

# Guidelines for Application and Review of National Cheng Kung University Press

Passed by the first Editorial Board meeting on 21, September, 2020.

Revised by the third Editorial Board meeting on 06, October, 2022.

Revised by the fourth Editorial Board meeting on 01, December, 2023.

## 1. Objectives

The primary objectives of NCKU Press is to publish academic publications and achievements. In addition, NCKU Press also welcome outstanding scholars and experts to contribute their academic works.

## 2. Application

- a. Submissions are divided into general submissions and invited submissions. All contributions must follow the publication process (please check “Application for Publication” for more details).
- b. Contributors must fill in the “Application Form for Publication,” e-mail their works to NCKU Press ([nckupress@ckhp.org.tw](mailto:nckupress@ckhp.org.tw)), or send digital files to NCKU Press. NCKU Press will contact the contributor after receiving the submission.
- c. Digital file formats: doc. txt. or any formats which allow editing.
- d. Charts, graphs, photos or pictures of the digital manuscript should be noted or fixed in the file.
- e. The references in the manuscript should be correctly formatted based on each contributor’s academic fields.

## 3. Review Process

- a. Publications are divided into academic publications, textbooks, and general publications.
- b. Academic publications, whose authors are mainly faculty members and students at NCKU, include academic books and book translations. Other submissions, whose authors are not associated directly with NCKU, will be reviewed as a special case. Before publication, all manuscripts must be firstly reviewed by the Editor-in-Chief of NCKU Press and then reviewed anonymously by two reviewers nominated by the editorial board. Book translation authors must confirm copyrights of the Chinese translation of any book before its publication. NCKU Press will fund the publication expenses. Copyrights and the number of copies will be negotiated by the author, editors, and NCKU Press.

- c. Textbooks, whose authors are mainly faculty members and students at NCKU. Before submission, contributor has to fill in "Application Form for Publication," and provide the following information: whether contributor has offered related courses in his or her department, course title, required or elective course, and number of students. In addition, the contributor should confirm this textbook is applicable in related courses for other universities or academic organizations. Before publication, all manuscripts must be firstly reviewed by the Editor-in-Chief of NCKU Press and then reviewed anonymously by two reviewers nominated by the editorial board. Copyrights and the number of copies will be negotiated by the author, editors, and NCKU Press.
- d. General publications, whose authors are mainly faculty members and students at NCKU, include reviewed conference proceedings, science textbooks, special issues related to NCKU, essays on memorials and multimedia works. General publication will be firstly reviewed by the Editor-in-Chief and then the Editorial Board of NCKU Press determines whether this work is qualified for publication based on its content. Copyrights and the number of copies will be negotiated by the author, editors, and NCKU Press.

#### **4. Editing**

- a. If a contributor requests a withdrawal of a manuscript during the publication process for personal reasons, he or she must bear the related expenses. In addition, NCKU Press will reject submissions from the same contributor within a three-year period.
- b. The authors should hand in the finalized manuscript within six months after receiving publication grants. NCKU Press will not promise to publish works if the author misses this deadline.
- c. Before publication, NCKU Press will sign an authorization agreement or a memorandum to list the related expenses and responsibilities. Responsibilities and obligations will be in accordance with this agreement or this memorandum.

#### **5. Copyrights**

- a. Contributors should confirm that their manuscript does not infringe copyrights or violate academic ethics.
- b. Contributors must be careful about copyright infringement if there are photos or pictures in the manuscripts.
- c. All submissions must be unpublished works. Duplicate publications are not allowed, and NCKU press will reject any submissions from the same contributor within a three-year period.

**6. These guidelines will be implemented after the approval at the executive meeting of the NCKU Foundation. Amendments will be approved at the same time.**