

**EASTERN MEDITERRANEAN UNIVERSITY PRESS PUBLISHING PRINCIPLES**

<b>Original Books</b>	<b>1.</b>	(1)	The author/authors submit/s the electronic copy of the book targeted towards academic or general readers to the EMU Press Executive Board with the Application Form for Publication. Books in the preparation phase are submitted to the EMU Press Executive Board by filling out the Preliminary Application Form for Publication for preliminary evaluation.	
		(2)	(A)	In the event of the EMU Press Executive Board determining that the work can be published in scope of the publication principles and policies, the anonymously recommended book is sent to the referees.
			(B)	Regarding the books that are in the preparation stage, the EMU Press Executive Board conducts a preliminary evaluation and directly conveys the Board's opinion on the proposed book to the author(s).
		(3)	The EMU Press Executive Board reaches a decision on the application in accordance with the reports received from the referees.	
		(4)	The Print Request Form is filled out and submitted to the Board of Trustees in order to send the book, for which the publication decision has been taken, for printing.	
		(5)	The EMU Press Executive Board submits the publication of the book to the Rector's Office for approval, along with the Application Form for Publishing and Printing Request Form.	
<b>Scientific Periodicals</b>	<b>2.</b>	(1)	All periodicals bearing the name and logo of the university are published by the EMU Press.	
		(2)	Application for a new periodical is submitted to the EMU Press Executive Board with the <u>Periodical Application Form</u> . The approval of the University Executive Board is sought for the publication of periodicals. The EMU Press Administrative Board submits the matter to the Rector's Office for the approval of the University Executive Board regarding the approval of the applications deemed appropriate within the framework of publishing principles and policies.	
		(3)	The editor(s) of the relevant periodical is/are responsible for the preparation of the periodicals approved by the University Executive Board in line with scientific principles. For the articles proposed to be published in the scientific periodicals of the EMU Press, an application is made directly to the responsible units of the periodical.	
		(4)	The editor(s) together with the members of the relevant editorial board, determine the referees, and ensure(s) that the referees evaluate the submitted manuscript in terms of the determined principles through the referee evaluation process of the manuscript.	

		(5)	In line with the reports from the referees, the editor decides whether or not to publish the article.
		(6)	When the issue of the periodical is ready, the editor submits the electronic copy and 1 printed copy of the publication, together with the Periodical New Issue Publication Application Form, to the EMU Press Executive Board. The EMU Press Executive Board examines the relevant issue in terms of content and format and decides with justification whether it will be published or not.
		(7)	The scientific, legal and ethical responsibility of the articles published in the periodicals belongs to the authors. The Editorial Board and EMU Board of Trustees do not bear any responsibility in matters as such.
		(8)	The copyrights of the published articles belong to the Eastern Mediterranean University; No royalties are paid to the authors.
<b>Conference Proceedings</b>	<b>3.</b>	(1)	The EMU Press publishes the proceedings of conferences organized by EMU or a different institution/organization.
		(2)	Conference proceedings book can be published before or after the conference. If the proceedings book is requested to be published before the conference, it must be submitted to the EMU Press Executive Board at least 2 months in advance.
		(3)	The conference book editor(s) forward/s the electronic copy and 1 printed copy of the publication to the EMU Press Executive Board (via the Application Form for Publication, through the Department Head and the Dean's Office or the Research and Application Center Chair's Office).
		(4)	The EMU Press Executive Board examines the related proceedings book in terms of its content and format, and decides whether it can be published or not, with relevant justifications; requests the necessary corrections regarding the format from the relevant unit; and submits its decision to the Rector's Office in writing.
<b>Coursebooks</b>	<b>4.</b>	(1)	Principles for Coursebook Preparation The EMU Press publishes coursebooks for all academic disciplines, especially for higher education, at all levels. These books are prepared in accordance with current pedagogical criteria, reflecting current information in related disciplines for courses at all levels, and they aim to cater for the needs of educators and students with their qualified content. Each textbook to be published by EMU Press must meet the following conditions:
		(A)	The coursebook should have quality academic content and reflect up-to-date information.

			(B)	The textbook should be appropriate for the level of the target audience and compatible with current pedagogical approaches.
			(C)	The coursebook should be needed in the relevant field and expected to be used at a significant level in the relevant courses.
		(2)	Application and Evaluation	
			(A)	The author fills out the Application form for Coursebook Publication and submits the application to the EMU Press Executive Board. In the application, the author should explain how the aforesaid conditions are met. The application should also include an evaluation of the existing coursebooks (if any) in the relevant field, explaining why the existing coursebooks are inadequate and/or why this book would cater for the need more successfully.
			(B)	Coursebook applications go through a threefold evaluation process. The EMU Press Executive Board takes the referee's opinion on whether the aforesaid conditions have been met (in terms of academic, pedagogical and needs) and submits its decision to the Rector's Office in writing.
<b>Catalogues (Exhibition catalogues, program catalogues, activity catalogues, etc.)</b>	5.	(1)	EMU Press publishes works emerging as a result of artistic and cultural activities with a high level of visual production such as exhibitions, workshops, and design-oriented events, under the heading of catalogues, upon request for an ISBN number. Under the same title, it also publishes promotional printed materials prepared using the educational outputs of academic programs in EMU, and also those created from the outputs of design activities held in EMU, upon request for an ISBN number. Each catalog to be published by the EMU Press must meet the following conditions:	
			(A)	The catalog in question must be submitted simultaneously with all the accompanying visuals and written texts.
			(B)	The written text and images should be submitted in a certain order, even if the page layout designs have not yet been made.
			(C)	After the decision for publishing, all visual materials are expected to be submitted in a resolution suitable for printing.
		(2)	Application and Evaluation	
			(A)	The author/authors/editor/editors submit/s the electronic copy of the catalogue and the Application Form for Publication to the EMU Press Executive Board. Books and catalogs in the preparation stage are

				submitted to the EMU Press Executive Board by filling out the Application Form for Preliminary Evaluation.
			(B)	(a) If the EMU Press Executive Board determines that the work can be published within the framework of publication principles and policies, it ensures that the anonymously recommended book is submitted to the referees, if deemed necessary.
				(b) During the preparation phase, the EMU Press Executive Board conducts a preliminary evaluation for the books and catalogues and directly conveys its opinion on the proposal to the author/authors/editor/editors.
			(C)	The EMU Press Executive Board takes a decision on the application in line with the reports received from the referees.