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**EMU PRESS PUBLICATIONS**

**NEW PUBLICATION PROPOSAL FORM**

1. **INFORMATION REQUIRED FOR NEW PUBLICATION**

|  |  |
| --- | --- |
| ***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**

|  |  |
| --- | --- |
| 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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* |  |