

## PROCESS CARD 03 - EDITORIAL AND PUBLISHING ACTIVITIES

<b>Process Name:</b>	<b>EDITORIAL AND PUBLISHING ACTIVITIES</b>
<b>Process owner:</b>	<b>VICE-RECTOR FOR SCIENCE AND RESEARCH</b>

1. Inputs to the process:	Their suppliers	Previous processes
Request for inclusion of the publication in the Editorial Plan of DTI	➔ Author, Head of Department	➔ Scientific and research activities
Work template	➔ Author	➔ -
Review	➔ Reviewer	➔ -
Completed form by output category	➔ Author	➔ -
Response	➔ Author	➔ -
Completed form by response category	➔ Author	➔ -

2. Outputs of the process:	Their customers	Downstream processes
GMBS Editorial Plan	➔ Authors	➔ Resource Planning / Strategic and Financial Management of GMBS
Publication	➔ Library, Student.	➔ Library Services

### 3. Abbreviations and terms used:

- Abbreviations**
- GMBS - Global management business school
  - PC - Process card
  - ISBN - International Standard Book Number
  - ISSN - International Standard Serial Number

### 4. Process Implementation Procedure:

The aim of the process is to ensure the creation and recording of publications in a quality and structure that corresponds to the long-term intention and goals of the GMBS in the field of education, creative activities and science and research.

The process includes procedures for editorial and publishing activities. PC 03 and related documented procedures set out the method, preparation, registration, approval and other activities related to the editorial and publication activities of the GMBS. The process includes control over the performance of editorial and publishing activities.

**Subprocesses:**

- Editorial activities
- ISBN management
- Publications
- Bibliographic registration and categorization of publication activities

**Outsourced activities:**

- Printing, editing, design of monograph covers, university textbooks, scripts, etc.
- Independent publishing services outside of GMBS
- Reviewers (reviews of editorial and publication activities)

## PROCESS CARD 03 - EDITORIAL AND PUBLISHING ACTIVITIES

Process Name:	EDITORIAL AND PUBLISHING ACTIVITIES
Process owner:	VICE-RECTOR FOR SCIENCE AND RESEARCH

### 4.1. ISBN management

The responsibility for the legal handling of ISBNs and ISSNs under the GMBS affiliation lies with the Vice-Rector for Science and Research. The Vice-Rector manages the activities of the authorized department of the Study Department in accordance with the rules for ISBN and ISSN management.

ISBNs are assigned to publications published under GMBS affiliation that have more than 3 Author's Sheets. **Author's sheet** (AS) - 36,000 print characters (20 standard pages, 1 page = 1,800 characters), video or audiovisual recording published on the Internet or on a physical medium in the range of at least 60 minutes.

#### 4.1.1. ISBN Request

The sending of the application for the assignment of an ISBN is handled by the authorized department of the Study Department. If an author requests the assignment of an ISBN for a publication that has not been included in the editorial activity plan, he must at the same time request the additional inclusion of the publication in the editorial activity plan. After the application has been approved by the Vice-Rector for Science and Research and the application has been delivered to the GMBS Authorized Officer, the publication will be assigned an ISBN.

### 4.2 Publications

The task of publishing activities is to ensure the publication of the results of research, development and creative activities for ongoing project management or study programs.

The creation of publications outside the editorial activities of the GMBS is planned and managed by the professional departments of the GMBS.

The Head of the Department prepares the Publication Activity Plan on the basis of the Employee Activity Plan. The plan contains a summary of conferences, journals, professional periodicals and other sources in which GMBS employees plan to publish during the relevant calendar year (all outputs that are not part of the GMBS Editorial Plan). The publication activity plan must ensure sufficient quality of outputs for the fulfilment of accreditation criteria for individual fields of science and study programmes.

Each employee is responsible **for the continuous fulfilment** of the publication activity plan.

The evaluation of publication activities takes place 1-2 times a year through the Rector's Collegium.

## PROCESS CARD 03 - EDITORIAL AND PUBLISHING ACTIVITIES

**Process Name:** EDITORIAL AND PUBLISHING ACTIVITIES

**Process owner:** VICE-RECTOR FOR SCIENCE AND RESEARCH

5. Performance indicators:	Procedure	Frequency
Quality of publication activity	<ul style="list-style-type: none"> <li>→ % fulfillment of the Editorial Plan</li> <li>→ Tracking impact factor of publications – tracking and reading, or citing ( Wos, Scopus, CCC, Impact, Q1, Q2)</li> <li>→ Number of published outputs, per doctoral student and scientific and research staff by category</li> <li>→ The 5 most important publication outputs for the study program</li> </ul>	1-2x per year

6. Related documentation:
GMBS Internal Quality Assurance System for Higher Education.

7. Validity of the document:			
	Drafted	Assess	Endorsed
<b>Name and surname</b>			
<b>Function</b>			
<b>Date</b>			
<b>Signature</b>			