

Checklist for the complete application (Stand-Alone Publications)

Publications involving FWF-certified publishers

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 USB flash drive 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 15–20 pt. spacing and at least 2 cm margins. Applicants must comply strictly with all upper limits (e.g., number of pages).

1. Forms

- Forms.pdf**: *Application form* (completely filled in)
- Co-authors.pdf**: *Form Co-authors* (completely filled in); it must also be indicated in the form if there are no co-authors for this application
- Certification.pdf**: *Form Declaration of commitment for certified publishers* (completely filled in)

2. Attachments

- Academic_abstract.doc** [or docx]: *Academic Abstract*¹ in the language of the manuscript³

¹ File name requirements

² **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*)

Where options are given (indicated by slashes), please choose an option that is appropriate for your application.

³ If the manuscript is not written in German or English, an academic abstract in German or English must also be submitted.

- Publisher_choice.pdf**: *Justification of the choice of publisher* in German and English (maximum length: one full page DIN A4)
- Justification.pdf**: *If requesting funding for translation*: 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)
- Costs.pdf**: *If applying for the Modul_Zusatzkosten*: cost calculation for the entire publication
- Overview_Revision.pdf**: *If the application is the revision of a rejected application*: overview of all changes made in the resubmitted application
- Cover_Letter.pdf**: letter accompanying the application (optional)
- Review_NN.doc** [or docx]; **Review_NN.doc** [or docx]: **At least two non-anonymised peer reviews which meet the FWF's requirements** (one file for each peer review conducted by the publisher)

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

- Manuscript.pdf**: The manuscript is to be submitted only in electronic form. Editing, foreign-language editing, or translation of the manuscript does not have to be carried out before submission.

The manuscript must include the following elements:

- Entire text
- Table of contents
- Acknowledgment (as planned)
- Introduction
- Résumé
- Bibliography
- all indices (for instance, subject index, place index, name index)⁴
- Table of abbreviation (as planned)
- Table of figures (as planned)
- Figures (as planned)

⁴ For further information on the submission and publication of indices, please see the document "[Information on the submission and publication of indices](#)".