**JOURNAL – PUBLISHING PROPOSAL**

The Proposal should be sent in a text file (Word) to: 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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| **Editor-in-Chief** |
| Name and surname:ORCID ID:Affiliation (faculty/institute, university):Contact detailstel.:e-mail: |
| **Editorial Assistant** |
| Name and surname:Contact detailstel.:e-mail: |

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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.** |
| Type of journal |
| [ ] 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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| Supplementary material: photographs, drawings, diagrams, maps, cited texts (number/size and author):Materials taken from other sources subject to protection under the Law on Copyright and Related Rights may be included in the book on condition that the author first provides the Press with the written consent of the copyright owners. **Before including** illustrations, diagrams or drawings from the Internet in the publication, **it is necessary to check their quality and clarify the issue of copyright**. |

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| **Dates** |
| 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.: |
| Volume/no.: | Volume/no.: |
| 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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| **Financing** |
| Source(s) of financing |
| **Confirmation of source(s) of financing by the disposer(s) of financial means (stamp and signature)** |

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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 undertakes to provide both the Authors of individual texts and the Press with information on editorial guidelines for texts published in the journal. |
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| The Editor-in-Chief [ ] consents to[ ] does not consent tofragments 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:

1. The Controller of your personal data is Adam Mickiewicz University in Poznań with its seat at 1 Wieniawskiego Street, 61-712 Poznań.
2. The Data Controller has appointed a Data Protection Officer - email contact: 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.
5. Provision of personal data is voluntary. However, it is a condition for concluding and performing the contract.
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.
8. You have the right of access to the content of your data and, subject to the law, the right to the rectification, erasure and restriction of processing, the right to data portability, and the right to object to processing.
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10. Decisions will not be made by automated means with respect to your personal data, pursuant to Article 22 of GDPR.
11. I have taken note of the information herein:

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Editor-in-Chief’s signature