

In the Name of God



University of Social Welfare and Rehabilitation Sciences

Office of the Vice Chancellor for Research and Technology

Publication Council Bylaws

Introduction

The mission and position of universities and higher education centers are to create a suitable environment for encouraging and motivating faculty members, thinkers, and scholars to promote the spirit of research, investigation, and dissemination of valuable works in various forms in the relevant fields.

Therefore, in order to improve the process of printing and publishing works, including the determination of policy, the manner of acceptance, the conclusion of contracts, the determination of the rights of right holders, pricing, sales, donation, and similar matters, the Publication Bylaws of the University of Social Welfare and Rehabilitation Sciences were revised as follows.

Section One: Key Definitions

University: In these Bylaws, the University of Social Welfare and Rehabilitation Sciences is referred to briefly as the “University.”

Publications Office: One of the units affiliated with the Department of Medical Information and Scientific Resources.

Publication Council: The University Publication Council, referred to briefly in these Bylaws as the “Council,” is composed of knowledgeable and specialized individuals in the field of printing and publishing at the University. This Council is responsible for general policy-making and for reviewing and providing opinions on all works proposed to the Department of Medical Information and Scientific Resources. Only works that fulfill the objectives of the Council and comply with the provisions set forth in the Publication Bylaws shall, upon the opinion of the members, be approved for publication.

Work: Any scientific document resulting from authorship, translation, arrangement, correction, compilation, editing, and also the results of research and educational projects, produced in the form of a book, whether print or electronic, or media.

Owner of the Work: Natural or legal person(s) possessing the characteristics stated in the publication regulations.

Contract: A document prepared and exchanged between the University Press/Publications and the owner of the work for production of the work, the general principles of which are approved by the Publication Council.

Textbook and Supplementary Textbook: Books that are taught in various disciplines at the University. Supplementary textbooks are also books that, at the discretion and recommendation of the course instructor, students may use to better understand the courses.

Specialized Books: Books written by experts, specialists, and professionals in a discipline for use by the scientific community.

Reference Book: A book written not for a single reading, but for repeated consultation and continuous use. Dictionaries are an example of reference books.

Clinical Guideline: Clinical guidelines are texts that provide recommendations for optimizing patient care and health-care activities.

Procedure: A procedure, or protocol, is an instruction or model for implementing a diagnostic or therapeutic program that is written step by step and in detail.

Section Two: Objectives of the Council

1. Developing cooperation and participation with domestic and foreign publishers and internationalizing publication.
2. Expanding and promoting the sciences and technologies of the health system and intersectoral sciences related to health and rehabilitation.
3. Helping to enhance the knowledge of faculty members, students, scholars, and other members of society through the publication of valuable works by Iranian and non-Iranian researchers and thinkers.
4. Encouraging and motivating university researchers to author and translate credible scientific works in line with the current needs of society, the national scientific roadmap, and the localization of modern knowledge.

Section Three: Duties of the Publication Council

1. Policy-making in the field of quantitative and qualitative improvement of university publications.
2. Reviewing and approving regulations and procedures related to the process of publishing works.
3. Approving books and other works that will be printed by University Publications.
4. Proposing the authorship, compilation, or translation of books based on university needs and facilitating printing and publishing services for the creator or creators through the conclusion of contracts.
5. Establishing specialized committees, as needed, in order to make key decisions.
6. Reviewing and approving requests related to printing or reprinting that are referred to the Council.

7. Determining the research score of works in view of the specified indicators, as needed.
8. Policy-making regarding empowerment of authors, reviewers, and editors.
9. Deciding on the allocation of permission to use the University emblem (logo) in the field of publication for requested works.
10. Evaluating and determining the score of books submitted by faculty members with respect to academic promotion.

Section Four: Members of the Publication Council

1. The participation of all individuals, including faculty members, in the Publication Council is honorary.
2. The term of membership of Council members shall be two years, and the selection of members from the previous term shall be permissible. The University Publication Council shall consist of the following persons:
 - The Vice-Chancellor for Research and Technology of the University, as Chair of the Publication Council, who shall be responsible for administering the Council.
 - The Director of Medical Information and Scientific Resources, as Secretary of the Council.
 - The Director of the University Central Library.
 - The Director of Research Development and Evaluation.
 - Two persons from each of the University faculties: Rehabilitation Sciences, Behavioral Sciences and Mental Health, and Social Health.
 - Two faculty members familiar with publication and research affairs, with at least 10 years of work experience, the rank of associate professor, or possession of 6 articles in reputable journals and 2 valuable books, who shall be selected by the Vice-Chancellery for Research and Technology upon the proposal of the Director of Medical Information and Scientific Resources. The participation of faculty members with the rank of assistant professor, with at least three years of work experience and continuous records in research and authorship, upon the proposal of the Director of Medical Information and Scientific Resources, shall also be permissible.
 - An expert from the University Publications Office.

Section Five: Conditions for Holding Publication Council Meetings

1. Council meetings shall be held as needed, at least once in each season, and Council decisions shall be enforceable by an absolute majority of votes, meaning one half plus one vote.
2. Any elected member of the Council who is absent from more than three consecutive meetings or five non-consecutive meetings without prior notice shall be deemed to have resigned.
3. If a decision is required regarding special cases, such as deciding to obtain a specialized opinion on a work, specialized committees shall be formed. Such a committee may be formed with the participation of members of the Publication Council who are experts in the relevant discipline, or it may be held with guest faculty members.

Section Six: Rules for Printing and Publishing Books

Article 1: General Conditions for Printing and Publishing Books

Clause 1 - The University Publications Office shall accept, for publication and subject to the provisions of these Bylaws, all scientific and research works in the fields of rehabilitation sciences, behavioral sciences and mental health, or social health that are submitted by faculty members and researchers of the University of Social Welfare and Rehabilitation Sciences or by other universities of medical sciences.

Clause 2 - Works submitted for printing by University Publications shall be referred to selected reviewers for review. After completion of the review stage, the review results shall be presented to the Publication Council for a final decision. In addition, works submitted to Publications for reprinting shall be reviewed and decided upon by the Publication Council.

Clause 3 - For selected books, a contract shall be concluded between the owner/owners of the work, whether author or translator, and the University Vice Chancellor for Research and Technology.

Clause 4 - Publications is authorized to make any editorial correction it considers necessary in books, in accordance with the Book Preparation Guide and with notice to the owner/owners of the work.

Clause 5 - Decisions regarding the method of printing, typeface, book format, cover, and print run shall be the responsibility of Publications; the author's proposal shall be reviewed.

Clause 6 - Only books that obtain the required review score shall be reviewed by the Publication Council for a decision regarding printing.

Clause 7 - The Publications Office is authorized to print research projects referred to it by the University Vice-Chancellery for Research and Technology for printing, after completion of the review

stages and approval by the Publication Council. All legal rights related to the work shall belong to the University of Social Welfare and Rehabilitation Sciences.

Article 2: Conditions for Requesting Book Publication

Clause 1 - Persons who wish to have their work printed by University Publications must register their works, in the form of the University-approved proposal, separately for authorship or translation, in the Pajouhan system at <https://research.uswr.ac.ir>. The required conditions and criteria for works, whether authored or translated, are stated in [the Book Preparation Guide](#). Authors are required to adapt their work to these criteria before registering works in the Pazhoohan system.

Clause 2 - Book translators may register the proposal related to their work in the Pajouhan system for review only after the complete translation of the book.

Clause 3 - Written permission from the publisher or from the owners of works that have been translated is mandatory at the time of registration in the Pajouhan system.

Article 3: Use of the University Emblem in Publication

Clause 1 - The University Publications Office shall accept all scientific and research works that request permission to use the University emblem.

Clause 2 - Permission to use the University emblem shall be granted after acceptance of the book by the Publications Office, review by selected reviewers, and approval by the Publication Council.

Clause 3 - The University emblem shall be granted to works written in the fields of rehabilitation sciences, behavioral sciences and mental health, and social welfare.

Article 4: Criteria for Determining the Type of Work: Authorship, Compilation, and Translation

Clause 1 - The criteria for authorship, compilation, and translation are described in detail in [the Book Preparation Guide](#) at <https://research.uswr.ac.ir>. Authors are required to ensure, before registering their work in the Pazhoohan system, that the type of their work has been determined in accordance with University criteria.

Clause 2 - The criteria for authorship, compilation, and translation shall change over time based on decisions of the Publication Council. These criteria shall be updated and announced by Publications.

Article 5: Conditions for Acceptance of a Work

Clause 1 - The work must be prepared in accordance with [the Book Preparation Guide](https://research.uswr.ac.ir) at <https://research.uswr.ac.ir>. In summary, books must include the following components: bibliographic/copyright page, complete table of contents, preface or introduction, including the purpose of authorship or translation and the type of audience, the text of the work, index, glossary, and references. It is also necessary for tables and charts to be regularly numbered and, where necessary, to include sources. In translated books, correctness, accuracy, and fidelity must be observed. The contents and chapters of the book must have a logical order. Persian grammar and writing conventions must be observed in the submitted book, and Persian equivalents of words should be used to the extent possible.

Clause 2 - Works submitted to the University Publications Office for printing or reprinting shall, after initial review in this unit and approval by the Director of Medical Information and Scientific Publications, be referred to the reviewers selected by the Council for evaluation.

Clause 3 - Publications may reprint books that have previously been printed, subject to the provisions of these Bylaws.

Clause 4 - Publications may publish a work through participation with the owner of the work or with domestic and foreign publishers, based on a contract that will be approved by the Council. Cooperation with other publishers, whether through printing of the emblem/logo or text, shall be stated on the front or back cover of the book.

Article 6: Fees for Authorship, Translation, and Editing

Clause 1 - The authorship and translation fee for works after publication shall be non-cash and shall consist of the donation of ten copies of the book. If the number of authors exceeds 10 persons, the principle of allocating books shall be subject to the discretion and proposal of the Director of Information and the approval of the Vice-Chancellery for Research and Technology.

Clause 2 - Editing of books shall be the responsibility of the author/authors. If the owner/owners of the work are unwilling to perform the editing, University Publications shall undertake editing of the book. In this case, no fee shall be considered for the editor, and only the name and role of the editor shall be mentioned on the book's bibliographic/copyright page.

Article 7: Donation, Sale, and Exchange

Clause 1 - In general, donation of published books may take place in the following cases:

Note 1 - Donation of up to three copies of the book to the National Library.

Note 2 - Donation to the Central Library: two copies of each book in the first printing and, in the event of reprinting, one copy.

Note 3 - Donation of up to twenty copies to personalities, universities, associations, institutions, and related centers, as needed and at the discretion of the Director of Medical Information and Scientific Resources.

Note 4 - Donation of books to the Ministry of Culture and Islamic Guidance in accordance with regulations.

Clause 2 - Sale of published books shall be possible under the following conditions:

Note 1 - The price set on the back cover of the book shall be based on the total publication costs of the book and shall be 100 percent of that amount in addition, meaning twice the cost.

Note 2 - University Publications is authorized to sell its published books for which some time has passed since printing under the following conditions:

- a) A 15% discount from the back-cover price for books for which more than five years have passed since the printing date, provided that more than 100 copies are in stock.
- b) A 20% discount from the back-cover price for books for which more than ten years have passed since the printing date.

Note 3 - If the author wishes to purchase more than 50 copies, the book shall be provided to the author with a 20% discount.

Note 4 - If the author wishes to purchase fewer than 50 copies, the book shall be provided to the author with a 15% discount.

Note 5 - Publications may donate, and if necessary, exchange, up to five copies of each work for the introduction and promotion of published books.

Note 6 - Publications is authorized, upon determination and approval of the Publication Council, to apply a discount of ten to fifty percent of the back-cover price in the sale of works to faculty members, other universities, scientific and research institutions, researchers, employed and retired University experts, students, public libraries, exhibitions, and scientific and cultural events.

Note 7 - Publications, with the approval of the Publication Council, may offer works for which more than five years have passed since printing with the intended discount.

Clause 3 - Decisions regarding matters not provided for in these Bylaws shall be made upon the opinion of the Publication Council and the Director of Medical Information and Scientific Resources.

Clause 4 - Donation, sale, and exchange of books shall be updated over time based on the policies of the Publication Council.

(It should be noted that implementation of Notes 2 through 7 is subject to approval by the University Board of Trustees.)

Article 8: Rights of the University and Intellectual Property

Clause 1 - The intellectual property of works created by faculty members, staff, and students using the University's facilities and material and financial resources, including research credits, shall belong entirely to the University.

Clause 2 - The original creator of the work, whether researcher, student, or faculty member, shall always be recognized as the creator of the work, and his/her moral rights, such as the right of attribution and the preservation of the integrity of the work, shall remain reserved.

Clause 3 - Any registration, publication, reproduction, or commercialization of works subject to these Bylaws shall require written permission from the University Director of Medical Information and Scientific Resources. The conclusion of any contract related to commercialization of works must be carried out through the University and in compliance with the relevant regulations.

Article 9: Ethical Principles and Respect for the Rights of Creators and the Publisher

Clause 1 - Copyright, publication rights, and any physical or electronic use, including written, artistic, photographic, and software-related use, shall belong to University Publications.

Clause 2 - The author/authors undertake to avoid any form of plagiarism and to ensure that any referencing or use of domestic and international works is carried out with observance of moral rights, proper citation, and the obtaining of permission. Any intentional or unintentional misattribution of all or part of the works or ideas of others to oneself, without mentioning the source and providing proper citation, shall be the responsibility of the creator of the work.

Clause 3 - Observance of the material and moral rights of the creators of works is an undeniable principle, and no action or content shall cause violation of these rights.

Clause 4 - The author/authors undertake that the submitted work is the result of their own achievement and does not in any way contain plagiarism or copying.

Article 10: Use of Artificial Intelligence Tools in Publication

Clause 1 - Authors are required to comply with the rules on the use of artificial intelligence based on [the Regulation on the Use of Artificial Intelligence Tools](#) in the Publications of the University of Social Welfare and Rehabilitation Sciences.

These Bylaws, consisting of 10 articles, were approved on 6 Bahman 1404 (26 January 2026) at the meeting of the Research Council of the Office of the Vice Chancellor for Research and Technology of the University of Social Welfare and Rehabilitation Sciences.

With thanks,

Department of Medical Information and Scientific Resources