Sultan Qaboos University

Academic Publication Rules

May 2014
Section 1

Definitions and Objectives

Article 1 - Definitions

In applying these rules and regulations, the following words and expressions shall, except where the context otherwise requires, have the meanings hereby assigned to them:

- ‘The University’ refers to Sultan Qaboos University.
- ‘Bylaw’ refers to the Sultan Qaboos University bylaw.
- ‘The Vice-Chancellor’ refers to the Vice-Chancellor of the University.
- ‘The Deputy Vice-Chancellor’ refers to the Deputy Vice-Chancellor for Postgraduate Studies and Research.
- ‘Academic publishing’ refers to producing publications that make a significant contribution to the scientific and cultural advancement of knowledge. They include books (compiled, edited or translated), research papers and studies submitted to periodicals either in Arabic or English, and authenticated and edited historical documents, which follow established conventions of academic investigation in terms of preparation, writing, and references.
- ‘Publication’ refers to the material published under the auspices of the University.
- ‘Manuscript’ refers to the work prepared for printing and publishing.
- ‘Book’ refers to the work compiled, translated, or edited as one volume or a set of separate volumes.
‘Research’ refers to a study, in a specific discipline, that is recognized for originality and contributes to knowledge.

‘Principal author’ refers to the lead author.

‘Co-author’ refers to an author, researcher or translator who collaborates with another researcher or translator and is a member of a team or group of authors, researchers or translators.

‘Referee’ refers to a person who examines the academic work and determines its suitability for publication.

‘Academic product’ refers to a book or a research manuscript.

‘Press’ refers to the University press.

‘Rules’ refers to the rules and regulations of academic publishing at the University.

Article 2 - Objectives

Academic publishing aims to contribute to the promotion of social progress through authorship, research and scientific achievements, seeks solutions to existing problems and disseminates research results for the benefit of the Omani society, in particular, and mankind in general, as guided by the bylaws of the University. Academic publishing at the University seeks to achieve the following main objectives:

1. Enrich scientific and cultural knowledge in all areas that the University promotes within its academic disciplines
2. Transfer, accommodate, and develop modern information technology
3. Conserve, investigate, and study Omani, Arabic, Islamic and world heritage and make it available for researchers
4 Enhance skills in the areas of research, translation, and authorship by stimulating authors and scholars through facilitating the publication of their works

5 Increase specialized interdisciplinary knowledge in the service of society in a way that would consolidate the role the University plays in the society

6 Document the academic production with a view to encouraging staff and students to produce original and creative research, write and translate books, and draw up scientific reports as channels of communications

7 Collaborate with local and foreign publishing entities through exchanging relevant expertise and skills

8 Communicate the University’s research achievements to the scientific circles, both inside and outside the Sultanate, as well as fostering scientific relationships with other universities

9 Encourage and support electronic publishing

Section 2
Academic Publication Board
Structure and Duties

Article 3

The Academic Publication Board (APB) is formed by a decision of the Vice-Chancellor. It is headed by the Deputy Vice-Chancellor and consists of the following members:

- Dean of Research
- Editors-in-Chief of the University’s Journals
- Director of the Department of Academic Publications and Outreach (DAPO), Deanship of Research, as member and rapporteur
Article 4

The APB oversees the University’s academic publication affairs. Specifically, it shall:

1. Propose academic publication policies
2. Suggest the rules and procedures of academic publication and review their application after being approved
3. Recommend, for publication, journals and books (compiled, edited or translated)
4. Approve the publication of research papers after being refereed and approved by the respective editorial boards
5. Approve membership of the journals’ editorial and advisory boards
6. Open up effective communication channels with relevant departments within and beyond the University
7. Encourage the production of research and publication of research findings and academic books
8. Bring forward suggestions on remunerations for authors and referees and the number of copies authors may receive of their publications, and remit them to the Vice-Chancellor for approval
9. Present an annual report to the Vice-Chancellor on the status of academic publications at the University
10. Consider any other matters that are submitted to the Board
Section 3

Academic Publishing Procedures

Article 5 – Books

The publication of books shall adhere to the following procedures:

1. The author shall submit a request, three hard copies and one electronic copy of the manuscript to the Director of DAPO.
2. The manuscript is submitted to the APB for preliminary evaluation.
3. Subsequent to the APB’s preliminary approval, the manuscript will be submitted to the DAPO for handling the refereeing process.
4. The DAPO, in coordination with the APB, shall select the appropriate referees.
5. Reports of the referees are presented to the APB. Subsequent to the evaluation of the reports, APB shall issue a final decision on whether or not to publish it.
6. The DAPO will handle the process of printing the academic product.

Article 6 - Academic Journals

The publication of journals shall adhere to the following procedures:

1. The corresponding author shall submit the research paper to the concerned journal’s Editor-in-Chief.
2. The paper will be published according to the publication guidelines specified by the respective journal.
3. The journal will be sent to the press for publishing after the Deputy Vice-Chancellor’s approval.
Article 7 - Language of Publication

Contributions accepted for publication shall be in Arabic, English, or any other language approved for publishing by the University, and according to the publishing guidelines of the respective journals.

Article 8 - Procedures for Printing

The printing process undergoes the following procedures:

1. The production of a publication will be undertaken in close coordination with the author and the DAPO.
2. DAPO or the Editorial Board shall obtain ISSN/ISBN from competent authorities.
3. Manuscripts approved by the APB should not be modified beyond minor editorial corrections at the printing stage.
4. The DAPO shall coordinate the printing of a manuscript after obtaining the approval of the Deputy Vice-Chancellor.

Section 4

Rights and Responsibilities of Authors and the University

Article 9 – Authors’ Rights and Responsibilities

1. The authors shall:
   a) Adhere to the copyright rules and regulations stipulated by the books and journals publication guidelines.
   b) Submit an electronic copy of the manuscript to the DAPO.
c) Carry out the revisions and corrections recommended by the referees or the APB.

d) Respond to enquiries from referees or the APB.

e) Refrain from introducing any major changes to the manuscript which has already been accepted for publishing, except with prior approval by the APB.

f) Review the galley proofs within a specified period of time set by the DAPO.

g) Recognize the publication rights of the University for the first five (5) years after the publication has been finalized.

2 For translated manuscripts, the translators shall obtain translation rights from the copyright holder before submission to the DAPO.

3 The authors will receive a payment determined by the APB after approving the publication of manuscripts.

**Article 10 – University**

1 The University shall have the intellectual property rights to all its publications for five (5) years. The University can only re-publish the publication after five (5) years, with a written approval of the authors.

2 The revenues from the sales of University publications will be retained by the University.

3 The manuscripts shall be printed at the University’s press or, if necessary, at any other press after the approval of the Deputy Vice-Chancellor.
Section 5
Academic Journals

Article 11 - Publication of Academic Journals

The University’s academic journals shall be published according to a decision by the Deputy Vice-Chancellor and a recommendation by the APB.

Article 12 - Editorial Boards of Academic Journals

Every academic journal will have an Editorial Board, which is formed by a decision of the Deputy Vice-Chancellor and a recommendation by the APB in consultation with the respective Colleges. The Editorial Board will consist of an Editor-in-Chief, Editor(s), and Associate Editors.

Article 13 - Duties of the Editorial Board

The Editorial Board will be responsible for:

1. Proposing guidelines for publishing in the journal and submit them to the APB for approval
2. Submitting suggestions to the APB about developing and updating the rules, regulations and deadlines for reviewing and preparing research for publishing
3. Following up the reviewing and preparing research for publishing in accordance with rules, regulations and deadlines approved by the APB
4. Submitting the journal to the APB prior to publishing
5. Carrying out the procedures of printing the journal volumes in coordination with the DAPO
6 Nominating the International Advisory Board members of the journal to the APB for approval
7 Offering opinions on matters forwarded to them by APB or the Deputy Vice-Chancellor

Article 14 - Publication Budget

1 A budget will be allocated for academic publication as part of the University’s general budget.
2 The academic publication budget will be used at the discretion of the APB.

Article 15 - Financial Resources

The financial resources will consist of the following:

1 The publication budget allocated by the University
2 Revenues from the sales of publications and subscriptions to academic journals (the selling price of the publications shall be determined by the APB)
3 Grants and contributions received by the University in line with established procedures
4 Other funds approved by the Vice-Chancellor

Article 16 - Expenditures

Expenditures shall include the following:

1 Funding academic journals
2 Costs of publication
3 Fees for authors, referees and translators approved by the Deputy Vice-Chancellor
Article 17 - Expenditure Procedures

1. All publication expenditures shall be submitted to the Deputy Vice-Chancellor for approval.

2. Spending shall be subject to the University’s financial regulations.

Article 18 – Financial Audit

The academic publishing expenditures shall be subject to auditing by the University’s Internal Auditing Department.