

Guidelines for Academic Book Publication

Faculty of Arts

University of Jaffna

With a view to maintaining academic quality and academic standards in academic publications, the Internal Quality Assurance Cell (IQAC) of the Faculty of Arts proposes a set of guidelines to be adopted by the Research Committee of the Faculty of Arts, University of Jaffna.

The academics of the Faculty of Arts are required to comply with these guidelines when they make applications for research allowance based on academic books they publish.

Likewise, the Research Committee is required to ensure that academic books by applicants are in adherence with these guidelines and requirements.

1. GUIDELINES FOR OBTAINING RESEARCH ALLOWANCE FOR ACADEMIC BOOK PUBLICATIONS

1.1. Via a well-recognized publisher

The following documents should be submitted to the Research Committee along with the book when the author applies for research allowance,

- a. A book proposal is submitted to the relevant publisher prior to the publication of the book.

The book proposal should include the following (see annexure for detailed information):

- (i) Brief abstract
 - (ii) The author's CV at the time of sending the application to the publisher
 - (iii) Description of the book project
 - (iv) Table of contents/chapter outline
 - (v) Potential readership and usefulness of the book
 - (vi) List of comparable and competing titles (they should be recent publications at the time of the application to the publisher)
- b. A note of acknowledgement was received from the publisher upon the submission of the book proposal.

- c. Review reports sent to the author by the publishers.
- d. The author's response to the review comments (if any)
- e. Review comments on the revised manuscript (if any)
- f. Notification of acceptance by the publisher of the final manuscript for publication.

The following documents should be submitted to the Research Committee when an academic applies for research allowance based on a book proposal,

- a. The book proposal
- b. The name of the publisher
- c. The letter of the publisher expressing their intention to publish the book following due process.

1.2. Self-publication

If an academic staff member wants to self-publish an academic book and based on which he/she makes an application for the research allowance, the manuscript shall undergo the process as directed by the Research Committee.

The Research Committee shall obtain the book proposal and may decide to grant the research allowance if the proposal satisfies the specified requirements. The Research Committee shall refer the proposal to the Academic Publication Committee of the Faculty of Arts to facilitate the publication process.

2. ESTABLISHMENT OF A FACULTY-LEVEL ACADEMIC PUBLICATIONS COMMITTEE (APC)

An Academic Publications Committee shall be established within the Faculty of Arts to regulate the self-publication process.

2.1 The Academic Publications Committee shall discharge the following functions:

- a. Receive references from the Faculty Research Committee.
- b. Receive book proposals from academics as recommended by the Faculty Research Committee.
- c. Appoint a review team to review the manuscript.

- d. Obtain review reports from the reviewers and forward them to the author for revision if any.
- e. Ensure that the author has addressed all the reasonable comments made by the reviewers and/or reasonably explained why such comments cannot be accommodated during the revision.
- f. Obtain a declaration of incorporation of review comments from the author.
- g. Obtain approval for publication from at least 2 of the reviewers.
- h. Communicate the final status of the manuscript to the Research Committee.

2.2. The Academic Publications Committee shall appoint the review team in the manner prescribed below.

- a. One person from the list of reviewers proposed by the author
- b. Two persons appointed by the Committee
- c. The reviewers should possess expertise in the subject matter of the publication but should not belong to any of the following categories:
 - (i) Academics from the University of Jaffna (subject to exception with reasonable justification)
 - (ii) Relatives and close friends of the author
 - (iii) Persons who are closely associated with the research conducted (mentor, supervisor, member of the dissertation committee, a colleague or person who read the work previously and provided feedback)
 - (iv) Persons who have communicated in depth with the author about this specific manuscript

2.3. It is the responsibility of the Dean of the Faculty of Arts to make arrangements to pay reasonable remuneration for the reviewers

2.4. A member of the IQAC, preferably the Coordinator, shall be a member of the Academic Publications Committee.

2.5. The endorsement of the Academic Publications Committee and the Research Committee shall be obtained and attached by the author as part of the evidence of successful completion of the book publication when making an application for research allowance in the following year.

3. DOCUMENTATION OF ACADEMIC BOOK PUBLICATIONS

The Academic Publications Committee of the Faculty of Arts may discharge the following functions in addition to the functions listed under section 2.1

- a. Documenting the academic publications of the academic staff members by receiving the book proposal and the copy of the final book from the authors regardless of the nature of the publication, self-published or published via recognized publishers.
- b. Academics of the Faculty of Arts are encouraged to submit the book proposal and the final book to the Academic Publications Committee regardless of whether or not they apply for any benefit based on the publication.

4. UNIVERSITY PRESS

Universities across the world have their own university presses. It is recommended that the University of Jaffna establish a university press to facilitate the publication of books by its academic staff and other potential authors.