

Checklist for a complete application (Accelerated Decision-Making Procedure for Book Publications)

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
- Co-authors* (completed in full); if there are no co-authors, this must be stated on the form

2 elane: File upload – Manuscript

- ***Manuscript.pdf***¹: 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.

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. references²
- Table of abbreviations (if applicable)
- Table of figures (if applicable)
- Figures (if applicable)

¹ Files must be named as specified

² 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)
- Review_1_NN.pdf** and **Review_2_NN.pdf:** reviews commissioned by the publisher. In order to protect the reviewers' anonymity, these reviews can also be sent by email, stating the name of the applicant, to wissVeroeff@fwf.ac.at.

Optional file uploads:

- Costs.pdf:** If applying for the *Modul_Zusatzkosten*: cost calculation for the entire publication
- Cover_Letter.pdf:** Cover letter accompanying the application