

**EMU PRESS PUBLICATIONS**

**NEW PUBLICATION PROPOSAL FORM**

1. **INFORMATION REQUIRED FOR NEW PUBLICATION**

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| ***Information about Material*** |  |
| Scope of Material | \_\_ Original Book \_\_ Periodical (*Additional Form to be filled in*)\_\_ Text Book \_\_ Conference Proceedings\_\_ Edited Book \_\_ Other (please specify): |
| Material Type | \_\_ Print Book \_\_ E-Book\_\_ Print and E-Book \_\_ Other (please specify):  |
| Does it have multiple volumes? | \_\_ Yes \_\_ No |
| Title of Publication |  |
| Sub Title (if any) |  |
| **Topic** |  |
| Main Topic | \_\_ Adult Fiction \_\_ Adult Culture \_\_ Child and Youth \_\_ Education \_\_ Academic \_\_ Belief Systems\_\_ Other (please specify): |
| Sub Topic |  |
| Title of Subject |  |
| **Contents** |  |
| Is it a set publication? | \_\_ Yes \_\_ No |
| **Author** |  |
| Author | \_\_ Individual \_\_ Conference \_\_ Institution \_\_ No Author |
| **Other Information** |  |
| Audience (Choose the best that fits) | \_\_ Business Sector \_\_ General ­ ­\_\_ Academic\_\_ Higher Education \_\_ Special Education \_\_ Exam Prep\_\_ Pre-School \_\_ Primary Education \_\_ Secondary Education\_\_ Professional and Research \_\_ Foreign Language Education |
| Specific Audience |  |
| Publication Language |  |
| Alphabet | \_\_ Latin (unchanged, e.g. English, French, etc.)\_\_ Latin (changed, e.g. Turkish, etc.) |
| Joint publication? | \_\_ Yes \_\_ No  |
| If yes | Number of Prior publications: \_\_\_ |
| **Material Language** |  |
| Publication in multi languages? | \_\_ Yes \_\_ No  |
| If yes | Language of Publication: Title in the second/third language(s):  |
| **Complementary Material** |  |
| Any complementary material that goes with main material? | \_\_ Yes \_\_ No  |
| If yes | Type of Complementary Material:  |
| **Other Information** |  |
| First time publication? | \_\_ Yes \_\_ No  |
| Translation?  | \_\_ Yes \_\_ No  |
| If yes | Language translated from: Original Title:  |
| Does it contain visuals? | \_\_ Yes \_\_ No  |
| If yes | \_\_ shapes \_\_ tables ­ \_\_pictures \_\_ graphics\_\_ plans \_\_ figures \_\_ music notes |
| **Publication Award** |  |
| Has publication received any award? | \_\_ Yes \_\_ No  |
| If yes | \_\_ Name of Award:\_\_ Nature of Award:  |
| **Contributors** |  |
| Any contributor?  | \_\_ Yes \_\_ No  |
| If yes (please provide info on each contributor separately)  | \_\_ Title (*Compiler, Editor, Publishing Coordinator, etc.*): \_\_ Name:  |
| **Print Details** |  |
| Place of Print and Duplication |  |
| Print Date |  |
| Number of Copies  |  |
| First Edition?  |  |
| **Physical Details** | (Please talk to Printing Office before entering details below) |
| Paper Type |  |
| Binding Type |  |
| Size |  |
| Number of pages |  |
| **Series**  |  |
| Any information on series? | \_\_ Yes \_\_ No |
| If yes | Area of Series:Number of Series:  |

1. **APPLICANT DETAILS**

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| --- | --- |
| Application Type | **Individual Institutional *(Academic Unit)***  |
| Application Date  |  |
| *If Applicant is an Academic Unit*Name of Academic Unit |  |
| *Applicant’s*Full Name, Title |  |
| *Applicant’s*Academic Unit |  |
| *Applicant’s*Position in the Academic Unit |  |
| *Applicant’s*Signature |  |

1. **PUBLICATION APPROVALS**

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| **Decision of the EMU Press Executive Board** |
| *Meeting Date*  |  | *Meeting Number*  |  | *Decision Number*  |  |
| *EMU Press Executive Board Director* *Title and Name*  |  | *Signature*  |  | *Date*  |  |

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| **Approval of the Vice Rector's Office (Academic Approval)** |
| *Vice Rector**Title and Name* |  |  *Signature*  |  | *Date*  |  |

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| **Approval of the Vice Rector's Office (Printing Approval)** |
| *Vice Rector**Title and Name* |  |  *Signature*  |  | *Date*  |  |