



FENERBAHÇE UNIVERSITY PUBLICATIONS DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1 - (1) The purpose of this directive is to regulate the procedures and principles for planning, publishing, printing, distributing, and selling all printed and/or electronic publications, in accordance with the publication policies and objectives established by the Senate of Fenerbahçe University.

Scope

Article 2 – (1) This directive covers the principles governing the planning, publishing, printing, distributing, and selling of all printed and/or electronic publications within the publication categories specified under the relevant regulation, which have passed the scientific audit processes of the units affiliated with Fenerbahçe University.

Basis

Article 3 – (1) This directive has been prepared based on the provisions of the "Universities Publications Regulation" published in the Official Gazette on 3/2/1984, No. 18301, under the Higher Education Law No. 2547, and the "Regulation on Publications Other than Books, Duplicates, and Supplementary Textbooks Used as Course Materials in Universities," published in the Official Gazette on 22/10/1984, No. 18553, by the Inter-University Agency Presidency.

Definitions

Article 4- (1) The terms used in this directive are defined as follows:

- Unit: All faculties, institutes, graduate schools, vocational schools, and application and research centers affiliated with the Rectorate of Fenerbahçe University.
- Unit Publication Commission: The Fenerbahçe University Publication Commission established in accordance with the procedures set forth in this directive.
- Unit Board of Directors: The boards of employees of the units affiliated with the Rectorate of Fenerbahçe University, established in accordance with Articles 18, 19, and 20 of the Higher Education Law No. 2547.
- Editor: The editors of publications prepared within Fenerbahçe University.
- Rector: Fenerbahçe University Rector.

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- f) Senate: Fenerbahçe University Senate.
- g) University: Fenerbahçe University.
- h) Publication: Publications consisting of the three groups defined in this directive.
- i) Publication Commission: The Fenerbahçe University Publication Commission.
- j) University Board of Directors: The Board of Directors of Fenerbahçe University.
- k) Regulation: The Universities Publications Regulation.

PART TWO

Governing Bodies, Duties, and Powers

University publication commission

Article 5- The Publication Commission consists of two faculty members, elected by the Board of Directors from among its members, and is chaired by a Vice Rector appointed by the Rector. Membership remains valid as long as the individuals continue to serve on the Board of Directors. The term of office of the Publication Commission is three years. The decisions of the Commission are finalized upon approval by the University Board of Directors.

Duties of the publication commission

Article 6 – (1) The duties of the Publication Commission are as follows:

- a) To make decisions regarding the printing and publishing of printed and electronic publications and to monitor their implementation,
- b) To decide on the printing schedule, print quantities, costs and payment methods, and copyrights to be paid, in accordance with regulations and contracts,
- c) To ensure that printed works are distributed free of charge to the institutions and organizations specified in the regulation,
- d) To examine incoming publication proposals,
- e) To prepare specifications/protocols for the sale, marketing, and distribution of university publications by third parties and institutions,
- f) To decide on the publication of all types of scientific, educational, and research works produced within the university,
- g) To develop the necessary publication plans for promoting the university,
- h) To prepare publication, printing, and distribution strategy proposals and submit them to the University Senate,
- i) To plan publications with regard to quality and educational needs,
- j) To determine which publication category under Article 9 of this directive applies to a given publication proposal,

Unit publication commission

Article 7 – (1) The Unit Publication Commission consists of at least three members, appointed by the Unit Administrative Board from among faculty members in the relevant fields. It is chaired by a Dean in the university's faculties and by a Deputy Director in colleges/vocational schools and institutes.

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(2) The Unit Publication Commission conducts a preliminary evaluation of the preparation, printing, and/or publication of materials such as textbooks, auxiliary textbooks, peer-reviewed journals, and similar works to be published within the units, in accordance with the purpose of this directive. Commission decisions are submitted to the University Publication Commission following the approval of the Unit Board.

PART THREE

Publications

Publication Groups

Article 8 – (1) The publication groups that may be approved by the University Publication Commission are listed below:

- a) Educational publications: Books/works prepared to inform the educational and university community, directly concerning students in various fields of science and art, and approved for publication by the university. These are divided into two subgroups:
 1. Research, review, and reference books: Reference works used in the fields of education, science, and art.
 2. Textbooks, supplementary textbooks, and printed or electronic publications in the form of course notes, used as instructional tools in associate, undergraduate, and graduate programs of the units.
- b) Periodical publications: Peer-reviewed journals and bulletins that publish scientific research, review articles, and other studies prepared in accordance with academic standards, in printed and/or electronic form.
- c) Other publications: Works outside the first two groups, including studies on scientific activities (congress, symposium, workshops, etc.), artistic activities (exhibitions, panels, etc.), and publications introducing the university (catalogs, brochures, booklets, etc.).

PART FOUR

Procedures and Principles Regarding Publications and Editors

Procedures and principles regarding educational publications

Article 9 – (1) Applications are submitted by completing the authors' publication proposal form and providing the files (CD or DVD) containing digital text and visual materials, along with a printout of the final version of the work, to the Unit Publication Commission.

(2) To scientifically evaluate books proposed for publication, the Unit Publication Commission requests the opinions of two referees from the relevant departments, one from within the university and one from outside, before making a publication decision. For an article to be published, a majority of the reviewer reports must be positive. For this purpose, the work is sent to a third referee if necessary. During the refereeing process, the identities of the authors and referees are kept confidential.

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(3) If the referee reports are positive, the works transferred to the digital environment are submitted electronically to the University Publication Commission by the Unit Publication Commission. The following documents should be included in the file to be submitted with the work: the book information card, the author's permission letter, the contract (in Turkish or English) between the author and/or authors or the translator and the relevant unit, the decision of the Unit Publication Commission, and the decision of the Unit Board of Directors.

(3) The printing priority is determined by taking into account the date of application. However, the publication commission may adjust the ranking based on a current academic event or other calendar-dependent events.

(4) All responsibilities for the scientific content and language of published works rest with their authors.

Procedures and principles regarding periodicals

Article 10 – (1) Printed and electronic publications are issued regularly according to the announced journal publication schedule and are systematically forwarded to the relevant places for indexing in databases.

(2) Journals are printed at least twice a year. If the journal is not printed within the year, the unit publication commission submits a report to the university publication commission explaining the reason for the delay.

(3) The journal's writing guidelines are published in each issue, and all scientific articles in the journal must comply with these guidelines.

Journal editor

Article 11 – (1) The journal editor is responsible for managing the entire publication and review process from the time an article is submitted to the journal until its publication, and for ensuring the quality and performance of the journal. The editor may appoint assistant editors or field editors if necessary.

(2) The journal editor is appointed by the unit manager for a term of three years from among faculty members holding at least a doctoral degree. The unit manager may replace the editor if deemed necessary. The editor whose term has expired may be reappointed.

Duties of the editor

Article 12 – (1) The duties of the journal editor include the following:

- a) To conduct activities that support the publication of high-quality scientific articles in the journal,
- b) To ensure the regular publication of journals,
- c) To conduct preliminary evaluations of the articles, send them to referees, review the referee reports, monitor revisions based on the referees' suggestions, archive the reports, and ensure the articles are prepared for publication,
- d) To create reviewer evaluation forms in accordance with the journal's guidelines,
- e) To conduct the evaluation process in accordance with confidentiality principles,
- f) To conduct activities to ensure the journal is included in relevant indexes.

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Journal editorial board

Article 13 – (1) The journal's editorial board is composed of academics from various disciplines, as determined by the unit's board of directors.

(2) The duties of the journal's editorial board include the following:

- a) To establish the publication principles and ensure that articles are written in accordance with them,
- b) To determine whether articles submitted to the journal fall within its scope of interests,
- c) To select referees and review and approve articles whose peer-review process has been completed,
- d) To assist the editor throughout the journal's publication and peer-review processes,

Refereeing process

Article 14 – (1) The procedures and principles governing the refereeing process are as follows:

- a) An article is sent to at least two referees, and to more than two if necessary.
- b) It is essential that the names of the authors and referees are kept confidential during the refereeing process.
- c) Compliance with the publication's ethical principles is ensured throughout the refereeing process.
- d) For an article to be published, a majority of the referee reports must be positive. In the event of a tie, the article is sent to an additional referee or referees. The decision is made by evaluating the opinions of these referee(s).

Principles regarding other publications

Article 15 – (1) The unit publication commission submits the publication requested for release to the unit's board of directors. The processes related to publications in this group are overseen by the editor-in-chief of the book, the author, or the person(s) assigned.

(2) Among the publications that receive a positive recommendation from the unit publication commission, those approved by the unit's board of directors are forwarded to the university publication commission.

(3) Works transferred to the digital environment are maintained by the unit publication commission and sent to the university publication commission via electronic media. The decisions of the contract unit publication commission and the board of directors, issued in either Turkish or English, along with the book information card, author consent letter, and the author(s) or translator and the relevant unit, are attached to the document to be sent.

Copyrights and royalties

Article 16 – (1) Procedures related to copyrights are conducted in accordance with the provisions of the Universities Publication Regulation and the Regulation on Publications Other than Books, Duplicates, and Supplementary Textbooks Used as Course Materials in Universities.

(2) Transactions regarding royalties are carried out in accordance with the provisions of the Universities Publication Regulation.

(3) Expenses related to printing and distribution may also be covered by the sponsors.

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Corrections and printing process

Article 17 – (1) Authors make corrections to publication proposals prior to the printing stage. After this stage, the author is no longer permitted to make any changes.

(2) In cases where translation and/or copyright purchases are needed, royalty payments from the university budget will be made upon the recommendation of the unit's board of directors, a favorable review from the publication commission, and a decision by the university's board of directors.

PART FIVE

Miscellaneous and Final Provisions

Responsibility

Article 18 – (1) The authors are solely responsible for the legal, criminal, and scientific implications of all publications issued under this directive.

Situations for which no applicable provisions exist

Article 19 – (1) In situations not addressed by this directive, the provisions of the "Universities Publication Regulation," the "Regulation on Publications Other Than Books, Duplicates, and Supplementary Textbooks Used as Course Materials in Universities", and other relevant legislation shall apply.

Effective Date

Article 20 – (1) This directive takes effect on the date of its approval by the senate.

Implementation

Article 21 – (1) The provisions of this directive are implemented by the rector.

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