

# Checklist for a complete application (Stand-Alone Publications – Accelerated Decision-Making Procedure)

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<sup>1</sup>; the academic abstract is used to inform potential reviewers about the proposal
- Co-authors* (completed in full); if there are no co-authors, this must be stated on the form

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<sup>1</sup> If the manuscript is written in a language other than German or English, the academic abstract must be written in English.

## 2 elane: File upload – Manuscript

- ***Manuscript.pdf***<sup>2</sup>: 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
- Summary
- List of references
- All necessary indices (e.g., subject index, place index, name index), without page no. references<sup>3</sup>
- Table of abbreviations (if applicable)
- Table of figures (if applicable)
- Figures (if applicable)

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<sup>2</sup> Files must be named as specified

<sup>3</sup> For further information on the submission and publication of indices, please see [Information on the submission and publication of indices](#)

## 2 **elane: File upload – Digital Publications**

### **Content section**

- **Proposal.pdf:** This PDF file must include both the application for technical implementation of the digital publication and the annexes 1-4.
- **Application:** The application for technical implementation of the digital publication may not exceed 12 pages (consecutively numbered), incl. the table of contents, list of abbreviations, headings, figures, figure captions, tables, footnotes, list of literature cited in the application ("*References*") etc., and must contain the following components:
  - 1) Presentation of content and technical options (language of publication, links to sources and research data, translation function for foreign language terminology, terminology links, additional tools, etc.)
    - Use permanent URLs to link to sources
    - Long-term archiving should be considered for the linked sources
  - 2) References to any existing digital publications with appropriate content
    - Use permanent URLs to link
  - 3) Software/databases used and technical implementation
  - 4) Sustainable long-term archiving strategy
  - 5) Guarantee for the citability of the content
  - 6) Open usage rights must be secured by granting Creative Commons licences (CC-BY or CC-0)
  - 7) Plan for sustainable funding for at least 6 years (**The FWF does not fund any further improvements or data maintenance for publications that have already received funding**)
  - 8) Timetable (max. 3 years) for the implementation of the digital publication
- **Annex 1: Costs:** Concise justifications for the funding requested
- **Annex 2: Content:** Representative example of the data or demo version of the planned publication
- **Annex 3: CV:** Academic CV and previous research achievements of the applicant (max. 3 pages)
- **Annex 4: Confirmation:** Confirmation from digital medium provider on long-term availability of at least 6 years

### 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](mailto: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