

National Chung Hsing University Regulations for the Application and Review of Humanistic and Social Sciences Publications

Enacted in the 303rd Administrative Meeting on Apr. 14th, 2004

Amended (Articles 3-5) in the 340th Administrative Meeting on Nov. 26th, 2008

Amended (Articles 4-5) in the 387th Administrative Meeting on Sep. 10th, 2014

Amended (Articles 4-5) in the 450th Administrative Meeting on Aug. 31st, 2022

Article 1 Purpose

The University has established these regulations to assist faculty and staff in applying for subsidies to publish scholarly books or collections of papers in the fields of Humanistic and Social Science, aiming to enhance academic research outcomes. These regulations are formulated based on the "Guidelines for Subsidizing the Publication of Scholarly Books and Collections of Papers in Humanistic and Social Sciences" issued by the National Science and Technology Council, Executive Yuan.

Article 2 Subject of Review

Full-time teachers or staff members of the university who self-finance or collaborate with external publishers to publish scholarly books or collections of papers in the fields of Humanistic and Social Sciences, with a clear academic theme (excluding textbooks and translated works), may submit their works for review under these regulations before the manuscript is sent for printing. However, each individual is limited to two applications for review per year.

Article 3 Application Procedure

Any work that meets the requirements outlined in Article 2 may be submitted for review at any time to the Office of Academic Affairs, and the Development of Teaching and Learning Center of the University. When submitting a request for review, the applicant must complete an application form and provide five copies of the completed manuscript of the proposed publication for review purposes.

Article 4 Review Procedure

Upon receiving the application for review, the Development of Teaching and Learning Center shall form a review panel to be responsible for the evaluation.

The Director of the Development of Teaching and Learning Center shall serve as the convener of the review panel. Within two weeks after the submission of the application, the committee shall propose a list of its members, tailored to the nature of the proposed publication. This list shall be submitted to the President for Academic Affairs for approval.

The Review Panel shall consist of at least five committee members, with the principle of inviting instructors or experts in relevant domains to serve as reviewers.

After the review panel committee member list is approved, the convener shall promptly convene the review meeting. The review shall be conducted in a non-public manner, and at least two different review opinions must be submitted. The review panel may send the work for external review. External reviewers should be associate professors or above in related domains from domestic or international universities, or associate researchers or above in related fields from institutions funded by the National Science and Technology Council.

Article 5 Application for Subsidy

Any work approved by the University's Academic Publication Review Panel may have the responsible publishing unit or company independently submit the relevant publishing expense receipts to the National Science and Technology Council for application of publication subsidies.

The University's Development of Teaching and Learning Center shall assist in providing all relevant review materials; however, the University shall not provide any additional subsidies regardless of whether the work receives publication subsidies from the National Science and Technology Council.

Article 6 Review Expenses

The costs of both internal and external publication reviews, including committee members' attendance and transportation fees shall be covered by the Office of Academic Affairs through its regular budget.

Article 7 Any matters not mentioned herein in these Regulations shall be governed by the Executive Yuan's "Regulations Governing Government Publications" and other relevant legal provisions.

Article 8 These Regulations and any amendments hereto shall be approved in the University's administrative meeting before taking effect.