



PROCEDURE
on the Establishment of Open Access Electronic Publishing
at the University of Sarajevo

Information and communication technologies offer numerous solutions for improving business processes in the publishing industry. Public universities are turning to the innovative creation and dissemination of open access digital scientific, teaching and professional publications. The establishment of the Procedure on electronic publishing in open access at the University of Sarajevo is one of the activities to increase the visibility of the University of Sarajevo. The joint activity of the Publishing Council of the University of Sarajevo and the Library of the University of Sarajevo created a platform for University publications in open access where an open code software called Open Monograph Press was installed as a technical solution.

The installation and implementation of Open Monograph Press improves the publishing activity of the University of Sarajevo by using advanced digital technologies aimed at the process of collecting, creating, editing and disseminating open content. With this activity, the Publishing Council of the University of Sarajevo seeks to expand the scientific and public quality of research and improve access to research results.

Through collating and preserving the University of Sarajevo's scientific production via open access and the possibility of comparing results through teaching and scientific research activities, we permanently present the University of Sarajevo, its members and individual authors to all interested parties. This encourages an interdisciplinary approach to research and the development and exchange of scientific production while preventing plagiarism.

The Open Monograph Press platform is installed on the *ebooks.unsa.ba* domain, where the electronic publishing activity of the University of Sarajevo is available under the *4.0 Creative Commons* license in open access.

Three categories were created on this platform:

1. University Editions

Applicants for obtaining university approval for the category University editions can be University of Sarajevo members (Faculties, Academies, Institutes, affiliated members and sub-organizational units), i.e. their Councils or Publishing Boards.

University approval is given to manuscripts that have been evaluated by reviewer typology as: scientific book, textbook, monograph, collection of assignments, manual and practical.

Accompanying the manuscript (proofread, designed and technically edited) in electronic form, the following is necessary to be submitted:

- Completed, signed and certified **1 E - FORM** and accompanying documentation specified in the following form:
- Manuscript of the proposed work in electronic form
- Decision on the adoption of reviews
- Manuscript reviews
- Statement by the author on the manuscript originality
- Subjects curriculum covered by the publication (for the textbook) and
- A payment slip copy of 200.00 BAM..

For university editions in electronic form, the same procedure as for editions in printed form is provided. The Publishing Council of the University of Sarajevo, based on the submitted manuscript and documentation, assesses whether the manuscript will be forwarded to the further procedure. If the manuscript meets the required conditions, the Publishing Council of the University of Sarajevo gives approval for publication and then sends the report material to the Senate for the final decision on the publication of the university edition.

2. Special Editions

Applicants for obtaining permission to publish within the *Special Edition* category can be the University of Sarajevo Rectorate's Expert Services and University of Sarajevo sub-organizational units. In the Special Editions category, the University of Sarajevo publishes monographs on the activities and development of the University of Sarajevo, University of Sarajevo Bulletin, University works anthologies, translations of foreign professors' textbooks in special arrangements.

For these editions, the following must be submitted with the publication in electronic form:

- Completed, signed and certified **2 E - FORM** and accompanying documentation in the form specified as follows:
- Manuscript of the proposed work in electronic form and
- In the case of UNSA Book of Proceedings, two reviews are submitted.

The University of Sarajevo Publishing Council, based on the submitted manuscript and documentation, assesses whether the manuscript will be forwarded to the further procedure. If the manuscript meets the required conditions, the Publishing Council of the University of Sarajevo gives approval for publication and then sends the report material to the Senate for a final decision on publication in the **Special Edition category**.

3. Project Publications

Applicants for obtaining permission to publish within the **Project Publication** category can be University of Sarajevo members (Faculties, Academies, Institutes, affiliated members and sub-organizational units), i.e. their Councils or Publishing Boards, University of Sarajevo Expert Services and University of Sarajevo sub-organizational units. In the case where the applicant is a Rectorate Expert Service or a University of Sarajevo sub-organizational unit, the review procedure is led by the University of Sarajevo Publishing Council.

University of Sarajevo does numerous activities as part of international and domestic projects, the activities which result in the publications of the University of Sarajevo members (Faculties, Academies, Institutes, affiliated members and sub-organizational units). In the ***Project Publications*** category, we include manuscripts evaluated by reviewer typology as: scientific monograph, professional monograph, textbook, collection of tasks, handbook, practicum.

For these editions, the following must be submitted with the publication in electronic form:

- Completed, signed and certified **3 E FORM** and accompanying documentation in the form specified as follows:
- Manuscript of the proposed work in electronic form
- Decision on the adoption of reviews
- Manuscript reviews and
- Statement by the author/editor on the manuscript originality..

The University of Sarajevo Publishing Council, based on the submitted manuscript and documentation, assesses whether the manuscript will be forwarded into the further procedure. If the manuscript meets the required conditions, the Publishing Council gives approval for its publication and then sends the report material to the Senate for reaching the final decision on publication in the ***Project Publications*** edition category.

Final Provisions

Upon obtaining consent, the Requester has the following obligations:

- Design and technical printing preparations, proofreading of the manuscript
- Use of the trademark and name of the University of Sarajevo, which printed on the publication's cover and at the top of the zero page
- CIP and ISBN number issuing costs for the electronic edition

Publisher's Obligations:

- Publications archiving at the web platform www.ebooks.unsa.ba
- Associated metadata assigning