

Procedure for ISBN Assignment to Scientific Publications

1) Procedure for ISBN Assignment to Doctoral Thesis Summary

- a) After the thesis has been defended, the person in charge at the R&D Office of the relevant Faculty shall without delay contact the TBU University Press and apply for the assignment of an ISBN. The application shall be submitted by e-mail to the address isbn@utb.cz, with the title of the thesis and the name of the author filled in.
- b) The TBU University Press shall assign an ISBN to the thesis and send the ISBN to the person in charge.
- c) The person in charge shall inform the author about the ISBN assigned and the author shall send back the text of the summary with the ISBN included within one week of the reception.
- d) Authors of summaries are obliged to use the Dissertation Thesis Summary template included in the relevant Annex to the Directive “Scientific Publications” in order to observe the standard layout and fulfil the requirements connected with the assignment of an ISBN.
- e) The person in charge shall send the full text in PDF format to the TBU University Press, by e-mail to the address nakladatelstvi@utb.cz, and the completed Application Form for Production and Publishing of Scientific Publications together with the completed approval by the author by internal post.
- f) The TBU University Press shall ensure the fulfilment of all requirements arising from the Directive “Scientific Publications” (archiving, duty to give notice of the ISBN, submission of the texts to the TBU Library for archiving purposes and access provision).

2) Procedure for ISBN Assignment to Habilitation Thesis Summary/Summary of Qualifying Lectures for Professorship

- a) The person in charge at the R&D Office of the relevant Faculty shall complete the Part 1 of the Application Form for Production and Publishing of Scientific Publications – *Habilitation Thesis Summary/Summary of Qualifying Lectures for Professorship* and send the original copy to the Office of Vice-Rector for Research, Development and Creative Activities. The Office of Vice-Rector shall contact the TBU University Press and apply for the assignment of an ISBN. The application shall be submitted by e-mail to the address isbn@utb.cz, with the title of the thesis and the name of the author filled in.
- b) The TBU University Press shall assign an ISBN to the thesis.
- c) The Office of Vice-Rector for Research, Development and Creative Activities shall send the ISBN assigned to the person in charge at the Faculty and shall ensure the fulfilment of all requirements connected with the commencement of the production (completion of data in the Application Form – Part 2). The Assistant to the Vice-Rector for Research, Development and Creative Activities shall send the accurately completed Application Form by internal post to the TBU University Press.
- d) The person in charge at the Faculty shall inform the author about the ISBN assigned and the author shall, immediately after receiving the information, send the text of the summary back in PDF format with the ISBN included.
- e) Authors of summaries are obliged to use the template included in the relevant Annex to the Directive “Scientific Publications” in order to observe the standard layout and fulfil the requirements connected with the assignment of an ISBN.
- f) The person in charge at the Faculty shall send the full text in PDF format to the TBU University Press together with the completed approval by the author.
- g) The TBU University Press shall ensure the production, submission of copies and the fulfilment of all requirements arising from the Directive “Scientific Publications” (archiving, duty to give notice of the ISBN, submission of the texts to the TBU Library for archiving purposes and access provision).