

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK

**ORDINANCE ON PUBLISHING ACTIVITY OF THE
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

Osijek, July 2025

Pursuant to Article 25 of the Statute of the Faculty of Economics and Business in Osijek of the University of Osijek, the Faculty Council, at its 9th session in the academic year 2024/2025, held on 11 July 2025, under item 10 of the agenda, adopted the

ORDINANCE ON PUBLISHING ACTIVITY OF THE FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK

I. GENERAL PROVISIONS

Article 1

The Faculty of Economics and Business in Osijek (hereinafter: the Faculty) performs publishing, library and IT activities related to the educational, scientific, artistic and professional programmes of the Faculty.

Article 2

The Ordinance on Publishing Activity (hereinafter: the Ordinance) regulates the general conditions and manner of performing publishing activities, the organisation, composition and manner of work of the Committee for Publishing Activity of the Faculty, and cooperation with the Board for Publishing Activity of the Josip Juraj Strossmayer University of Osijek.

Article 3

All terms used in this Ordinance that have a gender meaning, regardless of whether they are used in the masculine or feminine gender, include the masculine and feminine gender in the same way.

Article 4

(1) The publishing activities of the Faculty include the publication of scientific, teaching and professional literature (textbooks, books, monographs, scripts, manuals, proceedings, reports from conferences, congresses and symposia, case studies, official publications, periodicals, etc.)

(2) These publications may be published as printed publications, electronic publications, or publications on optical media.

II. FACULTY PUBLICATIONS

Article 5

(1) A faculty publication is any work for which the publisher is the Faculty of Economics and Business in Osijek, regardless of who the author or editor is and/or the work.

(2) The publishing of online electronic publications (hereinafter referred to as e-publications) is of particular interest.

(3) In accordance with special regulations and international standards, all Faculty publications must have an ISBN / E-ISBN number (international standard book number / monographs and proceedings), i.e. ISSN number / E-ISSN (international standard serial number / periodicals, serials), and a DOI (Digital Object Identifier) in accordance with the rules of the relevant registration agencies, especially in the case of scientific publications intended for dissemination in the international scientific databases.

Article 6

- (1) The publications of the Faculty are non-periodical and periodical publications.
- (2) Periodical publications are those that appear under the same title at specific time intervals and in separate issues of varying content, which are consistently numbered and dated.
- (3) Publications within the meaning of this Ordinance are:
 - a) **Textbook** is a printed or electronic peer-reviewed publication that deals with the teaching material of the majority of a single course or group of related courses, determined by the curriculum for a particular study.
 - b) **Book** is a printed or electronic peer-reviewed publication that deals with one scientific or professional field. It includes at least five printed sheets, i.e. 75 text cards, where a text card is understood to be 1,800 characters with spaces, and a printed sheet is understood to be 16 text cards.
 - c) **Monograph** is a printed or electronic reviewed scientific, popular-scientific or professional publication that exhaustively and comprehensively discusses a narrow scientific field, problem, subject, or question.
 - d) **Brochure** is a printed or electronic peer-reviewed publication of a smaller-scope soft-cover book. It includes at least 5 text cards and no more than 5 printed sheets.
 - e) **Teaching script** is a printed or electronic professional work that can be a supplement or a partial substitute for a textbook. The script allows for an overview of the basic content of the material of the course for which it is intended.
 - f) **Authorised lecture** is a lecture or a series of lectures for which the author has given permission to be published in printed or electronic form and used for the purpose of mastering the material of a particular course.
 - g) **Manual** is a printed or electronic professional work that deals with the application of the teaching material of a course, such as collections of tasks, instructions for field work, the use of a dedicated programme on computers, or a dictionary of terms and expressions, etc.
 - h) **Chrestomathy** is a set of selected passages of literary or scientific works intended for higher education use. A chrestomathy is a professional work that includes an authorial or editorial contribution comprising less than five author's sheets of text.
 - i) **Proceedings** are printed or electronic publications that include professional or scientific texts published in a joint edition with a common title. Proceedings may contain texts of presentations given at a professional or scientific conference.
 - j) **Book of abstracts** is a printed or electronic publication issued on the occasion of a scientific or professional conference and consists of authorised abstracts of scientific and professional presentations of participants in a scientific or professional conference.
 - k) **Business case collection** is a printed or electronic publication that includes business cases from various fields of economics.
 - l) **Guide for future students** is a publication intended for future students with information about study programmes and study opportunities at the Faculty of Economics and Business in Osijek.
 - m) **Scientific or professional journal** is a periodical printed or electronic publication that is published regularly at certain intervals and that contains peer-reviewed scientific or professional papers by various authors. Scientific or professional work is based on scientific research projects and other forms of research. The categorisation and quality of scientific and professional papers are taken care of by the editorial boards of scientific or professional journals.
 - n) **Other publications** that are published.

Article 7

Ekonomski vjesnik is a journal of the Faculty of Economics and Business in Osijek since 1988. Due to the specifics of editing and publishing, Ekonomski vjesnik operates as a separate unit. More detailed rules on the work of Ekonomski vjesnik, its editorial policy and other content-related issues are regulated by a separate Ordinance.

III. COMMITTEE FOR PUBLISHING ACTIVITY

Article 8

(1) The Committee for Publishing Activity (hereinafter: the Committee) is a permanent body of the Faculty Council of the Faculty (hereinafter: the Faculty Council).

(2) The Committee is composed of 3 members, one of whom is the President of the Committee.

(3) The members of the Committee are appointed by the Faculty Council for a term of three years.

(4) The members of the Committee elect the President of the Committee from among themselves by public vote.

(5) Administrative tasks related to the activities of the Committee for Publishing Activity shall be performed by a representative of the Faculty services.

(6) A member of the Committee may be relieved of the duty to which they were appointed before the expiry of the term if they:

- request for dismissal themselves,
- fail to fulfil the obligations of a Committee member,
- lose the ability to perform the duty.

(7) In the event of the dismissal of an individual member of the Committee, a new member shall be appointed who will complete the mandate of the previous member.

Article 9

(1) The Committee shall be responsible for the implementation of this Ordinance, monitoring the execution of the decisions made and the established deadlines of the Faculty Council of the Faculty and the Board for Publishing Activity of the Senate of the Josip Juraj Strossmayer University of Osijek (hereinafter: the Senate).

(2) The Committee performs the following tasks:

- Proposes guidelines for the development and improvement of the publishing activity of the Faculty of Economics and Business in Osijek
- Receives requests from proposers for the inclusion of publications in the Publishing Activity Plan
- Determines the Draft Publishing Activity Plan
- Proposes the Draft Publishing Activity Plan to the Faculty Council
- Proposes reviewers for publications
- Ensures compliance with publishing standards, points out potential irregularities, and proposes solutions for them
- Gives a proposal for the approval of a publication
- Submits an annual report on publishing activities to the Faculty Council
- Performs other duties arising from the needs of the Faculty's publishing activity.

IV. PUBLISHING ACTIVITY PLAN

Article 10

(1) The Faculty Council shall adopt the Publishing Activity Plan for each academic year upon the proposal of the Publishing Activity Committee.

(2) The proposal for inclusion in the Publishing Activity Plan shall be submitted to the Committee by filling out Form 1 (in the Annex), which contains the following information:

- name(s) of the author/editor,
- title of the publication,
- format of the publication,
- type of the publication,
- scientific area, field, and branch to which the publication belongs,
- course and department for which the publication is intended,
- (co)publishing of the publication
- publication within the framework of Josip Juraj Strossmayer University of Osijek
- planned month and year for the manuscript prepared for printing,
- scope in pages,
- new edition / amended and supplemented edition / reprint (repeated edition),
- language of the publication,
- anticipated time of publication,
- print run of the publication (if it is a printed edition),
- signature of the proposer for inclusion of the publication in the Publishing Activity Plan
- signature of the Department President.

If the publication serves as teaching literature, it is necessary to additionally specify:

- planned number of students who will attend the course in the next academic year,
- whether it is compulsory or supplementary teaching literature,
- which part of the course the publication covers (expressed as a percentage),
- whether a similar published edition exists (specify basic information: title, author, publisher, place and year of publication).

If the proposal concerns an amended and supplemented edition, it is necessary to additionally specify:

- Publisher, place and year of the previous edition
- Information on the scope of amendments and supplements, along with the stated percentage

If the proposal concerns a reprint / repeated edition, it is necessary to additionally specify:

- Publisher, place and year of the edition being reprinted.

(3) The proposal for inclusion in the Publishing Activity Plan shall contain information about the planned budget of the publication costs and the sources of financing for the publication, which are submitted to the Committee by filling out Form 2 (in the Annex).

(4) The Draft Publishing Activity Plan is compiled by the Committee based on of the collected proposals, submitted within the prescribed deadline defined by the Committee, and which are harmonised with the deadlines defined by the University's Board for Publishing Activity.

(5) The Committee for Publishing Activity shall compile a Draft Publishing Activity Plan based on the collected suggestions. Proposers for the inclusion of publications may be employees of the Faculty appointed to scientific, scientific-teaching, teaching and associate positions.

(6) The Committee shall submit the Publishing Activity Plan to the Faculty Council for adoption in September, for the following academic year. The Publishing Activity Plan may be supplemented during the academic year.

(7) The Committee shall include all timely received and complete proposals in the Draft Publishing Activity Plan of the Faculty. The final decision on the Publishing Activity Plan of the Faculty shall be made by the Faculty Council.

(8) Publications that have not been included in the Publishing Activity Plan shall not be published as Faculty publications unless a supplement to the Publishing Activity Plan for the current academic year has been requested.

V. PUBLICATION AND REPRINTING

Article 11

The proposer shall submit the proposal for the publication of new editions (first edition), amended and supplemented editions up to 30% of the scope (reworked editions), and reprints (repeated editions) to the Committee.

Article 12

(1) The proposal for publication or reprinting shall be submitted to the Committee for Publishing Activity of the Faculty.

(2) The proposal for publication or reprinting must be accompanied by a copy of the manuscript, or the prepared text of the edition ready for print.

(3) The proposal for publication or reprinting shall be submitted in two printed copies and one copy in electronic format.

Article 13

(1) The reviewers are proposed by the Committee for Publishing Activity and confirmed by the Faculty Council.

(2) Reviewers must be prominent scientists or scientific-teaching staff in the same or higher rank than the author/editor of the publication. When appointing reviewers, the principles of integrity and good practice must be respected, meaning that reviewers should not have had joint publications with the authors/editors for at least five years.

(3) At least one of the reviewers must be employed outside the Faculty and Josip Juraj Strossmayer University of Osijek.

(4) Reviewers are expected to submit written opinions on the manuscript, any suggested changes and additions, and their recommendation for or against publication of the manuscript, no later than two months from the date of the decision on the selection of reviewers and the delivery of the manuscript in both print and electronic form.

(5) Should the reviewers fail to review the manuscript within the two-month deadline, the Committee will propose the appointment of a different reviewer (or reviewers).

(6) If a reviewer proposes changes and additions, the author is obliged to respond, indicate whether they have adopted them, and provide reasons if they are unwilling or unable to adopt certain changes or additions.

(7) The decision to publish the manuscript must be preceded by obtaining two positive reviews. In the case of conflicting reviews, a third reviewer is selected, and the final decision on publication depends on their review.

(8) The final approval for the publication or reprinting of a work falls under jurisdiction of the Faculty Council.

Article 14

(1) In accordance with the Ordinance of the J. J. Strossmayer University of Osijek, all publications of the Josip Juraj Strossmayer University of Osijek must be professionally proofread. The proofreader may be a professor of the Croatian language, or a foreign language, depending on the language in which the publication is published.

(2) If possible, the cost of text proofreading shall be included in the budget for the Faculty publication. If proofreading has been carried out, the name of the proofreader must be printed on the publication.

(3) If the publication has not been proofread, the author or editor is responsible for the content and grammatical accuracy of the text of the publication.

Article 15

The Faculty Council forwards the proposal for the publication or reprinting of a work to the Senate via the Board for Publishing Activity of the Josip Juraj Strossmayer University of Osijek. This is done so that books, textbooks, monographs, proceedings and other publications may be printed as publications of the Josip Juraj Strossmayer University of Osijek and be granted the official seal of the Josip Juraj Strossmayer University of Osijek. For the publication of University publications, authors must ensure compliance with the terms of the Ordinance on Publishing Activity of the Josip Juraj Strossmayer University of Osijek.

VI. OBLIGATIONS OF THE AUTHOR IN THE CASE OF THE USE OF COPYRIGHTED WORKS

Article 16

(1) Every author/editor is responsible for the manuscript they submit according to the valid with the valid Copyright and Related Rights Act.

(2) For the purpose of protecting the Faculty and/or the University as the publisher of the work from any legal action arising from the unauthorised use of a copyrighted and/or publisher-protected work (such as an image, graph, table, or unauthorised translation of a work from a foreign language), the author/editor of the publication undertakes to:

- obtain written permission for the use of the whole or part of a copyrighted image, photograph, graph, diagram and other supplementary material from print or electronic publications or those on optical media. In such cases, the source data must be cited at the foot of the protected work, but only at the request of the copyright owner,
- for images, photographs, diagrams and other supplementary material that are not protected by copyright, list the sources at the foot, specifically the web page address or the author's surname and year, and by citing the full source in the list of references.

VIII. LEGAL DEPOSIT COPIES

Article 17

(1) In accordance with the provisions of the Law on Libraries and Library Activities concerning the legal deposit copy, two copies of every publication, in the form in which it was published or produced, are delivered to the National and University Library in Zagreb. Furthermore, one copy of the publications is delivered to the university libraries in Osijek, Split, Rijeka and Pula, as well as in Mostar and to the generally known libraries in Dubrovnik and Zadar.

(2) In accordance with paragraph 1 of this Article, the Ministry of Culture may, in the application of the aforementioned provision of the Law on Libraries and Library Activities, stipulate that the collection and distribution of the legal deposit copy be carried out by delivering the legal deposit copies to the National and University Library in Zagreb, which then distributes them to authorised users.

(3) The publisher who has published an electronic publication is obliged to deliver a digital copy to the "Croatian Web Archive" of the National and University Library. The delivery is carried out via the eOP system, which is integrated with the NIAS system, using credentials of a high or significant security level, at the following link: <https://ekultura.hr/nias-auth/eop/login?redirect=publications>.

(4) In the case of teaching literature, the Faculty Library shall be provided with a number of copies that is at least 20% for compulsory literature or 10% for supplementary literature of the number of students enrolled in the academic year in which they are attending the course to which the edition relates.

If the literature is non-teaching, two copies are delivered to the Faculty Library.

(5) One copy of every university publication is delivered to the Board for Publishing Activity for University Publications, or to the Committee for Publishing Activity for Faculty Publications - no later than 30 days after printing is complete.

(6) According to the Law on Libraries and Library Activities, everything printed, published, or produced in the area of Osijek-Baranja County must be delivered in one copy to the City and University Library Osijek, with the designation "Regional legal deposit copy".

VIII. FINANCING

Article 18

(1) The publishing activity of the Faculty is financed from:

- funds from the relevant ministry based on a public tender call,
- funds from other ministries and state institutions,
- donations,
- sponsorships,
- income from the sale of publications, and
- other sources of financing.

(2) The Faculty, within its capabilities, secures the necessary funds for its publishing activities, cooperating with interested economic and other entities.

(3) The costs of producing periodic publications are managed by the editorial board of each individual periodical publication, in accordance with the financial capabilities of the Faculty and the funds approved for this purpose by the Dean of the Faculty or secured from another source.

(4) The author may also independently secure funds, in which case they enter into a special agreement with the Dean of the Faculty. This agreement must precisely indicate all details related to the copyright and other rights and obligations of the author and the Faculty.

- (5) If the author personally requests and obtains financial support for the publication of a Faculty publication, the amount of funds allocated is primarily used to cover the publication costs of the Faculty publication (printing, graphic design, reviewers' and proofreaders' fees, other expenses), and only thereafter, if the allocated amount allows, for the author's fee.
- (6) If the Faculty bears the publishing costs, the publication will be graphically designed and printed at the faculty's contracted printing and publishing company.
- (7) If the author bears the publishing costs, the selection of the printing and publishing company is made in accordance with procurement regulations.
- (8) If the Faculty has assumed the publishing costs of the Faculty's publication, the author is entitled to a royalty fee of 50% net of the average achieved unit price of the Faculty publication, but only after all publishing costs have been previously covered by the sales.
- (9) In the case referred to in paragraph 8 of this Article, the number of sold copies of the Faculty publication is determined once a year based on data provided to the Dean of the Faculty by the Office for Accounting and Financial Affairs, concluding on 31st December of the fiscal year, based on which the author's fee is paid in accordance with paragraph 8 of this Article.
- (10) If the author secures the funds for the publication of the Faculty publication, and the sale is conducted through the Faculty bookstore, the Faculty is entitled to a fee for the costs of sales and storage of the Faculty publication in the amount of 20% net of the average achieved unit price of the Faculty publication.
- (11) If the author secures the publishing costs in the amount of a minimum of 50% or more of the total publication costs, paragraph 10 applies; if it is less than 50%, paragraph 8 of this Article applies.
- (12) The final approval of the sales price for the Faculty publication whose publishing costs (partially or fully) are borne by the Faculty is given by the Dean of the Faculty, who issues a written decision on the matter.

Article 19

- (1) The Faculty may, in cooperation with other institutions/publishers, jointly publish works with the aim of reducing costs and/or achieving higher quality.
- (2) Cooperation with other institutions/publishers will be resolved through a special inter-institutional agreement, for the preparation of which the Faculty Secretariat is responsible on behalf of the Faculty of Economics and Business in Osijek.

Article 20

- (1) Requests to the Committee for Publishing Activity are submitted on special forms, as follows:
- Form No. 1: Request for the publication of new editions (first edition), amended and supplemented editions (reworked editions) and reprints (repeated editions)
 - Form No. 2: Planned budget of costs and sources of financing for the publication
 - Form No. 3: Request for review after the appointment of the reviewer
- (2) Forms 1, 2 and 3 are attached to this Ordinance and constitute an integral part thereof.

Article 21

The rules regarding the appearance of the cover page and imprint for university publications are determined by the Ordinance on Publishing Activity of the Josip Juraj Strossmayer University of Osijek, while the rules for faculty publications are determined by this Ordinance (Form 5).

Article 22

- (1) The Ordinance on Publishing Activity of the Faculty is adopted by the Faculty Council.
- (2) Amendments and supplements to this Ordinance shall be adopted in the same manner as the Ordinance was adopted.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 23

- (1) On the day this Ordinance enters into force, the Decision on the Amendments and Supplements to the Ordinance on Publishing Activity of the Faculty of 23 February 2015 (CLASS: 003-06/15-01/34, Reg. No.: 2158-19-01-15-34) and the Ordinance on Publishing Activity from 1996 shall cease to be valid.
- (2) Procedures initiated before the entry into force of this Ordinance shall be completed according to the provisions of the Ordinance on Publishing Activity referred to in paragraph 1 of this Article.

Article 24

- (1) The competent Committee, or other bodies mandated by the Ordinance, shall be responsible for the implementation of this Ordinance, while the Faculty Secretary shall be responsible for the interpretation of its provisions.
- (2) In cases not foreseen by this Ordinance, a professional opinion shall be provided by the Faculty Secretary.

Article 25

The Ordinance on Publishing Activity of the Faculty of Economics and Business in Osijek shall enter into force on the eighth day following the day of its publication on the notice board and the website of the Faculty.

DEAN

Prof. Boris Crnković, PhD

The Ordinance on Publishing Activity of the Faculty of Economics and Business in Osijek was published on July 14 2025 and entered into force on July 22 2025.

SECRETARY

Igor Arežina, univ. mag. iur.

CLASS: 007-01/25-02/01
REG. NO.: 2158-96-01-25-8



Josip Juraj Strossmayer University of Osijek
Faculty of Economics and Business in Osijek
REQUEST FOR THE PUBLICATION OF NEW
EDITIONS (FIRST EDITION), AMENDED AND
SUPPLEMENTED EDITIONS (REWORKED
EDITIONS) AND REPRINTS (REPEATED
EDITIONS)

General information about the publication

Author's name and surname	
Editor's name and surname	
Academic title	
Publication title	
Publication format (mark only one)	a) textbook b) book (scientific) c) book (professional) d) monograph (scientific) e) monograph (popular science) f) monograph (professional) g) brochure h) teaching script i) authorised lecture j) manual k) chrestomathy l) proceedings m) book of abstracts n) graphic portfolio o) artist's book
Publication type (mark)	a) printed b) electronic c) optical media
Scientific area, field, and branch to which the publication belongs	
Course and department for which the publication is intended	
Will the publication be printed as an edition of Josip Juraj Strossmayer University of Osijek (YES or NO)?	
Will the publication be co-published (YES or NO)?	
Month and year of the manuscript prepared for printing (anticipated time of publication)	
Scope in pages	
Publication language	
Publication print run (if it is a printed edition)	
If the publication serves as teaching literature	
Number of students enrolled in the course during the academic year	

Is it compulsory or supplementary teaching literature?	
What part of the course does the publication cover (expressed as a percentage)?	
Is there a similar publication (state basic information: title, author, publisher, place and year of publication)?	
Amended and supplemented edition (reworked edition)	
Publisher, place and year of previous edition	
Information on the scope of amendments and supplements with the specified percentage	
Reprint (repeated edition)	
Publisher, place and year of the edition being reprinted	

Signature of the proposer of the publication

Signature of the Department President



Josip Juraj Strossmayer University of Osijek
Faculty of Economics and Business in Osijek

PLANNED BUDGET OF COSTS AND SOURCES OF FINANCING FOR THE PUBLICATION

A) PLANNED PUBLICATION COST ESTIMATE

Cost item	Amount in euros
Proofreading and editing costs	
Translation costs	
Design	
Graphic preparation and formatting	
Printing	
Costs of conversion to e-pub edition	
Fees (author, editorial, and other)	
Other costs (e.g. distribution, promotion, advertising costs)	
TOTAL DIRECT COSTS OF THE PUBLICATION	
Costs of regular operation of the Faculty (15%) *	
Business fund of J. J. Strossmayer University of Osijek (1%) **	
TOTAL COSTS OF THE PUBLICATION	

/ The costs of regular operation of the Faculty (15%) and the business fund of J. J. Strossmayer University of Osijek (1%) are NOT calculated in the case where the publication is financed by the Faculty. In case of partial financing by the author, they are NOT calculated on the part of the funds provided by the Faculty.*

B) PLANNED SOURCES OF FINANCING FOR THE PUBLICATION

Source of financing	Amount in euros
Funds from the relevant ministry	
Funds from other ministries and state institutions	
Donation (attach a list of potential donors)	
Sponsorships (attach a list of potential sponsors)	
Author's own funds	
Other sources of financing	
TOTAL	

Signature of the proposer of the publication



Josip Juraj Strossmayer University of Osijek
Board for Publishing Activity
REQUEST FOR PUBLICATION REVIEW

I. Information about the reviewer

Name and surname	
Academic title	
Scientific/artistic field	
Home institution	

II. Information about the reviewed manuscript

Author's name and surname	
Publication title	
New or amended and supplemented edition	a) new b) amended and supplemented
Scope in text cards (text card = 1800 characters with spaces)	
Publication format (mark only one)	a) textbook b) book (scientific) c) book (professional) d) monograph (scientific) e) monograph (popular science) f) monograph (professional) g) brochure h) teaching script i) authorised lecture j) handbook k) chrestomathy l) proceedings m) book of abstracts n) graphic portfolio o) musical scores p) artist's book
Publication type (mark)	a) printed b) electronic c) optical medium
Number of cited works in the list of references	
Scientific contribution	

III. Opinion on the reviewed manuscript

Does the title correspond to the content it covers?	
Is the content presented in a clear and structured manner, both linguistically and conceptually?	
Did the authors/editors use the appropriate methodology?	
Did the authors/editors use appropriate literature?	
Is there an index of terms and/or names?	
Is the terminology compliant with existing regulations?	
What is the target audience for this work?	
Are there other works of similar content and quality?	
Does the manuscript contain elements of appropriated work (plagiarism)?	
IV. For teaching literature	
Name of the study programme and course/module for which the publication is intended	
Does the proposed manuscript correspond to the course content?	
Is the manuscript methodically adapted to the course?	
Percentage of the course/module content covered by the publication	
Similarity to other teaching literature	
Scientific contribution	
V. Conclusion and reviewer's assessment	
Proposed amendments and supplements	
Final rating with recommendation to print or not to print	a) Publication is recommended for publication in its existing form b) Publication may be published after minor changes c) Publication may be published after minor changes with the reviewer's request for re-submission for review d) Publication may be published after major changes

	e) Publication may be published after major changes with the reviewer's request for re-submission for review f) Publication cannot be published
Date	
Signature	



Josip Juraj Strossmayer University of Osijek
Faculty of Economics and Business in Osijek
REQUEST FOR PROOFREADING OF UNIVERSITY
PUBLICATIONS

I. Information about the proofreader

Name and surname	
Academic degree/title	
Parent institution	

II. Information about the proofread publication

Name and surname of the author/editor	
Publication title	
Scope in pages	
Publication format (mark only one)	a) textbook b) book (scientific) c) book (professional) d) monograph (scientific) e) monograph (popular science) f) monograph (professional) g) brochure h) teaching script i) authorised lecture j) handbook k) chrestomathy l) proceedings m) book of abstracts n) graphic portfolio o) artist's book
Date of receipt of the text for proofreading	

III. Proofreader's statement and certification	
Proofreader's statement that the text has been linguistically reviewed and corrected	
Date of certification of text proofreading	
Signature	

Rules on the layout of the title page and imprint of Faculty publication

Title page

All Faculty publications must mandatorily display the name and logo of the Faculty of Economics and Business in Osijek on the front page or jacket. As a rule, the front page should only contain the title and the name and surname of the author or editor, and in exceptional cases, the name and trademark of the co-publisher and the name of the publishing series.

The spine of hard or soft-bound publications must mandatorily feature the logo of the Faculty of Economics and Business in Osijek. As a rule, the spine should contain only the title and the name and surname of the author/editor, and in exceptional cases, the trademark of the co-publisher.

The back cover or jacket must mandatorily include the publication's ISBN number with the generated barcode, along with the price if the publication is intended for sale.

Imprint

The following items are listed in the publication's imprint in this order:

- The name of Josip Juraj Strossmayer University of Osijek and the Faculty of Economics and Business in Osijek
- Name and surname of the person responsible
- Name and surname of the publication's editor
- Names and surnames of contributors
- Month and year of the publication
- Names of institutions that supported the publication
- Copyright symbol and text
- Decision number with the issued consent and the date of the session of the Faculty Council of the Faculty of Economics and Business in Osijek at which the decision was made
- ISBN number
- CIP number

Example of entry below the CIP record:

Josip Juraj Strossmayer University of Osijek
Faculty of Economics and Business in Osijek



Consent for the publication/reprint of this (for example, textbook/monograph) was granted by the Faculty Council of the Faculty of Economics and Business in Osijek at the _____ session held on _____ 20__ under number _/_.