**COLLECTIVE WORK – SUBMISSION OF A PUBLISHING PROPOSAL**

**NOTE:** a Proposal without an attachment indicating the reviewers will not be processed by the Publishing Board of AMU Press.

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 Proposal at AMU Press  (to be completed by AMU Press) |  |

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| **Information about the Scientific Editor(s)** \* |
| Name and surname:  ORCID ID:  Affiliation (faculty/institute, university):  Contact details  tel.:  e-mail: |
| \*In the case of more scientific editors, please repeat lines. |

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| **Information about the book** | | |
| Proposed title: | | |
| 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 book | | |
| scientific monograph | dictionary | |
| textbook | other, and type: | |
| Size (in publisher’s sheets):  including  in Polish:  other:  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%. | | |
| 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**. | | |
| Form of publication  Please indicate **all formats** in which the book is to appear | | |
| printed book for sale | | e-book (PDF) for sale |
| printed book not for sale | | e-book (PDF) for open access (OA) |

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| **Dates** |
| Assumed date of submission to the Press of the final and complete version of the manuscript to be sent for publishing review: |
| Assumed date of submission to the Press of the final and complete version of the manuscript for editorial development after making changes following editorial reviews: |
| Assumed date of publication: |
| Date on which grant awarded – in the case of a work published under a grant:  Scientific Editors of works 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. |
| Grant settlement date – in the case of a work published under a grant:  Scientific Editors of works 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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| **Marketing, promotion, metadata**  Information necessary for the effective promotion and distribution of publications and for producing metadata accompanying publications in databases and on platforms that disseminate scientific content.  These materials undergo editorial processing. |
| Note on the Scientific Editor/ notes on Scientific Editors  Approximately 1000 characters with spaces in Polish and English (for books written in another language, notes are also in that language). |
| Marketing note on the book  Approximately 1000 characters with spaces in Polish and English (for books written in another language, notes are also in that language). |
| Abstract / short summary  Approximately 1000 characters with spaces in Polish and English (for books written in another language, notes are also in that language). |
| Keywords – search criteria for the publication  5–7 keywords separated by semi-colons;  Keywords in Polish and English (for books written in another languages, keywords also in that language). |
| Target audience |
| Characteristic features of the book  Elements that distinguish a book on the market (e.g., subject, message, structure, illustrations, language, style). |
| Promotion  Suggestions for promoting the book, e.g. industry conferences, scientific conferences, fairs, meetings with the Author, events, media patrons, publishing gadgets. |
| Cooperation with the media  Suggestions for media where information, review of the book or an interview with the Author could appear - scientific, popular science and journalistic magazines and social media.  Please send e-mail addresses of any persons/institutions/journals that should receive information about the book to the following address: [dominik.kalasz@amu.edu.pl](mailto:dominik.kalasz@amu.edu.pl). |

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| **Contributors**\* |
| Name and surname:  ORCID ID:  Affiliation:  Title of chapter:  Keywords:  5–7 keywords separated by semi-colons;  Keywords in Polish and English (for books written in another languages, keywords also in that language). |
| Name and surname:  ORCID ID:  Affiliation:  Title of chapter:  Keywords:  5–7 keywords separated by semi-colons;  Keywords in Polish and English (for books written in another languages, keywords also in that language). |
| \*In the case of more authors, please repeat lines. |

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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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| **By putting their signature to the Proposal, the Scientific Editor(s) consent(s) to the work being published and also confirm(s) the originality of the work and that their copyright (personal and property)** to the work submitted for publication isnotlimited in any way (this also applies to supplementary materials: illustrations, charts, etc.). |
| By signing the Proposal, the Scientific Editor(s) declares that if the final typescript exceeds the size specified in the Proposal, taking into account the revisions suggested by the reviewers, he/she will guarantee additional funds to cover the total cost of publication. |
| The Scientific Editor(s) undertakes to actively participate in AMU Press promotional activities. |
| The Scientific Editor(s)  consents/ consent to  do 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. |
| The Scientific Editor(s) declare(s) that he/she has read and accepted the information on cooperation with the Scientific Editor(s), guidelines for Scientific Editor(s) and the basic technical requirements of this publishing proposal.  Guidelines for cooperation with the Scientific Editor and basic technical requirements are available at <https://press.amu.edu.pl/> under the tab FOR AUTHORS - SUBMISSION OF PUBLISHING PROPOSAL. |
| The Scientific Editor(s) submits a declaration of the final typescript to AMU Press, providing:  – the manuscript for review,  – the manuscript for editing in accordance with the reviewers’ comments.  A template declaration is available at <https://press.amu.edu.pl/> under the tab FOR AUTHORS - SUBMISSION OF PUBLISHING PROPOSAL. |

Appendices to proposal:

1. Proposed reviewers as designated by the Publishing Board of the Faculty or Branch of AMU
2. Data privacy notice (GDPR).

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|  | .………………………………………………………………….  Signature of Scientific Editor(s) |
| **Approval and signature of Faculty Dean**  **or Head of AMU Branch** | |
| ……………………………………..  signature | ……………………………………..  stamp |

Appendix no. 1 to the publishing proposal

The printed and signed Appendix should be attached to the publishing proposal

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| Place, date |  |

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| **Proposed reviewers FOR THIS WORK indicated by the Publishing Board of the Faculty or Branch of AMU** | |
| Author(s) |  |
| Faculty/ institute |  |
| Type of work |  |
| Scientific field |  |
| Language |  |

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| **Proposed reviewers (please supply names or a minimum two reviewers.**  **The work is obligatorily reviewed by 2 reviewers from outside the academic institution to which the author is affiliated.**  **In the case of interdisciplinary works, there may be more reviewers (please add lines).** | |
| **Reviewer 1** | |
| Name, academic title |  |
| Affiliation |  |
| Full address for correspondence |  |
| E-mail |  |
| Tel. |  |
| **Reviewer 2** | |
| Name, academic title |  |
| Affiliation |  |
| Full address for correspondence |  |
| E-mail |  |
| Tel. |  |

**Approval of Head of Publishing Board of Faculty or Branch of AMU**

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Signature

Appendix no. 2 to publishing proposal

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

In the case of a multi-author book, each author is required to submit a signed GDPR privacy notice to AMU Press

**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](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.
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.

You have the right to lodge a complaint with the supervisory authority – President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.

1. Decisions will not be made by automated means with respect to your personal data, pursuant to Article 22 of GDPR.

I have taken note of the information herein:

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Signature of Scientific Editor(s)