

# Checklist for a complete application (Book Publications with translation)

The complete application must be submitted using the FWF's online application portal <https://elane.fwf.ac.at>. To make sure you have completed your application correctly, please consult the [Application Guidelines](#).

Formatting requirements apply to all attachments written by the applicant (not including the manuscript): The body text must be written exclusively in font size 11 pt with 15-20 pt line spacing and margins of at least 2 cm. Applicants must comply strictly with all upper limits given (e.g., number of pages).

## 1 elane: Forms

- ☐ *Application form* (completed in full)
- ☐ *Contact form*
- ☐ *Cost breakdown*
- ☐ *Academic abstract* in German or English<sup>1</sup>; the academic abstract is used to inform potential reviewers about the proposal
- ☐ *Co-authors* (completed in full); if there are no co-authors, this must be stated on the form

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<sup>1</sup> If the manuscript is written in a language other than German or English, the academic abstract must be written in English.

## 2 elane: File upload – Manuscript

- **Manuscript.pdf<sup>2</sup>**: Please upload your manuscript as a PDF file in a well-structured and legible form. Editing or foreign-language editing does 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 provide it to reviewers using a cloud service or on a secure USB flash drive. Applicants are required to provide the FWF with a suitable USB flash drive.

If you want your manuscript to be sent to reviewers in hard copy, please note this in the cover letter accompanying the application. 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
- Conclusion
- List of references
- All necessary indices (e.g., subject index, place index, name index), without page no. references<sup>3</sup>
- Table of abbreviations (if applicable)
- Table of figures (if applicable)
- Figures (if applicable)

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<sup>2</sup> Files must be named as specified

<sup>3</sup> For further information on the submission and publication of indices, please see [Information on the submission and publication of indices](#)

### 3 elane: Attachments

#### Required uploads:

- ☐ **Certification.pdf:** Declaration of commitment from the publisher (completed in full with scanned signature and publisher's stamp)
- ☐ **Publisher\_choice.pdf:** Grounds for the choice of publisher (max. 1 A4 page)
- ☐ **Justification.pdf:** brief justification of the choice of language and scientific added value (max. 1 A4 page)
- ☐ **Content\_biblio.pdf:** Table of contents and list of references used in the book publication

#### Optional file uploads:

- ☐ **Costs.pdf:** If applying for the *Modul\_Zusatzkosten*: cost calculation for the entire publication
- ☐ **Reviews.pdf:** Copies of all reviews for publications serving as a basis for academic qualifications

If the application is a resubmission of a previously rejected proposal:

- ☐ **Overview\_revision.pdf:** Overview of all changes made (for FWF internal use only)
- ☐ **Revision.pdf:** Overall response to all reviewers
- ☐ **Negative\_list.pdf:** List of names of reviewers who are to be excluded from reviewing the proposal (max. 3 names; incl. brief justification)
- ☐ **Cover\_letter.pdf:** Cover letter accompanying the application