

Checklist for the complete application (Stand-Alone Publications) new digital publication formats

All documents are to be submitted on paper (with original signatures) and in electronic form. No signatures are required in the electronic versions of application documents.

The size of all files submitted on the data medium must not exceed 5 MB.

The formatting requirements apply for all attachments and the content section written by the applicants themselves: the continuous text must be written exclusively in 11 pt. font with 1.5 line (15–20 pt.) spacing and at least 2 cm margins. The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs). Applicants must comply strictly with all upper limits.

1. Forms

- Application* form (completely filled in)
- Form *Co-authors* (completely filled in); it must also be indicated in the form if there are no co-authors for this application
- Form *Declaration of commitment for publishers* (completely filled in), in the case of co-operation with a publisher

2. Attachments

- Academic Abstract* in the language of the publication¹; the academic abstract will be used to inform potential reviewers about the application
- For *publications which serve as a basis for academic qualifications* (e.g. revised doctoral dissertations, postdoctoral dissertations): copies of all assessments
- If *revising a rejected application*:
 - a) overview of all changes made in the resubmitted application and
 - b) in the case of revision, responses to reviewers; if preferred, a short response to *each* reviewer saved in a *separate file*
- List of reviewers who should be excluded (optional)
- Cover letter (optional)
- Institution's confirmation of financing and a long-term archiving strategy
- Academic curriculum vitae and research achievements (no more than 3 pages) for the applicant²

¹ **Required contents for academic abstract**

comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The abstract must be subdivided into the following sections using the given terms):

- Größerer Forschungskontext / Theoretischer Rahmen (*Wider research context / theoretical framework*)
- Hypothesen/ Forschungsfragen / Ziele (*Hypotheses / research questions / objectives*)
- Ansatz / Methoden (*Approach / methods*)
- Neuheitsgrad / Innovationsgrad (*Level of originality / innovation*)
- Wesentlich beteiligte WissenschaftlerInnen (*Primary researchers involved*)

² **Required contents for academic CVs (no more than 3 pages):**

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link to a list of all published publications; the use of [ORCID](#) is expressly recommended for this purpose;
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable);
- Main areas of research and short statement of the most important scientific/scholarly results achieved to date.

Required description of previous research achievements

- Academic publications : list of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, etc.). In accordance with the [San Francisco Declaration on Research Assessment](#) (DORA), journal-based metrics like the journal impact factor should not be included;
- Additional research achievements: list of no more than ten of the most important scientific/scholarly research achievements apart from academic publications, such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, preprints, exhibitions, knowledge transfers, science communication, licenses, or patents.

Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated; for publications with more than 20 authors, an "et al." reference can be used.

3. Content section

- Application of the technical implementation of the digital publication on no more than 12 consecutively numbered pages, incl. table of contents, list of abbreviations, headings, figures, captions, tables, footnotes, list of works cited in the application (*References*) etc. Please include the following information:
 - Presentation of the content and technical features (language of publications, links to sources and research data, translation function for foreign-language terms, linked terms, additional tools, etc.)
 - Provide stable URLs to linked sources. Also, linked sources with long term archiving are preferred
 - Links to existing digital publications with related content
 - Provide stable URLs
 - Software/databases used and technical implementation
 - Strategy sustained long-term archiving
 - How the citability of content will be guaranteed
 - Open usage rights must be ensured by means of Creative Commons licences (CC-BY or CC-0)
 - Plan for sustained funding for at least 6 years (NB: THE FWF DOES NOT PROVIDE FUNDING FOR LATER IMPROVEMENTS OR UPDATES TO PREVIOUSLY FUNDED PUBLICATIONS)
 - Timetable (maximum three years) for the implementation of the digital publication
- Cost calculations
- Representative example or demo version of planned publication

4. File name requirements

Forms

- Forms.pdf** (= completed *Application* form)
- Co-authors.pdf** (= completed form *Co-authors*)
- Commitment.pdf** (= completed form *Declaration of commitment for publishers*; as required)

Attachments

- Academic_abstract.doc** [or docx] (= Academic Abstract)
- Reviews.pdf** (= copy of all assessments; as required)
- Overview_Revision.pdf** (= overview of all changes made in the resubmitted application; as required)
- Revision.pdf** (= in the case of revision, responses to reviewers; if preferred, a short response to *each* reviewer saved in a *separate* file: *Revision_A.pdf*, *Revision_B.pdf* etc., as required)
- Negative_list.pdf** (= list of reviewers who should be excluded; optional)
- Cover_Letter.pdf** (= accompanying letter; optional)
- Confirmation.pdf** (= confirmation of the institution)
- CV.pdf** (= academic CV and publication list)

Content section

- Application.pdf** (= Description of technical implementation)
- Costs.pdf** (= Cost calculation)
- Content.pdf** (= Representative example or demo version; URLs can also be submitted)