**JOURNAL – PUBLISHING PROPOSAL**

The Proposal should be sent in a text file (Word) to: [m.urbanczyk@amu.edu.pl](mailto:m.urbanczyk@amu.edu.pl)

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| Proposal submission date  (to be completed by the Scientific Editor) |  |
| Date of receipt of the Proposal at AMU Press  (to be completed by AMU Press) |  |

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| **Information about the journal** | | | |
| Faculty/institute: | | | |
| Title of journal: | | | |
| Volume/no.: | | year: | |
| Field of science: | | | |
| Language(s):  A **guaranteed manuscript** shall go to press after all corrections indicated by AMU Press have been introduced. **Texts in Polish are subject to full editing.** | | | |
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| annual | bi-annual | | quarterly |
| Size (in publisher’s sheet):  A publisher’s sheet is 40,000 characters with spaces (text and footnotes) + back material in which size is calculated differently: tables, illustrative material (images, maps, diagrams, figures etc.), or in yet another way – texts in the exact sciences (containing formulas) + approx. 10%. | | | |
| Volume/no.: | (including in Polish: | | ; other: ) |
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| Assumed date of submission to the Press of the final and complete version of the journal in 202\_ | |
| Volume/no.: | Volume/no.: |
| Volume/no.: | Volume/no.: |
| Assumed date of publishing journal: | |
| Volume/no.: | Volume/no.: |
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| Date on which grant awarded – in the case of a journal published under a grant:  Scientific Editors of journals published under a grant are obligated to provide AMU Press with the relevant section of the grant agreement relating to the publication, including the dates on which grant funds were disbursed and settled. | |
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| Source(s) of financing |
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| **Declaration** |
| The Scientific Editor (in accordance with the publishing contract) undertakes to supply contracts for all Authors for the publication and distribution of their texts included in the collective work.  Template contracts are available at <https://press.amu.edu.pl/> under the tab FOR AUTHORS – SUBMISSION OF A PUBLISHING PROPOSAL. |
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| The Editor-in-Chief  consents to  does not consent to  fragments of the book being published on the AMU Press web page and to these fragments being made available on other portals and in online bookstores for promotional purposes. |
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| **Approval and signature of Faculty Dean**  **or Head of AMU Branch** | |
| ……………………………………..  signature | ……………………………………..  stamp |

Appendix to publishing proposal

The printed and signed appendix should be attached to the submission of the publishing proposal.

**Data privacy notice**

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5. 2016, pp., hereafter “GDPR”, AMU advises that:

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2. The Data Controller has appointed a Data Protection Officer - email contact: [iod@amu.edu.pl](mailto:iod@amu.edu.pl).
3. Your personal data will be processed in order to conclude and perform the contract and to take necessary actions before concluding the contract with Adam Mickiewicz University in Poznań.
4. The legal basis for processing your personal data is Article 6 (1) (b) GDPR.
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6. Your personal data will be processed during the time covered by the contract and after its termination for the period indicated in applicable law or in accordance with the criteria established therein, and for the time necessary to secure the information in case of a legal need to prove the facts or to secure or assert claims.
7. Your personal data may be shared with other entities that process personal data on behalf of the Controller, i.e. persons and entities involved in the publishing process (including authors, reviewers, translators, graphic designers, editors, photographers, entities providing printing and distribution services). Access to your data will also be given to persons authorized by the Controller to process this data in the performance of their official duties, and may be made available to entities authorized to receive it under applicable law.
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11. I have taken note of the information herein:

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Editor-in-Chief’s signature