

# 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 data medium 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 1.5 line (15–20 pt.) spacing and at least 2 cm margins. The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs). Applicants must comply strictly with all upper limits.

## 1. Forms

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

## 2. Attachments

- Academic Abstract* in the language of the manuscript<sup>1</sup>
- Justification of the choice of publisher in German and English (maximum length: one full page DIN A4)
- 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)
- If *applying for the Modul\_Zusatzkosten*: cost calculation for the entire publication

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<sup>1</sup> **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*)

- If *revising a rejected application*: overview of all changes made in the resubmitted application
- Cover letter (optional)
- At least two non-anonymised peer reviews which meet the FWF's requirements**

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

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.

Besides the body of the text, the manuscript should consist of the following elements:

- Front page
- Table of contents
- Introduction
- Résumé
- Table of Figures
- Bibliography
- Table of Abbreviation
- Figures
- Indices
- etc.

### 4. File name requirements

#### Forms

- Forms.pdf** (= completed *Application* form)
- Co-authors.pdf** (= completed form *Co-authors*)
- Certification.pdf** (= completed form *Declaration of commitment for certified publishers*)

#### Attachments

- Academic\_abstract.docx** (= Academic Abstract in the language of the manuscript)
- Publisher\_choice.pdf** (= Justification of the choice of publisher)
- Justification.pdf** (= choice of language and scientific added value to be created. Only for applications requesting funding for translation; as required)
- Costs.pdf** (= cost calculation for the entire publication when applying for the Modul\_Zusatzkosten; as required)
- Overview\_Revision.pdf** (= overview of all changes made in the resubmitted application; as required)
- Cover\_Letter.pdf** (= accompanying letter; optional)

- Review\_NN.docx; Review\_NN.docx**, etc. (= one file for each peer review conducted by the publisher)

**Content Section**

- Manuscript.pdf** (= manuscript)