

APPROVED
by Rīga Stradiņš University
Rector's Decree No. 5-1/306/2019,
of 13.11.2019

**Procedure for Examination of Applications for Scientific
and Collective Monographs
at the Rīga Stradiņš University Council of Science**
(Version 2)

Issued in accordance with Section 17.1
of the Law on Higher Education Institutions
and Article 3.9 of the Rīga
Stradiņš University Constitution.

1. General Provisions

- 1.1. Procedure for Examination of Applications for Scientific and Collective Monographs at the Rīga Stradiņš University Council of Science (hereinafter - the Procedure) establishes the procedure for submitting manuscripts of scientific and collective monographs to the Rīga Stradiņš University (hereinafter - RSU) Council of Science for review, approving reviewers, providing reviews and deciding whether the manuscripts meet the criteria for scientific and collective monographs.
- 1.2. A scientific monograph is a scientific book written by one to three authors and published in a separate edition, dealing with a single scientific topic/problem, peer-reviewed and internationally available in scientific information repositories, containing a bibliography and an abstract in a foreign language. A scientific monograph reflects the results of fundamental or applied research, using scientific methods recognised in the relevant field, and contains elements of theoretical or practical novelty. The length of a scientific monograph is considerably greater than that of a scientific article.
- 1.3. A collective monograph (book) is a collection of articles by a group of authors on a single scientific topic/problem, where the authors of the articles are indicated and the entire publication has one or two scientific editors, as well as a unifying analytical introduction, which is available also in a foreign language regardless of the language in which the collective monograph (book) is written. The scientific editor(s) of the collective monograph shall also be considered as authors.

2. Application Submission Procedure

- 2.1. In order for the manuscript of the monograph (hereinafter referred to as the Manuscript) to be considered by the RSU Council of Science for obtaining the status of a monograph, the author(s) of the Manuscript, who is/are on the RSU academic staff list, shall submit the following documents to the Council of Science:
 - 2.1.1. an application for review of the Manuscript by the Council of Science in accordance with the form No. ZP-1 (hereinafter - the Application);
 - 2.1.2. the authors' acknowledgement in accordance with form No. ZP-2;
 - 2.1.3. Manuscript in electronic (.pdf) format with references to the literature sources used, properly formatted in accordance with the RSU standard or a well-known internationally recognised standard;
 - 2.1.4. Manuscript abstract in a foreign language in electronic (.pdf) format (3000-5000

words).

3. Procedure for Examination of Application and Approval of Reviewers

- 3.1. The Council of Science shall examine the Application in a closed meeting no later than within three months after receipt of the Application and:
 - 3.1.1. evaluate and approve two potential and one alternate reviewer, who are authoritative scientists in the relevant field of science with expert rights of the Latvian Council of Science (hereinafter - LCS) and who do not represent the author(s) place of work - RSU. If the monograph is in a foreign language, at least one of the reviewers shall be a foreign reviewer¹;
 - 3.1.2. set the time limit for reviewing the manuscript, which shall not exceed three months.
- 3.2. Scientific Secretary:
 - 3.2.1. addresses the reviewers approved by the Council of Science and agrees with two of them on the review of the Manuscript;
 - 3.2.2. ensure that the documents necessary for the review and the Manuscript are available to the reviewers;
 - 3.2.3. ensure the completion of the formalities related to the review, including the preparation of the contract for reviewing the Manuscript.

4. Review Procedure

- 4.1. Reviewers:
 - 4.1.1. complete and submit to the Scientific Secretary a Conflict of Interest Declaration Form in accordance with Form No. ZP-3;
 - 4.1.2. review the submitted Manuscript according to Form No. ZP-4 and submit the review to the Scientific Secretary within the deadline set by the Council of Science.
 - 4.1.3. observe confidentiality;
 - 4.1.3.1. reviewers shall not disclose information about the fact of the review;
 - 4.1.3.2. reviewers shall not disclose information about the content of the work submitted for review,
 - 4.1.3.3. reviewers shall not use the work under review for self-serving purposes.

5. Decision-making

- 5.1. The Council of Science shall decide whether a manuscript submitted by an author included in the list of the RSU academic staff meets the criteria of a scientific or collective monograph.
- 5.2. After receiving the reviews, the Council of Science shall meet in closed session:
 - 5.2.1. to evaluate the reviews. If one positive review and one negative review are received, the Council of Science shall refer the Manuscript to a third reviewer for review and defer its decision until the third review is received;
 - 5.2.2. to review the Manuscript and decide on its compliance with the criteria for the publication of a monograph as defined in the LCS.

¹ The foreign reviewer is not subject to the requirement for the status of an expert of the LCS, however, the reviewer must meet the requirements for the right to be an expert of the LCS as approved by the written procedure decision No. 19-1-1 of the LCS "Procedure for granting the right to be an expert of the Latvian Council of Science" of 15 January 2018. The RSU Council of Science shall decide on the eligibility of a foreign reviewer based on the information prepared by the Scientific Secretary.

5.2.3. to take a decision on eligibility for a scientific or collective monograph:

5.2.3.1. In case of a favourable decision, the Council of Science prepares and issues to the author a certificate in the form of an extract of the minutes of the meeting (hereinafter - Certificate) and informs about the necessity to submit the Certificate, Manuscript, reviews and abstract in a foreign language to the publishing house where the monograph is to be published, as well as recommends the monograph to be submitted for indexing in international citation databases;

5.2.3.2. In case of an unfavourable decision, the Council of Science provides the author with the necessary information to revise the Manuscript, without disclosing information about the reviewers.

5.3. The Council of Science shall respect confidentiality:

5.3.1. not disclosing information about the content and authors of the Manuscript submitted for evaluation and not discussing it outside the meeting of the Council of Science;

5.3.2. not using the submitted Manuscript for self-serving purposes.

6. Terms of Publication

6.1. Upon receipt of a favourable decision of the Council of Science, the author shall initiate cooperation with the publishing house by agreeing on the involvement of editors, artists, layout designers, a. o. specialists, as well as on printing solutions and other publishing-related issues, including funding.

6.2. After the publication of the monograph, the author(s) shall submit to the RSU Council of Science a summary of the monograph and information on the availability of the full text for uploading to the RSU E-resources repository *DSpace.rsu.lv*.

AGREED:

At the meeting of
Rīga Stradiņš University Council of Science
of 17 October 2019
Minutes No. 21-1/5/2019