

## University of Huddersfield Press Publications Policy

### Purpose and Context

This policy outlines the aims, scope and governance of the University of Huddersfield Press

### Scope

Authors, editors and publications published by the University of Huddersfield Press

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## 1. Introduction

1.1. The University of Huddersfield Press contributes to the University's strategic aims by raising the international profile of the University through its publications, by making this research publicly available and by inspiring new and aspiring authors to publish. The Press will innovate by publishing high quality research in specialist journals which would not be found elsewhere, and research monographs which would not necessarily be attractive to large commercial publishers due to a niche market or local focus.

1.2. The University Press wishes to encourage authors to publish open access monographs, journals, and conference proceedings, its target audience is:

- Research Excellence Framework Units of Assessment
- Research Centres
- Students as researchers

1.3. In addition, the University Press will collaborate with external authors from other universities and local groups and societies.

## 2. Principles

2.1. All material published should be of high quality and peer reviewed.

2.2. The Press aims to cover its operating costs but will work on a not-for-profit basis.

2.3. As a general rule, material should be published open access, in order to maximise the potential for dissemination to as wide an audience as possible. Publications may also be made available via short print runs. However, this will be subject to negotiation with individual authors and it is recognised that for some types of publication the open access model may not be appropriate.

### **3. Scope**

3.1. Many Schools and Departments already publish material using ISBNs obtained via the Library, and the resulting publications are often published by the 'University of Huddersfield' as opposed to the University of Huddersfield Press. The Press does not presume to take on these publications. The Press focuses on peer reviewed items or those with a particular local or regional interest. Only those publications which are accepted by the Press Editorial Board will be permitted to use the University of Huddersfield Press imprint.

3.2. Examples of publications considered are:

- Scholarly monographs related to specific areas of research in the University, one off conference proceedings and titles of local, regional or national interest
- Journals and other specialist series such as annual conference proceedings
- Sound recordings (via Huddersfield Contemporary Records)
- Research outputs including theses (if peer reviewed)
- Teaching materials which have a market beyond the University of Huddersfield

3.3. Please refer to the University Press Web Pages (<http://unipress.hud.ac.uk/>) for further information on the University Press procedures.

### **4. Governance**

4.1. The University of Huddersfield Press Board is chaired by the Deputy Vice-Chancellor.

4.2. The editorial board comprises of representatives from Schools, Research and Enterprise, Computing and Library Services and the Vice Chancellor's Office.

4.3. Decisions on publications are taken following an evaluation of proposals based on agreed criteria.

4.4. The Board reports annually to the University Research Committee.

## 5. Review Process

### 5.1. Monographs

5.1.1. Applications for new monograph titles should be sent to the University Press Manager using a proposal form available on the [University Press website](#). All suggestions will be reviewed by the Board and are also subject to peer review before acceptance.

### 5.2. Journals

5.2.1. The University Press publishes a number of open access, peer reviewed journals, whereby materials are available freely via the internet in order to increase access to outputs and comply with the rules set out by HEFCE/RCUK. In order for a journal to be published by the University Press it must have a named editor or editors, national or international editorial board, peer review process and submission guidelines.

5.2.2. The University Press is also a member of the Committee on Publishing Ethics (COPE); as such, authors and editors are asked to confirm that they conform to the [COPE guidelines](#) for ethical publishing. Suggestions for new journals are welcomed; a proposal form for new title suggestions is available from the [University Press website](#).

### 5.3. Conference papers

5.3.1. The Press also welcomes suggestions for either:

- One off conference proceedings as open access monographs; these must contain peer reviewed papers, or
- Annual conferences, which can be treated as serial publications, these must follow the policy for serial publications above.

## 6. Funding

6.1. The University Press supports open access publishing, which not only enables wider dissemination of published materials, but also enables access at a much lower cost than traditional publishing methods.

6.1.1. The Press aims to cover its operating costs but does not seek to make a profit

6.1.2. Authors are encouraged to fund the costs of publication, for example through the receipt of research awards or other grants, or from School budgets.

6.1.3. Exceptionally the University Press will fund or subsidise publication

6.1.4. CLS will work with Research and Enterprise and Financial Services as appropriate in order to comply with financial regulations and manage the budgets effectively.

6.2. Appropriate models of publication are followed according to the type of publication, with preference given to open access publishing. Print publishing is outsourced according to best value, using local printers where possible.

6.3. Typically costs for a 80,000 word monograph will range from £4,000 to £5,000 depending on the number of images, complexity of the typesetting and number of print copies. Publications with large print runs will cost considerably more.

## **7. Intellectual property**

7.1. Copyright for the work will remain with the author; the Press will not pay fees or royalties to authors.

7.2. Authors will be asked to warrant that:

- a) The work is their original work and has not been copied wholly or substantially from any other work/material or any other source;
- b) They are the sole creator of the work and the legal and beneficial owner of all rights in the work;
- c) They have not and will not assign or license any rights in the Work prior to, or during the term of, your agreement with the Press;
- d) As far as they are aware the exploitation of the work will not infringe the rights of any third party; and
- e) The work does not contain anything which is defamatory, obscene or unlawful in anyway.

7.3. The University, through the offices of the University Secretary and in conjunction with CLS, will be responsible for ensuring any necessary licences are procured e.g. PPR

## **8. Contracts**

8.1. A publishing agreement or licence to publish will be drawn up for each author in order to specify responsibilities and ownership. The University Press web site details the proposal form for books, journals and recordings.  
(<http://unipress.hud.ac.uk/>)

## 9. University of Huddersfield Press Board Membership

**Prof Tim Thornton  
(Chair)**

Dr Monty Adkins

Mr Martin Gill

Prof Mike Kagioglou

Prof Jim McAuley

Ms Rebecca McCall

Miss Megan Taylor

Dr Tracy Turner

Dr Martyn Walker

Dr Susan White

**Deputy Vice Chancellor**

Research Leader, Music, Humanities & Media

Head of Academic Services, Computing & Library  
Services

Dean, Art, Design & Architecture

Director, Institute for Research in Citizenship &  
Applied Human Sciences

University Solicitor

University Press & Marketing Manager

Deputy Director, Research & Enterprise

Head of Staff Development & Student Liaison,  
School of Education & Professional Development

Director, Computing & Library Services

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<b>Related Policies/Procedures:</b>	

<b>REVISION HISTORY</b>			
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V1.1	Mar 2018	Formatting updated	Head of Academic Services, Computing & Library Services
V1.0	Jan 2018	First draft of new policy	University Press Manager