

In accordance with its Funding Guidelines (as amended), the FWF  
has issued the following Application Guidelines for

# Book Publications

effective as of November 1, 2024, version 2

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## 1 General Information

This document has been prepared in German and English for your convenience. In the event of a dispute, the German version shall prevail.

### 1.1 Program objective

The aim is to promote the publication of research projects<sup>1</sup> (hereinafter referred to as “applications”) in the field of basic research. Basic research refers to research that is knowledge-oriented and whose value is primarily defined by its significance for the advancement of science and scholarship. The program’s funding is intended to enable the publication of independent, non-profit, scholarly research findings from all academic disciplines in an appropriate form.

The sole standard applied in funding decisions is the state of the art in research at the international level. Only excellent scientific/scholarly publications that meet the current scientific standards of the respective discipline in terms of content and form and which can be expected to broaden scientific/scholarly knowledge significantly or to advance research in the field in question can be funded.

#### **Aim of funding for open access publication**

By funding open access publications, the FWF aims to provide sustainable support for free access to scholarly publications on the internet in line with its [Open Access Policy](#). The mandatory inclusion of an open access version of book publications in the [FWF E-Book Library](#) is intended to increase the visibility of publications and encourage their dissemination.

#### **Aim of funding for proofreading and editing and foreign-language editing**

Funding is provided for proofreading and editing or foreign-language editing in order to enhance publication quality, to increase the visibility of publications, to encourage the dissemination of research results by improving their readability, to support the internationalisation of research, and to ensure that Austrian research output is also disseminated outside of German-speaking countries and regions.

#### **Aim of funding for translations**

Funding is provided for translations in order to enable the dissemination of Austrian research results to the international scientific community.

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<sup>1</sup> In the Book Publications program, the term research projects refers to publication projects.

For each publication, the FWF will provide funding for translation into one language only. The target language can be chosen by the author(s) but must be relevant to the field of research in question.

## 1.2 What types of publications can be funded?

In accordance with the aims of this program, funding is available for book publications in any academic discipline.

The funding can be used for book publications like monographs, edited volumes, or similar works. Applications are submitted independently of other FWF programs.

The FWF approves grants for book publications only in cases where it would not be possible to publish the work in high quality without additional financial support.

Authors (editors) are free to choose the form in which their work is published. In general, authors (editors) are also expected to consider new forms of publishing and to choose the form which is best suited for the dissemination of their research findings. Applications may be rejected if the review procedure reveals that a different form of publication would be more suitable.

For the funding of digital publication formats by the FWF, see [Application Guidelines for Digital Publications](#).

### **Accelerated decision-making procedure for publications resulting from FWF projects**

Applications for the funding of scientific book publications on the results of FWF-funded projects may be eligible for an accelerated decision-making procedure. To be eligible, the intended publication must be based on a project that has already successfully undergone FWF'S quality control procedure. In addition, the publisher must submit two positive, relevant reviews to the FWF that meet the FWF's decision-making requirements.

Applications with an accelerated decision may only be submitted if:

- 1) The intended publication is the result of a project funded by the FWF
- 2) The publisher has subjected the whole manuscript of the proposed publication to an international peer review process

The [Application Guidelines for Book Publications with accelerated Decision-Making Procedure](#) apply.

## 1.3 What types of publications are not eligible?

### **Content-wise**

- Books honouring a specific person, organisation, or event (*Festschriften*)

- Proceedings of conferences and congresses without a specific focus
- Edited volumes or proceedings without a specific focus
- Editions without substantial indexing and systematisation or scientific commentary
- Academic journals or scientific journals, except for journals or special issues of journals which are equivalent to edited volumes or proceedings with a special focus in terms of content
- Articles in specialist periodicals or journals
- Study aids and textbooks
- New editions, unless they are reviewed and revised editions presenting mainly new research results
- Reprints of articles which have already been published elsewhere
- Bibliographies
- Exhibition catalogues, guides to collections
- Works of exclusively local interest, chronicles of municipalities or towns/cities
- Activity reports
- Photography or coffee table books, reprints
- Popular science publications
- Academic theses below doctoral level (such as diploma, master's or bachelor's theses)
- Dissertations if the applicant has not yet completed the doctoral qualification procedure and if the dissertation has not yet been revised
- Publications which do not include at least one index (for instance, subject index, place index, name index)<sup>2</sup>

### **Formal aspects**

- Publications which are already in production (typesetting, printing, etc.)
- Publications which have already appeared

## **1.4 Submission**

There are no submission deadlines for this program; applications can be submitted at any time. Applications must be submitted online using the [elane](#) digital application portal.

Once the application has been submitted online, a PDF [cover sheet](#) will be generated. An application is not considered to have been formally submitted until the FWF has received the original cover sheet, signed by the applicant, and the publisher's signed [declaration of commitment](#), scanned and uploaded to elane (see [section 2.5](#)).

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<sup>2</sup> For further information on indices, please see: [Information on the submission and publication of indices](#)

### 1.4.1 Who is eligible to apply?

Eligible applicants are individual natural persons who conduct their research activities mainly in Austria or under the auspices of an Austrian research institution abroad. Even in the case of co-authorship, the application can only be submitted by one individual natural person per publication.

In the case of edited volumes or proceedings, the editor shall act as the applicant. In such cases, either the editor must be eligible to apply for FWF funding or more than 50% of the contributions must be written by researchers who predominantly conduct their scholarly work in Austria or under the auspices of an Austrian research institution.

All persons who have made substantial research-related contributions to the conception and writing of the manuscript should be named on the form *Co-authors*. A brief description of the nature of each contribution should be included. Applicants must ensure that they obtain all necessary exploitation rights to the publication from the co-authors in order to be able to fulfil their obligations to the FWF under the grant agreement.

### 1.4.2 Authors outside of Austria

Publications submitted by authors (editors) who work outside of Austria are only funded if the work arises from an FWF-funded research project. The author is always required to submit the application in this case.

The FWF provides funding for the publication of revised doctoral theses and for postdoctoral *venia docendi* theses (*Habilitationen*) by researchers abroad up to three years after completion of the work in question; these grants are only available for theses written and approved under the auspices of an Austrian research institution. Researchers who hold professorships abroad are not eligible to apply for these FWF grants.

## 1.5 What are the requirements?

### 1.5.1 Publisher

If the work is being published by a publishing house, the author (editor) must submit a completed and signed [declaration of commitment](#) from their chosen publisher with the funding application.

Through their choice of publisher, the author (editor) ensures a maximum level of quality and international visibility for the given publication. Applicants should choose a renowned academic publisher which specialises in the relevant discipline. For the sake of enhancing the international orientation of Austrian research, the FWF welcomes the selection of renowned publishers outside of Austria (which fulfil the appropriate criteria) as well as

publications in English. Please note that applications may be rejected if the publisher chosen does not ensure high quality or international visibility.

Publications without a publisher or self-publishing is only permitted in cases where the author (editor) can demonstrate that suitable promotional and distribution measures will be taken.

### 1.5.2 Granting of rights

As contractual partners of the FWF, the author (editor) and the selected publisher must ensure that the rights listed below are granted.

#### **Open-access archiving and Creative Commons licence**

The author and the publisher shall ensure that the rights for simultaneous open-access archiving are available. The FWF will simultaneously archive the open-access version of the publication in its FWF-E-Book-Library.

For the archived version, one of the following of Creative Commons licences must be selected: Attribution ([CC BY 4.0](https://creativecommons.org/licenses/by/4.0/)) or Attribution Non-Commercial ([CC BY-NC 4.0](https://creativecommons.org/licenses/by-nc/4.0/)). This is in compliance with the requirements of the [Open Access Scholarly Publishers Association](https://oaspa.org/) (OASPA).

Please note that the licence required for archiving in the FWF E-Book Library must correspond with the rights required from the publisher for this purpose.

The author (editor) must ensure that the rights to book publications are not assigned to the publisher in full. In addition, the author (editor) must agree upon terms and conditions with the publisher as well as any other persons involved in the publication (e.g., co-authors, editors, etc.) which enable simultaneous open-access publication and online archiving. Publications are required to be archived in the FWF E-Book Library, and may also be made available on the publisher's website, on online portals devoted to the specific discipline, in university research databases, or on research project websites.

#### **Licencing and copyright information in the publication**

The copyright information page of the funded publication (both the hard-copy and open-access versions) must state the licence under which the open-access version of the publication is published. The licence specified in the grant agreement and the following wording must be used:

- “This publication is licenced - unless otherwise indicated - under the terms of the Creative Commons Attribution 4.0 International (CC BY 4.0) licence (<http://creativecommons.org/licenses/by/4.0/>), which permits use, sharing, adaptation, distribution, and reproduction in any medium or format, as long as you give appropriate



credit to the original author(s) and source, provide a link to the Creative Commons licence, and indicate any modifications,” or

- “This publication is licenced, unless otherwise indicated, under the terms of the Creative Commons Attribution-Non-Commercial 4.0 International (CC BY-NC 4.0) licence (<https://creativecommons.org/licenses/by-nc/4.0/>), which permits use, sharing, adaptation, distribution, and reproduction in any medium or format, provided you give appropriate credit to the original author(s) and source, provide a link to the Creative Commons licence, and indicate any modifications. Use for commercial purposes is not permitted.”

The inclusion of the phrase “All rights reserved. This work is protected by copyright. Any use outside the narrow limits of copyright law is prohibited.” or similar formulations as well as the use of licences restricting the CC BY or CC BY-NC licence in the publication are not permitted and are legally invalid.

### **Safeguarding the rights of users to third party materials**

If images or other third-party material are used in the publication, the following additional wording must be included in the legal and copyright information:

- "The images or other third-party material in this publication are covered by the publication's Creative Commons licence, unless otherwise indicated in a reference to the material.
- If the material is not covered by the publication's Creative Commons licence and the intended use is not permitted by law or exceeds the permitted use, permission for use must be obtained directly from the copyright holder.
- Despite careful editing, all information in this publication is provided without guarantee; any liability on the part of the author, the editor, or the publisher is excluded."

### **Exceptions to the open-access requirement**

In exceptional cases, the requirement of providing an identical digital copy for open-access publication can be waived, for example in the event of exorbitantly high image copyright costs. In such cases, a text-only version (with an indication of image sources) is to be archived in the FWF E-Book Library. Image copyright costs must be documented.

### **Acknowledgement of FWF funding**

The author and the publisher must ensure that the FWF's support is acknowledged in the publication. The legal and copyright information of the publication must include the following notice in a font size of at least 12 pt.: **“Published with the support of the Austrian Science Fund (FWF): [Grant-DOI]”** and the **FWF logo**<sup>3</sup>. If the publication is based on the results arising from one or more FWF-funded research projects, the notice above shall be

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<sup>3</sup> The FWF logo can be found [here](#).

preceded by the information “**Research results from: Austrian Science Fund (FWF): [Grant-DOI(s)]**”.

### 1.5.3 Proofreading and editing, foreign-language editing, or translation

The proofreading and editing, foreign-language editing, or translation of book publications is to be performed by external copy editors, foreign-language editors, or translators who were not involved in the publication. Authors (editors) are not permitted to perform the proofreading and editing, foreign-language editing, or translation themselves. The name of the copy editor or translator must be communicated to the FWF.

Under the following conditions, the FWF will fund copy editing (foreign-language editing) carried out prior to the submission of the application:

Reviews did not indicate the need for any further copy editing (foreign-language editing). The publisher or the applicant is required to provide the FWF with a record of the changes made in order to enable verification of the (foreign-language) editing work (see [section 4.3](#)). In other words, the FWF must be able to verify that (foreign-language) editing was carried out prior to the submission of the manuscript.

## 1.6 What types of funding can be requested?

Funding can be requested for book publications which could not be implemented or published without additional financial support.

Funding is available for the following costs:

- Production of publication
- Proofreading and editing, foreign-language editing, or translation
- Simultaneous open-access publication (see [section 2.3](#)).

Please note that funding is not available for the following costs:

- Authors' fees
- Equipment purchases
- Publishers' infrastructure costs (general publishing overheads, fees for the publishers' employees except for copy editors, foreign-language editors, and translators)
- Costs of translations from English into any other language

Multiple funding is not permitted (see [FWF Funding Guidelines](#)).

## 2 Application

### 2.1 Section of the application

A complete application must include the following sections:

#### 2.1.1 Academic abstract

The academic abstract must be written in German or English<sup>4</sup>, may not exceed 3,000 characters (including spaces, no formulas or special characters), and is used to inform potential reviewers about the application. The abstract must use the headings provided below and be entered into the online form provided for this purpose.

- Wider research context / theoretical framework
- Hypotheses / research questions / objectives
- Approach / Methods
- Level of originality / innovation
- Primary researchers involved

Where alternatives are indicated between slashes, please select the alternative that applies to your application.

#### 2.1.2 Manuscript

Please upload your manuscript as *one* PDF file in a well-structured and legible form. Proofreading and editing, foreign-language editing, and translation do not have to be completed before submission.

Manuscripts are generally forwarded to reviewers by email. If the manuscript contains a large amount of data, the FWF will send it to the reviewer using a cloud-based service or on a secure USB flash drive. Applicants are required to provide the FWF with a suitable USB flash drive.

If the manuscript should be sent to reviewers in hard copy, this must be indicated in an accompanying cover letter. In this case, you need to submit a print-out of the manuscript to the FWF together with the cover sheet.

All manuscripts must include the following elements:

- Complete text
- Table of contents
- Acknowledgments (if desired)
- Introduction

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<sup>4</sup> If the manuscript is written in a language other than German or English, the academic abstract must be written in English.

- conclusion
- List of references
- All necessary indices (e.g., subject index, place index, name index), without page no. references<sup>5</sup>
- Table of abbreviations (if applicable)
- Table of figures (if applicable)
- Figures (if applicable)

### 2.1.3 Additional documents

- Required:
  - [Declaration of commitment](#) from the publisher
  - grounds for the choice of publisher
  - table of contents and list of references cited in the book publication
- Where applicable:
  - Cover letter accompanying the application (optional)
  - List of max. 3 researchers (optional) - including, if applicable, reviewers of a rejected proposal - who are to be excluded from the review process (see [section 3.2](#)), with a brief justification
  - cost calculation for the entire publication if applying for the *Modul\_Zusatzkosten*
  - copies of all assessments for publications which serve as a basis for academic qualifications (e.g. revised doctoral theses, postdoctoral *venia docendi* theses)
  - grounds for the choice of language and the scientific added value of translation
  - Additional documents in the case of resubmission: If the application is a revised version of a previously rejected application (see [section 2.4](#)), a response to the reviews and an overview of all changes made in the resubmitted application (Overview\_revision) must be uploaded

Any additional documents (e.g., recommendations on potential reviewers, letters of recommendation) will not be considered in further stages of the application process.

### 2.1.4 Forms to be completed

The following forms are required: *Application* form, *Contact* form, *Cost breakdown* form, *Academic abstract* form, *Co-authors* form.

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<sup>5</sup> For further information on indices, please see: [Information on the submission and publication of indices](#)

## 2.2 Application content and format

### 2.2.1 Language of application

The application must be submitted in German if the manuscript is written in German. If the manuscript is written in another language, the application must be submitted in English.

### 2.2.2 Formatting

All attachments must be written in 11 pt. font with 15-20 pt. spacing and at least 2 cm margins. Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

## 2.3 Eligible costs

The types of publications which may or may not be eligible for funding are specified in [section 1.2](#), [section 1.3](#), and [section 1.6](#).

Book publications such as monographs and edited volumes or proceedings need to be applied for in modules. The total funding amount (total of all the requested modules) is awarded as a lump sum grant. Provided that the application is approved, and the rules set down in the application guidelines are followed, grant recipients may dispose freely of the funding, as it is provided as a total budget without separate cost centres.

### 2.3.1 Modul\_Basis

Applicants must always apply for one of two base modules:

- Modul\_Basis\_CC\_BY: The FWF provides a lump sum of **up to €10,000** in funding for production costs and simultaneous open access publishing under a **CC BY licence** (format: PDF/A).

or (with a €1,000 reduction in the funding amount):

- Modul\_Basis\_CC\_BY-NC: The FWF provides a lump sum of **up to €9,000** in funding for production costs and simultaneous open access publishing under a **CC BY-NC licence** (format: PDF/A).

*The FWF recommends using the least restrictive licences possible for open-access archiving and recommends the use of a CC BY licence.*

### 2.3.2 Modul\_Lektorat / Modul\_Fremdsprachenlektorat / Modul\_Übersetzung

If seeking funding for a book publication, proofreading and editing (Modul\_Lektorat) is required for texts in the applicant's native language, and foreign-language editing (Modul\_Fremdsprachenlektorat) for texts written in languages other than the applicant's mother tongue (see [section 1.1](#)). If funding is being requested for the translation of a text, applicants should apply for the Modul\_Übersetzung (see [section 1.1](#)):

- Modul\_Lektorat: The FWF provides a lump sum of **up to €4,000** in funding for **proofreading and editing** in the authors' native language

or:

- Modul\_Fremdsprachenlektorat: The FWF provides a lump sum of **up to €8,000** in funding for **foreign-language editing**

or:

- Modul\_Übersetzung: The FWF provides a lump sum of **up to €8,000** in funding for **translation**

### 2.3.3 Modul\_Zusatzkosten

If needed, an application can also be submitted for the Modul\_Zusatzkosten. *Additional costs must be documented in a cost calculation sheet for the entire publication:*

Modul\_Zusatzkosten: The FWF provides a lump sum of up to **€4,000** in funding for **additional costs** due to, for example, a higher number of pages or increased expenses for layout and image rights.

## 2.4 Resubmitting a previously rejected application

A resubmission is defined as the revision of an application the FWF has previously rejected.

Resubmissions must show changes from the rejected application. If an application has been rejected for the reasons C3, C4, and C5, these changes need to be substantial (based on the comments in the reviews). If no such changes are made, the FWF's decision-making bodies will return the application to the applicant without review.

When resubmitting an application, the following documents must be uploaded:

- An accompanying letter containing an overview of all changes made in the resubmitted application must be submitted to the FWF. This overview will not be passed on to the reviewers.

- A response to all reviews of the rejected application must be provided, even if one of the reviewers is to be excluded from reviewing the resubmitted application (see [section 3.2](#)) This response, consolidated in one document, will be forwarded to all reviewers reviewing the resubmission and should address the recommendations and criticisms included in the previous reviews as well as describe the resulting changes made.

While no deadlines for the resubmission of a rejected application apply, the respective application requirements do need to be taken into account. Resubmissions must be submitted as described in [section 2.5](#), i.e. as a separate, new application and not as a supplementary application to the previously rejected proposal.

## 2.5 Submission, file formats, file names

Overview of all documents and forms to be submitted.

The application must be submitted online at [elane](#).

To submit the application online, applicants need to create an account at the address shown above. All the necessary forms are filled out online; additional documents such as the manuscript and the [declaration of commitment](#) by the publisher are uploaded as files. For additional information, please see the [elane user manual](#).

### 2.5.1 Required parts of the application

#### a) Files

- *Certification.pdf* (= [declaration of commitment](#) by the publisher)
- *Manuscript.pdf* (= manuscript in a well-structured, easy-to-read format)
- *Publisher\_choice.pdf* (= grounds for the choice of publisher)
- *Content\_biblio.pdf* (= table of contents and list of references used in the book publication)

#### b) Forms

- *Application form*
- *Contact form*
- *Cost breakdown*
- *Academic abstract*
- *Co-authors*

### 2.5.2 File uploads, if applicable

- *Cover\_letter.pdf* (= accompanying letter)
- *Negative\_list.pdf* (= list of reviewers who should be excluded)
- *Costs.pdf* (= cost calculation for the entire publication if applying for the Modul\_Zusatzkosten)

- *Reviews.pdf* (= copies of all assessments for publications which serve as a basis for academic qualifications)
- *Justification.pdf* (= short explanation of the choice of language and the scientific added value when applying for translations; max.1 A4 page)
- *Overview\_Revision.pdf* (= for resubmissions, overview of all changes made in the resubmitted application)
- *Revision.pdf* (= for resubmissions, response to all reviews of the previously rejected application)

It should be noted that any attachments in addition to the ones mentioned above will not be considered in further stages of the application process (such as letters of recommendation).

Once the application has been submitted, a [PDF cover sheet](#) will be generated automatically. The cover sheet also includes the declaration by the applicant.

This cover sheet has to be sent to the FWF by conventional mail with the **handwritten signature** of the applicant or by email ([office@fwf.ac.at](mailto:office@fwf.ac.at)) with a scan of the signature using the applicant's **qualified electronic signature (ID Austria)**.

The [Declaration of commitment by the publisher](#) must be signed by an authorised signatory of the publisher and bear the publisher's stamp. It must be uploaded by the applicant as a file on [elane](#).

The application is not considered officially submitted until the FWF receives the signed cover sheet as specified above.

## 3 Processing of and decision-making

### 3.1 Submission and requests for changes

All of the documents specified above must be uploaded in full to [elane](#). Once an application has been officially submitted, the applicant can make no further changes to the application. All applications are checked for completeness and any formal errors by the FWF Office. The FWF's decision-making bodies reserve the right to return applications without review if they do not meet the FWF's formal requirements. The most common reasons why applications are returned without review are (a) ineligibility of the applicant (see [section 1.4.1](#)), (b) ineligible types of publications and publication formats (see [section 1.3](#)), and (c) that resubmissions have not been sufficiently revised (see [section 2.4](#)).

If the FWF Office identifies issues with the application that it considers to be rectifiable, it will notify the applicant, giving the opportunity to correct the problems within a reasonable period of time (generally 3 weeks). The requested changes are to be submitted to [elane](#) as a supplementary application. If the **requested changes** are not made and submitted as a



supplementary application before the specified deadline, the decision-making bodies at the FWF will return the application without review.

Once the review process has begun, no more changes can be made to the application.

### 3.2 Excluding reviewers

A list of a maximum of three potential reviewers who should not be consulted to review the proposal due to a possible conflict of interest can be uploaded as an additional document. The applicant must give reasons why they wish to exclude these reviewers. If the reasons for exclusion are professionally and technically sound, the FWF will generally fulfil the applicant's request to exclude those reviewers from the review process. A detailed description of the FWF's policy on conflicts of interest can be found in the [General Principles of the Decision-Making Procedure](#).

### 3.3 Number of reviews required

One expert opinion is usually obtained.

### 3.4 Decision-making process

For detailed information on the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest, and the composition of juries and review panels, please see the [General Principles of the Decision-Making Procedure](#).

The **review process** for Book Publications usually takes about six months. More detailed information is available online on the [FWF Dashboard](#).

The **informative value of reviews** of Book Publications is based on their in-depth evaluation of the following criteria:

- suitable presentation of the current state of research
- degree of innovation
- fulfilment of current scientific standards
- choice of the appropriate form of publication

When the review process is completed, the FWF considers the reviews and decides whether the application should be funded. The applicant is informed in writing of the FWF's decision.

### 3.5 Reasons for rejection

The reasons for rejecting an application are assigned to one of five categories (C1–C5) and sent to applicants along with the reviews; the applicant is also sent anonymized copies of the reviews. A detailed description of the reasons for rejection can be found in the [General Principles of the Decision-Making Procedure](#).

### 3.6 Review of resubmissions

If the application is a resubmission of a previously rejected proposal, the FWF will generally contact those reviewers who provided *constructive* criticism on the previous application. Reviewers who gave entirely positive or negative comments will not usually be contacted for a second review. However, please note that all resubmissions may also be evaluated by new reviewers.

### 3.7 Proposal bans

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the official notification of the decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (i.e. the original application and two resubmissions) are also barred for 12 months (from the date of the official notification of the decision). Rejections for reasons C1 or C2 do not count towards this total. In principle, only topics are blocked and not applicants.

## 4 After approval

All applications approved by the FWF are subject to the condition that the FWF shall review the revised manuscript after completion of proofreading and editing, foreign-language editing, or translation. The FWF issues a grant agreement. The applicant and the publisher must then sign the grant agreement digitally using [sproof.io](https://sproof.io). If these signatories not have their own digital signature (e.g. ID Austria), they can use services like [Evrotrust](#) (Apple, Android) to create a digital signature. An official photo ID (identity card or passport) is required.

In addition, summaries in German and English must be sent to the FWF for public relations purposes.<sup>6</sup> Proofreading and editing, foreign language editing, or translation must be commissioned.

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<sup>6</sup> See: [Specifications for the preparation of PR summaries](#)

## 4.1 Settlement with the publisher if it provides all services

The author or editor applies for funding for the publication of scientific/scholarly publications. If a publisher provides services eligible for funding in this program, those costs will be settled directly between the FWF and the publisher for administrative reasons. This does not make the publisher a recipient of FWF funding; the publisher is merely providing services required by the applicant. This means that payment by the FWF does not generally result in any VAT liability on its part as funding provider, as it is remuneration from a third party being paid in the interest of the service recipient (author/editor). For this reason, the FWF's VAT no. is not to be used.

Payments are requested directly by the publisher using the transfer request form (gross=net), which is included with the respective grant agreement. In this case, there is no invoice number, only the application number is needed. Further documents such as invoices are not required by the FWF.

The publisher is responsible for commissioning proofreading and editing, foreign language editing, or translation. After the publisher has commissioned the necessary proofreading and editing, foreign language editing, or translation, a transfer request for **€2,000 for proofreading and editing, €4,000 for foreign language editing, or for translation** can be submitted.

A positive review by the FWF of the proofreading and editing, foreign language editing, or translation is required before the remaining funds approved can be released by the FWF.

After completion of the publication and submission of all necessary documents (specimen copy, identical digital copy of the publication for open-access archiving [format PDF/A], and the metadata form), the publisher can submit a transfer request for the remaining funds.

## 4.2 Settlement if the publisher does not provide all services

If the publisher is not handling the proofreading and editing, foreign language editing, and/or translation, the payment can be sent directly to the copy editors or translators. In this case, the invoices for the proofreading and editing, foreign language editing, and/or translation issued to the grant recipient must be submitted to the FWF. Payment for proofreading and editing, foreign language editing, and/or translation is made after submission of the invoice and the transfer request, signed by the grant recipient.

A positive review by the FWF of the proofreading and editing, foreign language editing, or translation is required before the remaining funds approved can be released by the FWF.

After completion of the publication and submission of all necessary documents (specimen copy, identical digital copy of the publication for open-access archiving [format PDF/A], and the metadata form), the publisher can submit a transfer request for the remaining funds.

For information on payments for applications subject to an accelerated decision-making procedure for publications resulting from an FWF-funded project, please see [Application Guidelines for Book Publications with accelerated Decision-Making Procedure](#).

#### 4.3 Review of proofreading and editing, foreign language editing, or translation

After completion of the proofreading and editing, foreign-language editing, or translation (possibly also after incorporation of recommendations and criticism from reviewers), the author is required to submit the revised/translated manuscript to the FWF once again with a record of changes (e.g., with edits and changes visibly tracked). The author is required to submit the translation or the edited manuscript in which the changes made in the course of the editing or foreign-language editing are clearly indicated. The name of the copy editor and/or translator must be communicated to the FWF.

The FWF expects the following criteria to be addressed during proofreading and editing and foreign-language editing:

- Spelling
- Punctuation
- Grammar
- Typography
- Writing style / clarity
- Inherent logic
- Structural rigour and consistency
- Structure of arguments
- Scholarly rigour
- Accuracy of wording
- Correction of inconsistencies
- Uniform spelling
- Citations and references
- Uniformity of abbreviations/wording

Any other substantial changes, corrections which involve changes to the content of the work, additions to the work, or abridging of content are not permitted.

## **5 Compliance with legal requirements and standards of research integrity**

### **5.1 Legal regulations**

Please note that all individuals involved in the application are obligated to comply with all legal requirements, safety provisions, and any embargo regulations and sanctions (e.g., Federal Disability Equality Act, Federal Equal Treatment Act, Dual-Use Regulation [EU] 2021/821) and obtain all the necessary permits (e.g., from the Ethics Committee, the Animal Testing Commission, the National Heritage Agency, or the relevant foreign authorities).

### **5.2 Academic integrity**

The [Guidelines for Good Scientific Practice](#) of the [Austrian Agency for Research Integrity \(ÖAWI\)](#) apply.

If there is reason to believe that an applicant has failed to comply with these standards, the FWF will carry out a plausibility check in accordance with its own [procedure](#). Depending on the circumstances, the FWF can arrange for the Austrian Agency for Research Integrity (ÖAWI) to carry out an investigation. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until this check or investigation has been concluded.

## **6 Data protection and publication of application data and results**

### **6.1 Data protection**

Pursuant to Art. 6 (1) item a of the General Data Protection Regulation (GDPR), in conjunction with § 2g of the Austrian Research Organization Act (*Forschungsorganisationsgesetz*, FOG), the FWF processes and publishes personal data (e.g. the title of the submitted project, research institution, academic abstract, PR summaries) necessary for the administration of the funding by the FWF – while safeguarding business and trade secrets – for the purposes of research policy (e.g., presentation of the development of basic research in Austria, economic analyses, funding impact reports, etc.) and for public relations work (publication of excerpts in the FWF annual report, on the FWF website, in press releases, media collaborations, etc.). If necessary, these data are also transmitted to third parties (e.g., for the preparation of research policy studies, on the basis of supervisory duties, in particular §§ 2d and 3a of the Research and Technology Funding Act [*Forschungs- und Technologieförderungsgesetz*, FTFG], to bodies and agents of the Federal Ministry of Education, Science

and Research and, in particular, pursuant to § 3 [2], § 4 [1], and § 13 [3] of the Court of Audit Act 1948 [*Rechnungshofgesetz* 1948 RHG], to the Austrian Court of Audit as well as to bodies and institutions of the European Union in accordance with European legal provisions). Transmission of data is also based on § 6 (1) item c of the GDPR in conjunction with § 2g of the FOG.

Further information on the data privacy rights of the applicant as well as the contact details of the FWF's data protection officers is available [here](#).

The FWF has the right to provide formal information on the procedure at the publisher's request. However, information on peer reviews conducted by the FWF is passed on only to the applicant.

## 6.2 Publication of project data and results

Please note that if a grant is awarded, a PR summary in German and English will be published on the FWF website, as well as the grant amount and later, a link to the open-access archived publication. Summaries must be submitted to the FWF when the grant agreement is returned. Information on writing PR texts can be found [on the FWF website](#).

In presentations and the publication, applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution.

## **7 Appendices to the Application Guidelines**

### **7.1 Appendix A: Notes and questions for reviewers in the program Book Publications<sup>7</sup>**

In the Book Publications program, the FWF provides funding for the publication of outstanding scholarly books with a lump sum grant of max. €22,000. This sum includes production costs, the costs of simultaneous open-access publication, and proofreading and editing, foreign-language editing, or translation costs.

All FWF-funded publications must be made freely available in accordance with the FWF's Open Access Policy.

The FWF only provides funding for applications which already exhibit outstanding quality and comply with the highest international standards for scholarly research in terms of content and form at the time of application.

Please review the current publication based on the following seven assessment criteria:

- 1) Scientific/scholarly quality of the planned publication
- 2) Completeness of the manuscript with regard to content and formal aspects
- 3) Suitability of the chosen form of publication
- 4) Suitability of the chosen publisher
- 5) Proofreading and editing, foreign-language editing, or translation<sup>8</sup>
- 6) Ethics and sex-specific, and gender-related aspects
- 7) Overall evaluation

For each of these criteria except 5) and 6) we ask you for both written comments and a rating on a scale from “outstanding” to “poor.” Please be aware, however, that the FWF's funding decision will be based primarily on reviewers' written assessments rather than the ratings assigned.

#### **Section 1: Remarks for the applicant**

##### **1) Scientific/scholarly quality of the planned publication**

Is the state of research described adequately? Is the underlying research innovative? Does it make an original contribution to the research domain? Does it fulfil current scientific standards?

##### **2) Completeness of the manuscript with regard to content and formal aspects**

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<sup>7</sup> Further information can be found on our website: [Mission Statement](#) or [Application Guidelines for Book Publications](#)

<sup>8</sup> The planned publication will be subject to either proofreading and editing or foreign language editing, or the manuscript will be translated

Is there an introduction, conclusion, list of references, section for figures and tables, etc.? Would indices, if not already included, be necessary to make the publication more accessible?

**3) Suitability of the chosen form of publication**

Is the chosen form of publication suitable? The selection of an unsuitable publication form may lead to rejection of the application.

**4) Suitability of the chosen publisher**

Does the applicant's choice of publisher ensure maximum quality and international visibility? Would a different publisher be more suitable? The selection of an unsuitable publisher may lead to rejection of the application.

**5) Proofreading and Editing or Foreign-Language Editing**

Which parts of the publication should be given special consideration during proofreading and editing/foreign-language editing? *[only for applications which include a request for proofreading and editing or foreign-language editing]*  
or

**Translation**

Would a translation ensure broader dissemination of Austrian research in the scientific community or would a translation be relevant for Austrian research? *[only for applications which include a request for translation]*

**6) Ethics and gender aspects**

- *Ethics*: Have ethical considerations been addressed satisfactorily?
- *Gender*: Have sex-specific and/or gender-related elements been addressed satisfactorily?

**7) Overall evaluation**

What is your overall impression of the application? Specifically, what would you consider its key strengths and weaknesses? Please give reasons for your answers, taking as much space as you need.

**Section 2: Confidential remarks to FWF**

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.