

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 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 publishers* (completely filled in)

¹ File name requirements

2. Attachments

- Academic_abstract.doc** [or docx]: *Academic Abstract*² in the language of the manuscript³; the academic abstract will be used to inform potential reviewers about the application
- Publisher_choice.pdf**: *Justification of the choice of publisher* in German and English (maximum length: one full page DIN A4)
- Justification.pdf**: *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
- Reviews.pdf**: For *publications which serve as a basis for academic qualifications* (e.g. revised doctoral dissertations, postdoctoral dissertations): copies of all assessments
- If the application is the revision of a rejected application:*
In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers.
 - a) **Overview_Revision.pdf**: overview of all changes made in the resubmitted application (for FWF internal use only)
- If all the reviewers are to receive this response:
 - b) **Revision.pdf**: response to all reviewers
- If these responses are to be passed on only to the reviewers who were previously involved:
 - c) **Revision_A.pdf**: response to review A
Revision_B.pdf: response to review B
- Content_Biblio.pdf**: Table of contents and bibliography from the stand-alone publication (only on data medium)
- Negative_list.pdf**: List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names; optional)

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.

- **Cover_Letter.pdf**: letter accompanying the application (optional)

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

- **Manuscript.pdf**: 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 USB flash drive, depending on the size of the file. The applicant is responsible for providing the FWF with the USB flash drive. In this case, a hard-copy version of the manuscript need not be submitted.

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](#)".