

# 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  
 additional distribution channels as recommended

### 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):