

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

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 operates a not-for-profit business model, supported by central and research funding.

2.3. Material is 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.

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
- Research outputs including appropriately developed theses
- 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 discussed with the University Press Manager, via the [Press contact form](#). 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 UKRI. 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 welcome, via the [Press contact form](#).

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 operates a not-for-profit business model.

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. Typical costs for a 80,000 word monograph will range from £3,000 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/their 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 any way.

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.

9. University of Huddersfield Press Board Membership

An up to date list of the Press Board can be found here:
<https://unipress.hud.ac.uk/site/our-team/>

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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