

Publication proposal

publication order (for faculty editorial committees)

Authors:

(all or main 3 + et al.)

Title of the publication:

Contact details:

Faculty: Department: Cost centre:

E-mail: ORCID:

Contact person (name, phone number):

Form of the publication:

Publication type:

- ☐ monograph ☐ dictionary ☐ scriptum
☐ textbook ☐ other academic publication ☐ proceedings, catalogue
☐ atlas ☐ study support ☐ others

Output:

- ☐ printed publication ☐ CD/DVD
☐ print on demand ☐ website
☐ e-book

Employee work: ☐ yes ☐ no

In the editorial plan: ☐ yes ☐ no

For sale: ☐ yes ☐ no

Open Access: ☐ yes ☐ no

To be published by (date):

Edition:

Year of publication:

Proposed opponents (name, institution, contact):

Book block format:

☐ A5 ☐ B5 ☐ A4 ☐ other (mm, w. × h.):

Book block colour:

☐ BW ☐ colour ☐ bw with coloured pages

(estimated number

of coloured pages):

Binding:

☐ hardback ☐ paperback ☐ other (specify):

Lamination of the cover:

☐ glossy ☐ matt

Scope:

number of pages of the manuscript

Characteristics of the manuscript:

language:

footnotes (number):

tables (number):

charts (number):

figures (number):

Services to be provided by the Palacký University Press:

Editing:

- ☒ we automatically provide basic editing (ISBN assignment, checking the completeness of the manuscript, checking the uniformity of notes and references, recommendations on stylistics)
☐ anonymous peer review, including remuneration for the reviewers

- ☐ proofreading
☐ subject index
☐ name index
☐ DOI assignment
☐ cataloguing record (CIP)

Graphics design:

- ☐ cover design
☐ typesetting

E-book:

- ☐ iPDF
☐ ePub

Production:

- ☐ printing
☐ foil packing
per 1 piece

Total print run (copies):

Of which:

For sale:

Author's copies:

for the need of authors

Client:

for the faculty

Review copies:

Mandatory copies:

(for sale publication: 8 copies, not for sale: 13 copies)

Online distribution channels:

☐ vupshop.cz

☐ Google Play / Google Books

☐ Flexibooks

☐ EBSCO

☐ Bookport

☐ CEEOL

☐ ProQuest

☐ Palmknihy

Summary:

(used for the e-shop and for promotional purposes)

send the summary with the electronic version of the manuscript as well

Czech (max. 1600 characters including spaces):

English (max. 1600 characters including spaces):

Keywords:

Czech:

English:

Target audience:

• for whom is the book intended for (students, professionals, etc.) – please specify specific fields, subject areas or age groups

• who might be interested in the book (institutions, departments etc.) – please specify subjects in the Czech Republic and/or abroad

Special requirements:

Costs reimbursement:

☐ from the faculty's funds

☐ from grant funds

☐ from another source (specify):

grant no.:

Source:

SPP / cost centre:

**Faculty editorial commission
chair's recommendation for publication:**
(date, signature)

Preliminary calculation in CZK:

(excluding VAT)

Pre-press:

Production:

Total:

Client's approval (date, name, signature):

Editorial commission approval (date, signature):