

# Checklist for the complete application (Stand-Alone Publications) publications with translation

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. Manuscript files may exceed this limit.

The formatting requirements apply for all attachments 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)

## 2. Attachments

- Academic Abstract*<sup>1</sup> in the language of the manuscript<sup>2</sup>; the academic abstract will be used to inform potential reviewers about the application
- Justification of the choice of publisher in German and English (maximum length: one full page DIN A4)
- Justification of the choice of language and the scientific value-added to be created in German and English (maximum length: one full page DIN A4)

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<sup>1</sup> **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*)

<sup>2</sup> If the manuscript is not written in German or English, an academic abstract in German or English must also be submitted.

- If *applying for the Modul\_Zusatzkosten*: cost calculation for the entire publication
- 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
- Table of contents and bibliography from the stand-alone publication (only on data medium)
- List of reviewers who should be excluded (optional)
- Cover letter (optional)

### **3. Content section – manuscript of the stand-alone publication**

The manuscript is to be submitted electronically and as a hard copy, in a clear and easy-to-read format. The translation does not have to be carried out before submission.

If the manuscript is to be made available to the reviewers in electronic form, applicants must acknowledge this fact on the *Application form*. The manuscript will be sent either by e-mail or on a secure data medium, depending on the size of the file. The applicant is responsible for providing the FWF with the data medium. In this case, a hard-copy version of the manuscript need not be submitted.

The manuscript must include the entire text as well as all indices (without page numbers) and should consist of the following elements:

- Front page
- Table of contents
- Introduction
- Résumé
- Table of Figures
- Bibliography
- Table of Abbreviation
- Figures
- etc.

## 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*)

### Attachments

- Academic\_abstract.doc** [or docx] (= Academic Abstract)
- Publisher\_choice.pdf** (= Justification of the choice of publisher)
- Justification.pdf** (= choice of language and scientific added value to be created)
- Costs.pdf** (= cost calculation for calculation for the entire publication when applying for the Modul\_Zusatzkosten, as required)
- 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)
- Content\_Biblio.pdf** (= table of contents and bibliography)
- Negative\_list.pdf** (= list of reviewers who should be excluded; optional)
- Cover\_Letter.pdf** (= accompanying letter; optional)

### Content Section

- Manuscript.pdf** (= manuscript)