

## Checklist: Stand-Alone Publication Funding Programme

### Checklist for publications with translation

All documents are to be submitted on paper (with original signatures) and in electronic form. No signatures are required in the electronic versions of application documents. The files are to be named as indicated below, and file sizes are to be kept to a minimum. The size of all files submitted on the data medium must not exceed 5 MB. Manuscript files may exceed this limit.

#### Application forms

- Application forms (9 pages; consisting of the "Application form" and the "Programme-specific data" form).
- Publisher's declaration of commitment.
- One-page academic abstract in the language of the manuscript comprising no more than 450 words (DIN A4 format; font: Times New Roman or Arial 11pt; **no** formulas or special characters). The academic abstract will be used to inform potential reviewers about the project.
- Two one-page abstracts for the FWF's public relations (PR) work: one in German, one in English. These abstracts are also subject to the limit of 450 words (DIN A4 format) and should contain the following information: 1) title of application, 2) content of publication, and 3) an explanation indicating what is new and/or special about the publication. The language of the PR abstracts should be comprehensible to non-specialist audiences and contain as few technical/specialist terms as possible.
- Form Co-authors; it must also be indicated in the form if there are no co-authors for this application
- Justification of the choice of publisher in German and English.
- For publications which serve as a basis for academic qualifications (e.g. revised doctoral dissertations, postdoctoral dissertations), applicants are required to submit a copy of all assessments.
- A brief justification of the choice of language and the scientific value-added to be created in German and English (maximum length: one full page in an 11-point font).
- Table of contents and bibliography from the stand-alone publication.
- Enclosures

**A version of the text** in the original language (in written form and on data medium)

This version should include:

- Front page
- Table of contents
- Introduction
- Résumé
- Table of Figures
- Bibliography
- Table of Abbreviation
- Figures
- Indices .....

## File name requirements

- **Forms.pdf** (= completed application forms, consisting of the "Application form" and the "Programme-specific data" form)
  - **Committment.pdf** (= publisher's declaration of commitment)
  - **Academic\_abstract.pdf** (= academic abstract in the language of the manuscript)
  - **PR\_abstract\_deu.doc and PR\_abstract\_eng.doc** (= abstracts for FWF's public relations work in German and English, each in a separate file)
  - **Co-authors.pdf** (= completed co-author form)
  - **Publisher\_choice.doc or .pdf** (= reasons for choosing the given publisher)
  - **Reviews.doc or .pdf** (= reviews for publications which serve as a basis for academic qualifications)
  - **Content\_Biblio.doc or .pdf** (= Table of contents and bibliography)
  - **Justification.doc or .pdf** (= choice of language and scientific added value to be created)
  - **Manuscript.doc or .pdf** (= Copy-editable version of the manuscript)
- Enclosures (where required)*
- **Annex\_Overview\_Revision.pdf** (= overview text accompanying revised applications; see Section 2.5 of application guidelines)
  - **Annex\_Revision.doc/.pdf** (= responses to reviews in the case of revisions; responses to **each** review in a **separate** file; Annex\_Revision\_A.doc/.pdf, Annex\_Revision\_B.doc/.pdf, etc.)
  - **Annex\_Reviewers.doc** (= negative list, if recommended)