

Shree Somnath Sanskrit University
(Established by Government of Gujarat)
Rajendra Bhuvan Road, Near Birla Temple, VERAVAL – 362 266
Dist. Gir Somnath, Gujarat, India

Publication Regulations

(Rules & Regulations governing publications of Shree Somnath Sanskrit University – Veraval as per the following)

General - Shree Somnath Sanskrit University, Veraval was established by Government of Gujarat on 12-04-2005 through an Act of Legislative Assembly. University Grants Commission gave approval under section 2 (f) and included it in the list of recognized Universities on 17-02-2006. Academic Sessions of Colleges began from June 2006 and the Post Graduate Sahitya Department was established on 20-07-2006. It is the Public State University with Sanskrit as its medium of instruction, having Seven Faculties and One Constituent College in the main campus.

The major objective of the University is to publish research oriented books, reference books, University research journal as well as University newsletter periodically.

Publication Regulation No. 01

Selection of Manuscript for Titles

The Publication Committee shall select manuscript for publication. The selected manuscript/book/Ph.D. Thesis/Title shall be reviewed by at least two respective subject experts, out of which one shall be from outside the State if possible. The Publication Committee shall give the names of the subject experts/reviewers to review the selected manuscript/book/Ph.D. Thesis/Title. They will submit the review reports to the University Publication Section confidentially. The subject expert/s/reviewer/s shall be given maximum period of three (3) months to submit their review report/s with maximum three (3) reminders, if required. On non receipt of the review report/s from the respective subject expert/s/reviewer/s, the *Research Officer* shall put up the file after three months. With the permission of the Vice-Chancellor of the University on its concerned file, the *Research Officer* shall send the selected manuscript/book/Ph.D. Thesis/Title to the third/fourth subject expert/reviewer, whose name is given in a panel by the Publication Committee in waiting. The Publication Committee shall suggest a panel of two names of subject expert/s/reviewer/s with two additional names in waiting.

In the event of the difference of opinion between two review reports, the Vice-Chancellor may appoint a third subject expert for this purpose. If, one report is negative or there is a mention of edition / modification, then the author/translator/editor/researcher/s shall be asked to revise/ edit/modify his/her Title. In case of revision, the author/translator/editor/researcher/s shall re-submit his/her selected manuscript/book/Ph.D. Thesis/Title after incorporating revisions suggested. The respective subject expert shall examine the revision and shall submit the review report to the University Publication Section again.

The *Vice-Chancellor* of the University shall be the **Chief-Editor** of all the publications being made under different series of this University by virtue of the post. The *Registrar* of the University shall be the **Publisher** of all the publications being made under different series of this University by virtue of the post. The *Research Officer* shall coordinate all these proceedings, communicate with the respective Author/ Editor/Researcher/Translator/s and assist them in editing their respective publications before they get

published under different series of this University; therefore, he will be the **Coordinator** and **Assistant Editor** of all the publications being made under different series of this University. The *Research Officer* shall also act as the Member Secretary of the Publication Committee of this University by virtue of the post.

Publication Regulation No. 02

Number of Copies to be published

Number of copies depends on manuscript. Generally we will print 350 copies even in case of Ph.D. Thesis and Research Work. They will be published either as paper back or hard bound keeping in mind the total number of pages. The University shall publish University Diary-Calendar-Planner annually in 500 copies each.

Publication Regulation No. 03

Copyright

The Copyright will be reserved with the University (Shree Somnath Sanskrit University). The University can republish/reprint the book with/without revision with author's consent.

Publication Regulation No. 04

Honorarium to authors/translators/proof readers/subject expert/reviewer

The prevailing norms for the Honorarium are as follows:

- A. The authors are to be paid Rs. 150/- per page (A4 size with single line spacing and fonts size 12 for English, 14 for Sanskrit, Gujarati & Hindi with 2.5 cms margins from all four sides) of original writing.
- B. The translators are to be paid Rs. 100/- per page (A4 size with single line spacing and fonts size 12 for English, 14 for Sanskrit, Gujarati & Hindi with 2.5 cms margins from all four sides).
- C. The proof readers are to be paid Rs. 10/- per page (A4 size) for three proofs. The rate per page for first proof is Rs. 3:50/-, the rate per page for the second proof is Rs. 3:50 /- and the rate per page for the third proof is Rs. 3:00/-.
- D. The rate for data entry and type-setting will be as per the tender rates approved every year or if not approved in tender then it is Rs. 50/- per page (A4 size) for normal running matter in Sanskrit, Gujarati, Hindi and English. The rate for data entry and type setting for matter with formula/diagrams or multi lingual matter is Rs. 60/- per page (A4 size). This includes typing/correction/language-grammar edition/compilation up to three proofs.
- E. We provide 20 Complimentary copies to author/compiler. If author demands more copies, we offer 40% discount.
- F. The reviewers/critics are to be paid Rs. 10/- per page (A4 size) for reviewing any book received by the University for Publication.
- G. The reviewers/critics are to be paid in total Rs. 1,000/- for reviewing research papers / research articles received by the University for Publication irrespective of any number of research papers / research articles.
- H. No any remuneration / honourarium shall be paid to a researcher whose Ph.D. Thesis gets published in a book form by this University under the Research Grantha Series / संशोधनग्रन्थमाला.

- I. No any remuneration / honourarium shall be paid to an editor/s whose compilation/editing work gets published in a book form by this University under any Grantha Series / ग्रन्थमाला of this University.
- J. The authors/translators/editors/researchers shall enter into a **Publication Agreement** with the University before his/her publication goes for further step of printing.

Publication Regulation No. 05

Typing Specifications for Book Publication in PageMaker

Language	: ENGLISH
1) Fonts	: Times/Times New Roman
2) Text font size	: 12 pt.
3) Sub heading size	: 14 pt.
4) Main heading size	: 16 pt.
5) Footnote font size	: 10 pt.
6) Para first line	: 0.3 inch
7) Line spacing	: Auto
8) Paragraph spacing	: 0.05 pt.
Language	: SANSKRIT/HINDI
1) Fonts	: (1) Shree Lipi (Recommended) (Any Version) / (2) Chanakya / (3) Kautilya / (4) Mangal (Fonts be Unicode Compatible)
2) Text font size	: 14 pt.
3) Sub heading size	: 16 pt.
4) Main heading size	: 18 pt.
5) Footnote font size	: 12 pt.
6) Para first line	: 0.3 inch
7) Line spacing	: Auto
8) Paragraph spacing	: 0.05 pt.
Language	: GUJARATI
1) Fonts	: (1) Shree Lipi (Recommended) (Any Version) / (2) Akruti / (3) Saral / (4) Sulekh (Fonts be Unicode Compatible)
2) Text font size	: 14 pt.
3) Sub heading size	: 16 pt.
4) Main heading size	: 18 pt.
5) Footnote font size	: 12 pt.
6) Para first line	: 0.3 inch
7) Line spacing	: Auto
8) Paragraph spacing	: 0.05 pt.

In PageMaker,	Page Size	: 5.75” x 8.5”
	Printing Size	: 4.25” x 7”
	Margin	: 0.75” all sides

Note: Sanskrit/Hindi/Gujarati text can be sent to us with fonts both in PDF and Original PageMaker. (If possible save the file in PDF with fonts embedded.)

Publication Regulation No. 06

Price Fixation & Discount Policy

The major objective of the University is to make available quality textbooks/reference books to the students of Sanskrit. The selling price of the book is two times more than the actual cost. The price calculation takes into consideration the author's and/or translator's honorarium, cost of proof reading, cost of data entry & typesetting, cost of printing including the title designing & binding and the cost of paper. Every individual buyer is given 30% discount regardless of the amount of the bill. 40% discount for Publisher and Bookseller. 40% discount for Library, Schools, Colleges, Universities and respective Author/Editor/Researcher/Translator.

Publication Regulation No. 07

University Research Journal (शोधज्योतिः)

The Editorial Committee for University Research Journal (शोधज्योतिः) shall be from Academic Staff of the University, wherein Honourable *Vice-Chancellor* of the University shall be the 'Chief Editor'. Generally, we shall print 500 copies and if required more, then we shall print more with the written permission of Honourable Vice-Chancellor on file. The cover page of the Journal shall be of two/multi colour and the content shall be printed in single colour. It will be published annually. The cost of the Journal shall be Rs. 100 per issue. The University Research Journal (शोधज्योतिः) shall also have the Advisory Committee as well to review articles before they get published. The University Research Journal (शोधज्योतिः) shall be compiled by the **Managing Editor**. The Managing Editor shall be the senior faculty of the University and shall be nominated by Hon'ble Vice-Chancellor of the University. The University Research Journal (शोधज्योतिः) shall be peer reviewed and multi-lingual (Sanskrit-Hindi-Gujarati-English) journal. It will be published annually.

Publication Regulation No. 08

University Newsletter (सोमज्योतिः)

The University Newsletter (सोमज्योतिः) shall be compiled by the **Librarian**. Academic Staff of the University will help in editing it academically. Generally we will print 350 copies and if required more, then we will print more with the written permission of Honourable Vice-Chancellor on file. The University Newsletter (सोमज्योतिः) will be printed in two/multi colour as per the demand of time. It will be published bi-annually and it will come out mostly in the month of February and August of every year.

Publication Regulation No. 09

Name of Book Series

The University publishes books under the following three Series and they are as under:

- (1) Shree Somnath Sanskrit University Shastra Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयशास्त्रग्रन्थमाला
- (2) Shree Somnath Sanskrit University Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयग्रन्थमाला
- (3) Shree Somnath Sanskrit University Research Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयसंशोधनग्रन्थमाला

Publication Regulation No. 10

Distribution of Published Books

The University generally prints 350 copies of any book. Therefore, the internal distribution of books shall be as under:

No.	Office/Section	Copies
1	Vice-Chancellor's Office (Chief Editor)	5
2	Registrar's Office (Publisher)	3
3	Research & Publication Section	2
4	Library Section	5
5	Author/Editor/Researcher/Translator	20
Total		35

Note: The copy of book shall be distributed amongst all the authors/researchers (one copy each), who have contributed their research paper/article in the respective book (Edited/Proceeding Volume etc.)

Publication Regulation No. 11

Distribution of University Research Journal (शोधज्योतिः)

The University generally prints 500 copies of the University Research Journal (शोधज्योतिः). The distribution of the same shall be as under:

No.	Office/Section	Copies
1	Vice-Chancellor's Office (Chief Editor)	5
2	Registrar's Office (Publisher)	3
3	Research & Publication Section	2
4	Library Section	5
5	Managing Editor	1
Total		16

Note: The University Research Journal (शोधज्योतिः) shall be distributed amongst all the authors/researchers (one copy each), who have contributed their research paper/article in the respective issue of the शोधज्योतिः. It shall be distributed amongst all the members of the Editorial Committee/Board (one copy each), who have contributed in editing the respective issue of the शोधज्योतिः.

Publication Regulation No. 12

Distribution of University Newsletter (सोमज्योतिः)

The University generally prints 500 copies of the University Newsletter (सोमज्योतिः). The distribution of the University Newsletter (सोमज्योतिः) shall be as under in the University campus (internally):

No.	Office/Section	Copies
1	Vice-Chancellor's Office	5
2	Registrar's Office	5
3	Head, P.G. Section	1
4	Principal, Constituent College	1
5	Administrative Section	1
6	Accounts Section	1
7	Admission & Examination Section	1
8	Research & Publication Section	5
9	Library Section	5
10	Estate Section	1
11	Computer Section*	1
12	Affiliation & Academic Section	1
Total		28

Note: * The University Newsletter (सोमज्योतिः) shall be distributed free of cost as it is printed without any M.R.P. (Retail/Selling Price). It will be distributed amongst all the Members of the Executive Council/

Academic Council/Finance Committee/Deans & Members, all approved Research Center/s, all affiliated Mahavidyalays/Colleges, recognised Diploma Centers & PGDCA Study Centers of this University, all the Sanskrit Universities of India, all General Universities of Gujarat, all Sanskrit Departments of General Universities of Gujarat, all Oriental Institutes /Oriental Libraies/ Museums, all Campuses of Rashtriya Sanskrit Sansthans. It can be distributed free of cost to all Adarsh Mahavidyalayas-all affiliated institutes-all Mukta Svadhyay Kendras of R.S.S., New Delhi. The University Newsletter (सोमज्योतिः) shall be distributed amongst all the academic staff (one copy each) of the University campus.

Publication Regulation No. 13

Publication of University Diary-Calendar-Planner

The University shall publish University Diary-Calendar-Planner annually. Generally, we shall print 500 copies of each. If required more, then we shall print more copies with the written permission of Hon'ble Vice-Chancellor on file. The cover page of the Diary as well as messages of the dignitaries shall be printed in multi colour and rest of the content shall be printed in single colour. The Calendar shall be printed in multi colour. The cover page of the Planner shall be printed in multi colour and rest of the content shall be printed in single colour. The **Research Officer** shall compile and edit them completely; therefore, he will be the **Editor** of these three publications. On the successful printing of these three, all the copies of these three publications shall be submitted to the Stores Section/Administration Section for their distribution, storing and record keeping. These three will be distributed free of cost if they are printed without any M.R.P. (Retail/Selling Price) to all the offices and the concerned persons/dignitaries with messages mentioned in the Diary published in the successive year.

Further, these three will be distributed amongst the Members of the Executive Council/ Academic Council/Finance Committee/Deans & Members, all approved Research Center/s, all affiliated Mahavidyalays/Colleges, recognized Diploma Centers & PGDCA Study Centers of this University, all the Sanskrit Universities of India, all General Universities of Gujarat, all members of the Ministers and Secretaries of Education Department of Government of Gujarat, UGC & other offices mentioned in the respective Diary. The internal distribution shall be as under:

In case of printing 500 Copies

No.	Office/Section	Copies
1	Vice-Chancellor's Office	5
2	Vice-Chancellor's Residence	3
3	Registrar's Office	5
4	Registrar's Residence	3
5	Administrative Section	1
6	Accounts Section	1
7	Admission & Examination Section	4
8	Research & Publication Section	1
9	Library Section	2
10	Estate Section	1
11	Computer Section*	1
12	Affiliation & Academic Section	1
13	Academic Section (All Staff)	25
	Total	53

In case of printing more than 500 Copies

No.	Office/Section	Copies
1	Vice-Chancellor's Office	10
2	Vice-Chancellor's Residence	5
3	Registrar's Office	10
4	Registrar's Residence	5
5	Administrative Section	5
6	Accounts Section	5
7	Admission & Examination Section	5
8	Research & Publication Section	5
9	Library Section	5
10	Estate Section	5
11	Computer Section*	5
12	Affiliation & Academic Section	2
13	Academic Section (All Staff)	50
	Total	117

Note: *for uploading its soft copy on University's website.
