

Funding of standalone publications

Information on the submission and publication of indices

Current situation

Since January 2020, all book publications funded by the FWF must generally include at least *one* index (see the [Application guidelines – Book Publications](#) section 1.5. *What types of publications are not eligible?*).

In addition, if funding is requested for book publications as part of the Standalone Publications programme, indices should already be included together with the manuscript when submitting proposals (see the [Application guidelines – Book Publications](#) section 2.1. *Parts of the application*).

During the 81st meeting of the FWF Board (on 23 November 2020), the Standalone Publications committee passed a resolution allowing applicants to be exempted from the obligation to submit and publish indices under certain circumstances. This document is intended to provide applicants with information on the rules for the submission and publication of indices, and how they can potentially obtain an exemption.

1. Usual procedure: the index is submitted with the proposal

In accordance with section 2.1. *Parts of the application* of the [Application guidelines – Book Publications](#), book manuscripts must be submitted with an index.

2. Exception A: The published book will contain an index, but it is not ready to be submitted with the proposal

If funding is requested for publications where the indices are not available when the proposal is submitted to the FWF but will be created at a later point in time, the intended indices must be included in the table of contents of the manuscript. In the cover letter of the application (see section 2.1. *Parts of the application* of the [Application guidelines – Book Publications](#)), the planned indices must be specified, and assurance must be given of their creation at a later point in time.

If the proposal is approved, this approval is granted under the condition that the indices must be included in the publication. The FWF will check that this condition is met before approving the book for publication.

3. Exception B: The published book will not contain an index

[Section 2.](#) discusses exceptions concerning the time when the index is *submitted*. This section deals with cases in which applicants believe that their publications can be published without an index.

If applicants wish to publish their publication without an index, a reason must be given.

- If the responsible reporter finds the reason to be sufficient, no indices must be submitted after the fact and the proposal will be sent out for review.
- If the responsible reporter finds that the reason is insufficient, indices must either be submitted after the fact, or the intended indices must be specified in the table of contents of the manuscript. In addition, applicants must submit a letter specifying the planned indices and giving assurance of their creation at a later point in time.

Even if the responsible reporter has found the reason to be sufficient and the proposal has been sent out for review, it can happen that the reviewers believe that an index is necessary and that the written review includes a recommendation concerning this. In such cases, the FWF Board can make the inclusion of an index a condition for publication.

In the case of approval, these proposals are also granted under the condition that indices must be included in the publication. The FWF will check that this condition is met before approving the book for publication.