

**EASTERN MEDITERRANEAN UNIVERSITY PRESS
GENERAL PRINCIPLES**

Aim	1.	The aim of the Eastern Mediterranean University Press (hereinafter to be referred to as EMU Press), in line with the needs of EMU and the TRNC, is contribute to the production of qualified publications in the fields of science, culture and art, recommended for publication by the academic and administrative staff and students of the Eastern Mediterranean University and by persons outside the university. Another aim of the EMU Press is to contribute to the promotion and recognition of the university and the country through this way and to regulate the procedures and principles pertaining to the paid or free distribution of the said publications.	
Scope	2.	The works that can be published by the EMU Press with an ISBN number are as follows:	
		(1)	Original books (in the fields of science, culture and art)
		(2)	Periodicals (department, faculty, school, research and application center journals)
		(3)	Conference proceedings books
		(4)	Coursebooks
		(5)	Catalogues (If an ISBN number is requested, exhibition catalogues, program catalogues, event catalogues, etc.)
Language of Publication	3.	The EMU Press publishes in Turkish and/or English. Publications in another language other than these two are subject to the favourable opinion of the EMU Press Executive Board and the approval of the Rector's Office.	
Organs, Their Formation, Duties and Powers	4.	The organs of the EMU Press are the Executive Board and the Editorial Board formed to assist the Executive Board.	
		(1)	Executive Board
		(A)	The Executive Board is formed of 1 chair and 4 members.
		(B)	The Executive Board, as the decision-making body of the EMU Press, is formed by members who work at EMU and have been elected by the University Executive Board from 4 different fields. The term of office of the elected members is 3 years and it is possible for the members whose terms of office expire to be re-elected.
		(C)	A member to be appointed for the place and remaining period of service of another member who has left the Executive Board due to resignation or any other reason serves

				until the end of the former member's period of service.
			(D)	Duties and Powers of the Executive Board are as follows:
			(a)	Determining the publishing principles of the EMU Press within the framework of recommendations and opinions and submitting the said principles to the Rector's Office for the approval of the University Executive Board,
			(b)	Evaluating the works submitted for publication within the framework of the publication principles and the decisions of the EMU Press Executive Board and deciding on their suitability for publication,
			(c)	To submit the works found suitable for publication to the Editorial Board in order to determine the referees who will be evaluating them,
			(d)	Sending the works found suitable for publication to the referees,
			(e)	Evaluating the reports from the referees and deciding whether the relevant work will be published or not
			(f)	Evaluating and taking decisions on the applications for the first time publication of the periodicals.
			(g)	Submitting for the approval of the Rector's Office the publication and edition number of the works and periodicals specified for publication,
			(h)	Decisions of the Press Executive Board are taken by the absolute majority of the total number of members.
		(2)	Editorial Board	
			(A)	Members of the Editorial Board are determined by the EMU Press Executive Board (YYK) for a period of 3 years, paying special attention that one person for each of the 10 (ten) major areas determined in accordance with the Academic Evaluation Criteria is primarily from the Faculties and Schools within EMU. Names of the members are submitted for the approval of the University Executive Board.

		(B)	Duties and powers of the Editorial Board are as follows:
		(a)	Submitting the recommendations for referees to the EMU Press Executive Board for approval,
		(b)	Providing views and recommendations pertaining to EMU Publications to the EMU Press Executive Board,
		(c)	Supporting the EMU Press Executive Board in the activities of the EMU Press
Application and Evaluation for Publication	5.	(1)	It is imperative that all types of work to be published by the EMU Press are prepared in accordance with the specified script and writing style, and the final form is submitted in the computer environment at the time of application.
		(2)	Method of application and evaluation of articles and books are handled in accordance with the rules specified in the EMU Press Publication Principles.
Author Rights	6.		Authors of original books in the fields of science, culture, art and coursebooks published by the EMU Press are given 30 books free of charge. After the cost of the book has been covered, a royalty fee to be determined by the University Executive Board is paid to the author.
Permission to use the Logo and Name	7.		On the cover of the books published by the EMU Press, the title Eastern Mediterranean University Press appears in the published language together with the EMU logo. The title <i>Eastern Mediterranean University Press</i> cannot be used in any publication not approved by the EMU Press Executive Board.
Publication Rights	8.		The publication and copyright in all publications published by the EMU Press belong to the EMU Press. The author assumes full responsibility for Issues pertaining to the publication rights regarding citations and references in articles, papers and books to be published among the EMU publications.
Responsibilities of the Author/s	9.		The author/s are responsible for the matters specified below:
		(1)	Submitted work/s should not have been previously published anywhere or be in the review process of another journal.
		(2)	Regarding work supported by a research institution or fund, the name of these institutions or the project number should be provided.
		(3)	The author/s bear/s full responsibility regarding the scientific content, language and legal issues

			pertaining to the publication/s; Ethics committee reports may be requested from the authors, especially in scientific studies related to the living.
Number of copies	10.		The Rector's Office has full authority in determining the number of copies to be published taking into account of the recommendation of the EMU Press Executive Board.
Printing Costs	11.	(1)	Expenses pertaining to printing are covered, within the budgetary possibilities, by the Rector's Office in line with the priority order to be determined by the EMU Press Executive Board in consultation with the Rector's Office,.
		(2)	Upon the favourable opinion of the EMU Press Executive Board and the approval of the Rector's Pffoce, some or all of the printing costs of the work may be covered by the author or the sponsors.
Distribution of Publications	12.	(1)	Original books, catalogs and coursebooks published by the EMU Press are distributed free of charge to institutions, organizations and universities recommended by the EMU Press Executive Board and approved by the Rectorate, on the condition that the specified number has not been exceeded.
		(2)	Periodicals and conference proceedings books published by the EMU Press are distributed to the following through signature ;
		(A)	The editor-in-chief of the relevant publication,
		(B)	Authors and referees who supported the preparation of the publication,
		(C)	Maximum 50 copies to institutions, organisations and libraries recommended by the relevant unit or Rector's Office
		(D)	4 copies to the unit which prepared the publication,
		(3)	Of all the works published by the EMU Press, 6 copies are sent to Istanbul Collection Directorate in accordance with the Law on Compilation of Replicated Intellectual and Artistic Works and the Regulation on Compilation of Replicated Intellectual and Artistic Works published by the TR Ministry of Culture and Tourism with reference number 28388 on 18.08.2012.

Sale of the Publications	13.	(1)	The price of the published works is determined by the EMU Press Executive Board, taking into account the printing costs and after receiving the opinion of the Printing Office.
		(2)	Published works are put on sale at the bookstores within the university, on the relevant website of the university, and in book sales points and websites outside the university upon the recommendation of the Press Executive Board and the approval of the Rectorate.
Temporary Provision	14.		Until the formation of the Editorial Board, the appointment of referees for the works to be submitted to the Executive Board is carried out by the Executive Board.