

**Application guidelines for
MEST FUNDS FOR SCIENTIFIC PUBLICATIONS
2015**

1. Objectives

Ministry of Education, Science and Technology (MEST) gives funds for scientific publications. These funds support:

1. Coverage of expenses for scientific works that are the result of non-profit researches and belonging to scientific-research fields with priority *5 plus one* according to the National Science Program. Scientific publications to be supported financially should be studies on its own - **scientific monographs**. After publication, they should be adequately promoted and be widely approached to public reader.
2. Coverage of expenses for **translation in Albanian and /or Serbian language** of important international scientific publications, belonging to scientific-research fields with priority *5 plus one* according to the National Science Program.
3. Coverage of expenses for **translation from Albanian / Serbian language** in world languages. Translations of scientific publications to be supported financially must have confirmation from a publishing house with international prestige for scientific publications that it will publish the translated study.
4. Coverage of publication expenses for scientific journals that have scientific authority and that are published according to international standards.
5. Coverage of publication for the publication of summaries with unpublished studies (thematic books), which are thematically related to each other and together may pose a monographic study.

Financial support from this fund will benefit only those scientific publications and translations of scientific works showing that have scientific interest, which have brought high scientific achievement and represent significant advance of scientific research in the relevant field. In the case of competition, the author of the scientific publication and editor (or head of the publishing institution) will sign specific notarized statements to the authorized person, with which is guaranteed that scientific work with which competes is not published earlier, either partially or completely. Any false statement carries legal consequences under the applicable laws of the Republic of Kosova.

Competition in any of the publications with the numbers 1-5 defined above should be associated with at least three reviews by famous experts in the relevant field, one of whom should be international. Reviewers must also attach their bibliography.

General criteria

2. Scientific research field

MEST will financially support those scientific works, scientific translations and scientific magazines, belonging to scientific research fields with priority *5 plus one* according to the National Science Program:

1. Natural Resources, Energy and Environment
2. Agricultural Production and Food Safety
3. Medical Research
4. Social and Economic Studies
5. Linguistic, Cultural and Historical Studies
6. Interdisciplinary Research in Information and Communication Technologies

3. Who can compete?

All physical individuals exercising scientific activity in the Republic of Kosova can compete with scientific works (monographs), scientific work summaries (united by a topic) and with translation of scientific works, and research institutes and universities of the Republic of Kosova which should meet recognized international standards.

Authors from abroad can compete with scientific works and translations of scientific works, if their competing works with their content in clear manner refers to the Republic of Kosova. In such a case one of the authors or reviewers who work in the Republic of Kosova should submit the application

4. Which publications are supported?

MEST will support only publication / translation of those scientific works and magazines, which cannot be published without additional financial support and this should be proven with guarantee of the publishing institution through **a certified letter** with signature and stamp, to

which the financial statement is attached that indicates budgetary lack of the publishing institution.

MEST will support only scientific works of publications / translations that meet foreseen criteria with competition, also included in this application Guideline and that have reasonable financial requests. The luxurious and representative publications are not supported financially.

Specific criteria

4.1. Scientific publications

An author has the right to compete only with a scientific work- monograph, while institutions with only one number of magazines.

This fund financially supports even publication of electronic versions of those scientific publications/translations on the internet.

Selection of the scientific work publication manner is done by its author. It is desirable to select foreign publishers that have authority in the field of publications in order to internationalize our scientific achievements.

The publication of a scientific work also foresees its promotion and distribution, which are proven through an implementation plan and forecast for the financial side. The eventual price of distribution should not exceed the unit price financed by the MEST fund.

Authors of scientific publications should use also new publications forms (in internet, with open access), which means that publication rights are not only for publishers. The publication can be done in specialized portals, on web-sites of scientific research projects

MEST finances the publication of mostly 500 copies of scientific publication. It is necessary the prediction and calculation of figures from expected sales.

The author, editor or scientific research institution, in the case of competition, automatically accept also the electronic publication of the book in electronic platform of MEST or in any other platform set by MEST.

4.2. Translations

The main criterion for the publication of a translated scientific work is the importance and its international authority.

The translation is done by the affirmed interpreter, field expert, and the publication from a specialized publisher on the relevant field, which is confirmed **with additional writing and with confirmation that the translation is in accordance with the Law on copyright.**

Additional criteria

5. Available funds

5.1. Scientific publications

MEST funds a publication according to the estimated cost that the publisher has presented for that manuscript. From the publisher is required to determine a real market price by doing a more accurate description.

The maximum support for one publication is up to **3000** Euros. In special cases this amount can reach the amount of **5000** Euros. As special cases are considered publications containing large and expensive illustrations.

MEST is entitled to demand from authors (editors) alternative publication offers and/or price recalculation.

This fund does not support financially authors of scientific publications. Therefore the price of the publication does not include any such payment.

For publication of an identical copy of the scientific publication in electronic form (at least in PDF format), online, with open electronic access can compete for funding that goes up to 1500 Euros. This fund can be accomplished for those publications that can be used freely in simultaneous manner by all or for those publications with the open accesses, which were published at least 12 months ago. If the publisher does not keep publication in its archive, after the end of the five year period, then the author has the right and obligation to extract by itself on the internet an identical electronic copy and to be available for the readers.

An author can compete for an additional maximum amount of 1,500 Euros for translation of scientific publication in one of languages with international prestige and for its linguistic editing by experts of foreign languages.

Double sponsorship for the scientific, competing work for publication in the MEST fund is prohibited. **The proof that there are no other sponsors should be verified with the notarized statement.**

5.2. Translations

The maximum support for translation of foreign scientific publications in Albanian language and/or Serbian language is up to **5000** Euros, in special cases up to **6000** Euros. The same subvention can be given to translations from Albanian / Serbian languages into the world languages when other criteria are met.

6. 0. Projects that are not funded by MEST,

- Scientific works (monographs) that are in financial publishing plan of a publishing house or of a publishing institution for subsequent year;
- The works with commemorative or solemn character;
- Summaries with works from scientific conferences;
- Summaries with works or scientific articles (not related to each other in thematic manner) published or unpublished earlier;
- Manuals for various destinations;
- Published studies in various publications;
- Bibliographies;
- Catalogues of exhibitions and collection guide;
- The works that have local interest as community chronicles;
- Progress reports;
- The illustrated books or facsimile version;
- Dissertation thesis if they were not yet publicly protected or have not been subject of the recession;
- Biographies of political and artistic personalities, etc.
- University textbooks;
- The works that are already prepared for publication (paged up, printed etc) from published or the publishing institution;
- The works that are completely or partly published;
- Payments for authors;
- The infrastructural costs for publisher (general expenses, salaries for workers of the publisher etc.).

7. Application

What is needed for competition?

I. The completed application form

For scientific works - monographs:

1.

1. **Four copies** of the manuscript completed and ready for publication, (The unprepared manuscripts for printing will not be considered).
2. **Three reviews** from known field reviewers, one of whom must be from an international scientific institution. **Reviews must be accompanied with bibliography of reviewers.**
3. **The calculation of prices from the publisher**, with a minimum validity period of six months. The calculation of the publishing cost has legal effect, is controlled by MEST and serves as a base for the implementation of the contract on publication. MEST has the right itself to ask for other publishing awards and has the right to make the final selection of the publishing house and of printing house, in agreement with the author until the end of the publication contract.
4. **The proof sheet** that guarantees that measures will be taken for the promotion and distribution of the publication.

For translations:

1. **The translated manuscript**, completed and ready for publication (unprepared manuscripts for printing will not be considered).
2. **A brief explanation** for translation of scientific publication in Albanian / Serbian language in the international language, together with an explanation for scientific validity that brings this translation.
3. **Statement by the publishing house** known for its scientific publications, in which the publisher confirms that it will publish the translated scientific work. Selection is made after a review procedure of reviewers, taking into account the criteria listed above. The translation must be reviewed and be edited by experts of the relevant area. In its commitment statement, the publishing house must prove that the book fits to the specific program and the profile of the publishing house. The publisher must also declare that the price of the publication of the translation shall not exceed the estimated price in this offer.

Application must be submitted in a sealed envelope on which should be written “Application for publication funds”, at the address: Agim Ramadani street, n.n. 10000 Prishtina, Kosova. Together with application sheet must be also submitted **an electronic version of the competitive work** within the deadline (15 November) at the address: uke.osmanaj@rks-gov.net in English, Albanian or Serbian language. Beside this should be submitted also a page that presents the content of scientific work.

Notice: The application forms that are not completely and accurately filled will not be taken for review.

8. Formal competition procedures

MEST will supervise the formal application side. Applications that are not completed, that have formal deficiencies or are not in compliance with set criteria in the MEST competition or the ones defined by this application guideline, will not be considered.

The completed applications according to point 7 of this application guideline should be submitted within the announced deadline in the competition (the date of stamped mail is taken into account) through mail, by submitting in person and through electronic mail to these email addresses: uke.osmanaj@rks-gov.net

All applications that meet the formal criteria are sent for review to the professional scientific sub-councils.

After approval for publication from professional scientific sub-councils, manuscripts which need to make changes, additions, possible suggested corrections from responsible councils, are returned to applicants so that they could fulfil them at a reasonable certain deadline, which does not endanger MEST work plan (not longer than a week).

MEST will fulfil the contract for the publication of the manuscript after positive evaluation from the responsible sub-councils and after final approval in the MEST Scientific Council.

After final approval of the publication, MEST will sign with beneficiary party the contract in support of the report (decision) where will be defined the publication financing conditions. The contract has legal effect for both sides.

9. The evaluation criteria

Applications will be evaluated in compliance with these criteria:

1. Quality

- Scientific relevance
- The achievements and scientific innovations
- Help for the advancement of scientific research in the relevant field and for promoting scientific discussion.

2. Form and content

- The full manuscript and completed by the substantial side.
- The completed manuscript in terms of scientific equipment that is edited by linguistic and technical side and that is ready for printing.

3. Other aspects

- The scientific expectation of the manuscript for other scientific fields
- The significance of the manuscript beyond scientific field – the social relevance

4. The financial aspect

- The reasonable price proposed by the publisher's side.

5. For each application the sub-councils of scientific fields will compile a detailed report where they will justify a positive or negative decision regarding support or non-support of a particular application.

10. Application deadline

Documents for competition under point 7 shall be submitted to the MEST, from the day of the competition announcement until 15 November.

Additional information

The necessary forms and other documents can be downloaded from the MEST website.

11. Contact

Name: Ukë Osmanaj

Tel: + 381 (0) 38 213 172

Mob: +377 (0) 44 232 166

Electronic mail: uke.osmanaj@rks-gov.net

Postal address: Agim Ramadani street, n.n. 10000 Prishtina, Kosova.