, −, =, etc.) are written with spaces.

In Czech the % character with a space – such as 10 % – means the amount of “ten per cent”.

In Czech, the % character without a space – 10% is an adjective meaning a ten-percent one.

### 1.2 Graphic Appendices and Illustrations

1.1.1 Graphic appendices and illustrations may be submitted both in printed form and electronically.

1.1.2 In either case it is recommended that you consult the relevant information at [www.upol.cz/vup](http://www.upol.cz/vup) or consult the technical editors of the University Press before submitting the manuscript (thus you will prevent the University Press from returning low-quality originals, or an unacceptable electronic version and asking you to change the materials or provide materials complying with the standards of the University Press for reproduction).

#### 1.1.3 Paper Originals

##### 1.1.3.1 Line drawings

Make sure that line drawings have enough contrast.

##### 1.1.3.2 Halftone originals (photographs)

Halftone originals are best submitted on glossy paper (xerox copies are not suitable and the quality of graphic elements and illustrations reproduced in such a way will not be acceptable).

#### 1.1.4 Images in Electronic Form

Save images which have been processed electronically as separate files.

#### 1.1.5 The following file types are preferred:

##### 1.1.5.1 Vector images

- CorelDraw (.cdr); any fonts used must be inserted in the file or the texts must be converted into curves.
- Adobe Illustrator (.ai, .eps); any fonts used must be inserted in the file or the texts must be converted into curves.
- Encapsulated PostScript (.eps); any fonts used must be inserted in the file or the texts must be converted into curves.
- Adobe Acrobat (.pdf) – PDF/X1a setting, or Print or Press setting.
- Other file types (e.g. Windows Metafile, .wmf) shall be discussed with employees of the University Press.

1.1.5.2 Raster images Use .tif, .psd or .jpg file types (when saving as .jpg select low compression/high quality).

#### 1.1.6 Resolution:

For 1:1 reproduction ratio, the optimum resolution for line drawings is 600 to 1200 dpi and for halftones it is 300 dpi.

#### 1.1.7 Tips for Scanning

Put a sheet of black paper on the original so that the text from the reverse side does not appear in the photocopy.



Respect the differences between line drawings and halftone images.

### 1.1.8 Images downloaded from the Internet are often of insufficient resolution

## 2. Printing from originals supplied by the author

2.1 The author shall submit texts identical in both form and content:

1 text in an electronic form (CD/DVD),

1 printed text.

2.2 **Submit the electronic version in the following file types:**

2.2.1 MS Word Files

2.2.2 PDF Files

Please note that MS Word files may cause problems because, if they are opened on a different computer, the formatting of the document may change.

2.3 **Instructions for authors who prepare text to be printed directly without any editing done by the University Press**

2.3.1 **Recommended format of the publication (A4/A5/B5...) and layout**

Format	Size	Layout	Upper/lower margin	Left/right margin	Recommended font size
A4	210 × 297	156 × 235	27/35	27/27	11–12
B5	176 × 250	126 × 191	25/34	25/25	10–11
A5	148 × 210	108 × 163	20/27	20/20	9–10

2.3.2 **Page-numbering**

For university textbooks and other publications without half titles page numbers usually start with 3 (page 1 – front page – and page 2 – copyright imprint – are not numbered, but are included). Note: Numbers are not inserted in pages with dedications or photographs at the beginning of publications (in such cases, the first text page is number 5) and at the end in the imprint.

2.3.3 **Graphic Appendices and Illustrations, see 1.3**

2.4 **Creating PDF files**

Make sure that the image resolution has not decreased on its conversion into PDF.

For conversions with Acrobat Distiller, select PDF/X1a setting.

2.5 **Inspection Copy**

The University Press shall provide the author with an inspection copy for consultation. Authors are kindly asked to check whether the formatting of the text has changed and whether all features such as non-standard characters, graphs or charts are displayed correctly. Additional changes other than technical ones (correcting orthographic, stylistic, or factual mistakes) requested by the author may delay the planned date of publishing. Additional work by the technical editors of the University Press due to insufficiently prepared text, the typesetting of which is done by the author, will be reflected in the final budget.

## List of areas for categorizing the subject of the manuscript

1. Andragogy
2. Biology
3. Economics
4. Ecology
5. Philology
6. Philosophy
7. Physics
8. Geography, Geology, and Mineralogy
9. History
10. Chemistry
11. Information Science
12. Medicine
13. Management
14. Mathematics
15. Pedagogy
16. Political Science
17. Law
18. Psychology
19. Journalism
20. Social work
21. Sociology
22. Theology
23. Physical Culture
24. Physical Education and Sport
25. Education
26. Art and the Theory of Art
27. Healthcare

### Note:

Information for categorizing the manuscript by subject will be used for looking up available teaching materials on the new website and e-shop of the University Press which are currently being developed. The list is not a final and definitive one and may be subject to updating on the basis of requests by the authors.

## Agreement on the Distribution of Royalties

The undersigned authors of: .....

.....have agreed to distribute

the royalties as follows:

FIRST NAME, SURNAME AND ADDRESS	SHARE (%) OF THE TOTAL	AUTHOR'S SIGNATURE
BIRTH REGISTRATION NUMBER	ROYALTIES	

*Instructions for payment:*

*a) transfer to the bank account kept with account number:*

*b) by postal order*

*c) included in salary (possible for UP employees)*

In Olomouc on .....

## Terminology

- Author's sheet** – a relative unit to define the extent of the author's manuscript in order to determine the royalties. For texts, 1 author's sheet amounts to 36,000 print characters (including spaces between words); for poetry it amounts to 620 verses and for image reproductions it amounts to 300 square centimeters of printed area. Publishing sheet – the number of author's sheets + publisher's details
- Binding** – V1 – “notebook binding”, the book's components are collated and stitched with wire staple at the back. V2 – adhesive binding. V4 – stitched soft binding (paperback), the book's components are stitched and glued into the back and suspended in a cover. V8 – hardback.
- Blank page** – a page left intentionally blank.
- Copyright ©** – clause protecting the copyright and publisher's rights.
- Edition** – making reproductions of a work public. The number of the edition is specified (first, second...) and its type (revised, updated etc.). All subsequent editions are reprints.
- Executive editor** – intermediary between the author (faculty) and the publishing house; scientific editor – in charge of the scientific aspects of the work, technical editor – typeset and technical aspects of the publication, editor in charge – in charge of the publication from the publisher's point of view (employee of the University Press).
- Format** – A5: 147 x 205, A4: 210 x 295, B5: 170 x 240. Expressed in millimeters.
- Imprimatur** – an authorization by the responsible employee to start printing a book. It includes a date and a signature.
- Imprint** – it includes all obligatory bibliographic details. It is usually at the end of the book.
- ISBN** – International Standard Book Number It is important for the records of libraries, publishing houses, bookshops, and readers. It is included in bibliographic entries in national and international databases.
- Monograph** – a specialized scientific work of larger extent on a single precisely defined issue of the respective field of science. It introduces for the first time the original findings of the author which are beneficial for the development of the field.
- Layout** – layout of the texts and images on a page.
- Non-periodical publication** – reproductions of literary, scientific, and artistic works intended for the public, which are published as one-off publications, a once a year at the most. Publishers are obliged to submit legal deposits and offer them to determined libraries in writing (Sections 3 and 4 of Act No. 37/1995 Sb.).
- Periodicals** – press published a minimum twice a year under the same name and in the form typical of such types of press (newspapers, journals etc.). Periodicals are subject to obligatory records under Section 7 of Act No. 46/2000 Sb.
- Proceedings** – publications consisting of a collection of independent, but topic related, texts, e.g. articles by one or more authors published under a common name in the form of one-off or regularly published volumes.
- Publisher's License Agreement** – the author authorizes the licensee to exercise the right to use the work (the license) for individual uses.
- Reprint** – publishing the book by the mechanical reproduction of its original typeset; published by the same publishing house under an effective publisher's license agreement.
- Textbooks** – teaching material providing a systematic and comprehensive explanation of findings from a defined practical or theoretical area prepared in a creative way and adapted to didactic objectives; it shall correspond with the achieved level of knowledge in the respective field and include development trends.
- University textbooks** – interim teaching materials, providing a comprehensive overview of findings from original sources, or teaching materials prepared by adapting available teaching materials, information materials, documents with commentaries, anthologies of texts, exercises for updating textbooks and for practical classes and seminars.

## **Basic Criteria for the Evaluation of Manuscripts – Proposed Structure of an Opponent's Review**

- correctness from the specialist point of view, text segmentation:
- linguistic correctness,
- text intelligibility, stylistic level ,
- overall originality depending on the type of the submitted manuscript (university textbook, monograph, textbook etc.).
- topicality and formal correctness under standards for bibliographic reference,
- appended images,
- graphs,
- charts,
- compliance with the Code of Ethics.

Recommended conclusions:

The work qualifies for publishing.

The work requires modifications as proposed by the reviewer.

The work requires substantial modifications giving rise to a new reviewing process.

The work does not qualify for publishing.

## Categorization of Publications by Subject and Processing

The following chart provides an overview of which services offered by the University Press are subject to a payment (P) and which are free of charge (F).

Type of publication	Proofreading	Standard cover/ graphic design	Note:
University textbooks	P	standard – F	
Textbooks	F	graphical design – F	
Monographs	F (in Czech)	graphical design – F	Proofreading in a foreign language shall be paid for by the author.
AUPO Series	P	standard for the series – F	
Proceedings	P	graphical design – F	
Special-purpose publications	F (as required)	graphical design – F	
Study support materials	P	standard for the series – F	
Electronic publication	P	graphical design – F	
Periodicals	P	standard for the issue – F	