

Guidelines for Authors and Submission of Publications for Peer Review

Publishing in repositories

<https://relab.kg.ac.rs/dist/#/Home>
<https://www.youtube.com/@relabvideos/about>

is aligned with the standards <https://unicloud.kg.ac.rs/index.php/s/Pc336Pg5eQZbbmJ>

The corresponding author via email relab@kg.ac.rs, and alternatively, by direct contact with one of the RELAB project coordinators

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submits a review request with metadata file and corresponding attachments, using the form F1 <https://unicloud.kg.ac.rs/index.php/s/Pc336Pg5eQZbbmJ>

PROCESS OF REVIEW AND PUBLISHING OF OPEN EDUCATIONAL RESOURCES WITHIN RELAB REPOSITORY / form F1 /

For the purpose of publishing open educational resources (OER) in the RELAB repository, I am submitting for review a _____ (type of OER) entitled

Title of open educational resource

and the following associated metadata (attached below).

Name and surname, affiliation of a corresponding author

Metadata for submitted open educational resource (OER)

OMX reference	
Title of OER	
Abstract (up to 300 words)	
Authors or the entity that undertook the production. E-mail contact address	E-mail:
Key words	
Literature (list of references)	
Area(s) / Narrow area(s) / Course(s)	
Subject of OER	
Aim(s) / Purpose(s) of the OER	Objective: Purpose:
Outcomes of the OER	Outcome: Users:
Language	<i>Mother language (and Mother language subtitle), English subtitle</i>

Metadata for submitted open educational resource (OER) with a proposal of possible reviewers or previous reviewer procedure at HEI

OMX reference	
Title of OER	
Abstract (up to 300 words)	
Authors or the entity that undertook the production E-mail contact address	E-mail:
Key words	
Literature (list of references)	
Area(s) / Narrow area(s) / Course(s)	
Subject of OER	
Aim(s) / Purpose(s) of the OER	Objective: Purpose:
Outcomes of the OER	Outcome: Users:

Language	<i>Mother language (and Mother language subtitle), English subtitle</i>
Proposal of possible reviewers	<ol style="list-style-type: none"> 1. <i>Name and surname, Affiliation, E-mail</i> 2. <i>Name and surname, Affiliation, E-mail</i> 3. <i>Name and surname, Affiliation, E-mail</i>
Has the previous review procedure at the Higher Education Institution already been carried out, and if so, state and submit the documentation that confirms it	

The form should be filled in English and the native language, while an additional form with the reviewer's proposal is desirable but not mandatory. In addition to the PDF file with metadata, it is necessary to submit a video or multimedia content with separately extracted subtitle files in the native and English languages. Publications not funded by the RELAB project do not have to contain the RELAB logo.

Alternatively, if authors have undergone a peer-review process at their home academic institution, they can provide documents confirming it. Moreover, the peer-review process at home institutions is encouraged. The idea of the RELAB project is to ensure higher education institution quality assurance control of multimedia teaching tools through their regular procedures and approve their use as teaching tools and learning aids.

If the multimedia teaching/learning material is already recognized and approved as a teaching/learning tool at the home higher education institution, this will significantly speed up the publication process in RELAB repositories and contribute to the reputation of this teaching/learning tool and the repository itself.

Approved publications will be published in RELAB repositories for a maximum of 60 days from the date of submission.