

National Chung Hsing University Regulations Governing University Publications

Enacted in the 297th Administrative Meeting on Jun. 25th, 2003

Amended (Articles 3, 6, 9 & 10) in the 340th Administrative Meeting on Nov. 26th, 2008

- Article 1 To enhance the quality of publications and strengthen the management of publishing operations, the university has established these regulations based on the provisions of the "Regulations Governing Government Publications" issued by the Executive Yuan.
- Article 2 The term "publications," as used in these regulations, refers to a variety of materials, including books (such as volumes and monographs), electronic publications (like CDs, floppy disks, and websites), serial publications, and other non-book formats (including audio tapes and videotapes). These materials are published or distributed by different units of the university using university funds or under its name. Furthermore, these publications are non-confidential and do not have specific distribution targets.
- Article 3 The Development of Teaching and Learning Center, Office of Academic Affairs, is responsible for managing the university's publications. The Center is responsible for handling the application for numbering of publications from various units of the University, managing information tasks related to the "Government Publications Network," and providing relevant services for the University's publications.
- Article 4 The publication of the university's publications shall pay special attention to the following:
1. After confirming the copyright of the manuscript, the application form for obtaining the Government Publications Number (GPN), Cataloging-in-Publication (CIP), International Standard Book Number (ISBN), International Standard Serial Number (ISSN), etc., shall be completed and submitted. Only after the application has been submitted shall printing and procurement matters be handled in accordance with the relevant regulations.
 2. The publishing unit shall handle the design of the publication's cover, inner pages, copyright page, and back cover, as well as other basic formatting specifications, in accordance with the "Guidelines for the Basic Format of Government Publications."
 3. The content and text of the university's publications shall comply with legal and ethical standards, and the responsibility for this shall rest with the author or editor.

- Article 5 Every university unit must submit two copies of its publications to the university library for archiving within one week of publication to ensure availability for reading and use. If the publication is electronic, the publishing unit must provide the URL to allow the library to grant access to the university's faculty and students on campus, within legal regulations.
- Article 6 Each university unit is responsible for sending its publications directly or coordinating with vendors to ensure they are sent to libraries and relevant organizations, both domestically and internationally, that are eligible to receive donations. The recipients of these donations may be determined by the individual unit or in consultation with the Development of Teaching and Learning Center.
- Article 7 Each university unit may independently showcase and sell its publications, or authorize others to sell them on its behalf. When authorizing others to sell, the reputation of the agent must be considered, and a receipt should be issued. Regular account settlements must be conducted, and both the sales volume and payments should be accurately verified.
- Article 8 After the university unit sells publications, the proceeds are taxed according to government regulations. The remaining amount, after taxes, is fully deposited into the University Fund, with 60% allocated for use by the publishing unit.
- Article 9 The Development of Teaching and Learning Center shall regularly survey each unit's publication status, update publication information as necessary, and publicly announce the university's publishing achievements.
- Article 10 The university may allocate a budget to support the Development of the Teaching and Learning Center for subsidizing each unit's research and the development of outstanding publications.
- Article 11 Any matters not mentioned herein in these Regulations shall be governed by the "Regulations Governing Government Publications" and other relevant provisions.
- Article 12 These Regulations and any amendments hereto shall be approved in the administrative meeting before taking effect.