

Publication proposal

publication order (for faculty editorial committees)

Authors:
(all or main + et al.)

Title of the publication:

Contact details:

Faculty: Department: Cost centre:

E-mail: ORCID:

Contact person:

Expected 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:

Edition:

Year of publication:

Posed opponents (name, contact):

Book block format:

- ☐ A5 ☐ B5 ☐ A4 ☐ other (mm, w. × h.):

Book block colour:

- ☐ BW ☐ colour ☐ bw with colour pages
(estimated number of colour pages):

Binding:

- ☐ hardback ☐ paperback ☐ other (specify):

Lamination of the cover:

- ☐ glossy ☐ matt

Scope:

number of "NS" of the manuscript

Characteristics of the manuscript:

language:

footnotes (number):

tables (number):

charts (number):

figures (number):

What will you ask of 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:

Customer:

for the faculty

Mandatory copies:

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

Authors copies:

for the need of authors

Review copies:

Online distribution channels☐ vupshop.cz☐ Google Play / Google Books☐ Flexibooks☐ EBSCO☐ Bookport☐ CEEOL☐ ProQuest☐ Palmknihy**Annotation:**

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

send annotation 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 fund☐ 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 (date, signature):