

# FF UHK Dean's Decree No. 1/2023

## Rules for Entering Publication Intents into the Editorial Plan of the Philosophical Faculty at UHK

### I Opening provisions

The present Decree defines the rules for entering publication intents by academic and scientific staff, students, external collaborators and editorial boards of periodicals to be published or co-published at the Philosophical Faculty at UHK (hereinafter referred to as FF UHK) into the Editorial Plan of FF UHK.

### II Editorial Plan of FF UHK

1. Only such publication intents may be included in the Editorial Plan that have obtained the approval of the FF UHK Editorial Board. The provision of financial support by FF UHK Editorial Board is not claimable. As part of its approval procedure, the Editorial Board shall assess in particular the quality and benefits of the publication and the adequacy of the amount of funds requested.
2. In particular, services and miscellaneous wage expenses associated with the preparation of publications (such as literary editing, translations, typesetting, graphic design including cover, editing of illustrations or print) may be financed from the funds of the FFUHK Editorial Board.
3. Applications for entering new publication intents to the Editorial Plan shall be submitted electronically and in writing to the Department of Science, FF UHK, always by March 1 and September 1 of each calendar year. In the event of applications for support for the publication of a monograph or a collective monograph, only completed manuscripts ready for publishing shall be entered in the Editorial Plan. The manuscripts must be submitted along with the application form. Applications without manuscripts or with unfinished

manuscripts shall not be entered in the Editorial Plan. If a publication is planned in a foreign language, the submission of the Czech version of the manuscript is sufficient. Applications for support for the publication of expert periodicals do not require the submission of a completed manuscript.

4. The financial costs and the total number of prints the publication may be divided between FF UHK and the publisher and/or other partners, while the total number of prints is not limited. However, the impression intended for FF UHK may always reach maximally 100 prints for monographs and maximally 100 prints for professional periodicals. Requirements for support for a higher number of prints for FF UHK can only be accepted in highly exceptional cases, previously consulted by the author or the editorial board with the Department of Science and Research, FF UHK, and subsequently sufficiently substantiated in their application. The total impression amount shall be stated in the Application for Publication Intent presented to the FF UHK Editorial Board including a specification of the number of copies remaining at the disposal of FF UHK.
5. In specific cases, the Vice-Dean for Science and Research may prompt the author and publisher to attend the meeting of the FF UHK Press Board in order to clarify the amount of funds required.
6. The author shall provide opinions of two external reviewers, at least one of which shall be prepared by an associate professor, a professor or a doctor of science. The financial reimbursement will be made on the basis of a contract of services or a contract for work, subsidized by the FF UHK Editorial Board.
7. The author is free to choose the publisher of their manuscript, however, always bearing in mind their professional reputation and the adequacy of the reimbursement for publishing. The price for publishing must correspond to the usual price levels in the given area and time. The ultimate decision on the publisher and the reimbursement rests with the Vice-Dean for Science and Research. An agreement with the publisher shall be concluded after approving the publication intent by the FF UHK Editorial Board.
8. Throughout the calendar year, the Department of Science and Research, FF UHK, accepts applications for reimbursement of translations and proofreading of texts that authors plan to publish in international scientific journals, or in the form of a monograph or a collective monograph. The decision on provision of support and the amount thereof rests with the Vice-Dean for Science and Research.
9. The Editorial Board accepts applications for financial support from editorial boards of periodicals (co-)published at FF UHK. The rules and the amounts of financial support are governed by the Decree of the Dean at FF UHK No. 9/2016 Support of Editorial Boards of Magazines Published at FF UHK.
10. Payment of costs to publishers and other suppliers will always be made on the basis of the verifiable completion of the output.

11. Publication outputs, supported by the FF UHK Editorial Board, must be dedicated to FF UHK and the output must clearly show author's affiliation to FF UHK (Decree of the Dean No. 3/2019 Rules for Dedicating Research Outputs Supported by FF UHK).
12. All applications submitted before 2021 will be excluded from the Editorial Plan. The Department of Science shall verify the status of manuscripts preparation and their assumable publication in 2023 for applications entered in 2021-2022. If an author demonstrates that the preparation of a publication is in an advanced state of completion, enabling publication in 2023, it shall be retained in the 2023 Editorial Plan.

This decree enters into force since the day it has been published on the official board.

Mgr. Jan Prouza, Ph.D., m.p.  
Dean at FF UHK

**Annex no. 1:**

Application form - Subsidy by FF UHK Editorial Board for 2023