

Guidelines for Publication Applications and Review at National Cheng Kung University Press

Approved at the First Meeting of the Publication Committee on September 21, 2020

Amended at the Third Meeting of the Publication Committee on October 6, 2022

Amended at the Fourth Meeting of the Publication Committee on December 1, 2023

Amended at the Fifth Meeting of the Publication Committee on April 9, 2025

Amended at the Sixth Meeting of the Publication Committee on June 8, 2026

1. Purpose

The primary purpose of NCKU Press is to publish the University's high-quality scholarly works and research achievements. The Press also welcomes submissions of academic value that serve other purposes or are intended for publication in other formats. Scholars and experts are invited to submit their works for publication.

2. Application Procedures

- a. Submissions may be made through open submission or at the invitation of NCKU Press. All submissions shall comply with the application procedures of the Press before they may be considered for publication. For details, please refer to the "Publication Application" section of the NCKU Press website.
- b. Applicants shall submit a completed "NCKU Press Publication Application Form," together with an electronic copy of the complete manuscript, to NCKU Press by email at nckupress@ckhp.org.tw or by delivering the electronic files directly to the Press. A staff member will contact the applicant after the submission has been received.
- c. Electronic manuscripts shall be submitted in DOC, TXT, or any other editable and commonly used electronic file format.
- d. The intended positions of all tables, figures, photographs, and other images shall be clearly indicated in the manuscript. Alternatively, such materials may be inserted directly into their intended positions.
- e. References shall be compiled and formatted consistently before submission in accordance with the citation style adopted by the author or the relevant academic discipline.

3. Review Procedures

- a. Works submitted for publication shall be classified as academic works, textbooks, or general works.
- b. Academic works: Academic works include scholarly monographs and translations. A scholarly monograph provides an in-depth and systematic examination of a specific subject and presents original academic findings. Translations shall primarily be of significant scholarly works or classic texts. The translator shall provide an accurate and substantial translation together with an academically substantive introduction and commentary. Before submitting a translation, the translator shall ensure that the Chinese translation rights are available.

Authors shall primarily be NCKU faculty members or students. Applicants shall provide a detailed market analysis of the work in the "Publication Application Form." Submissions from individuals outside the University shall be considered on a case-by-case basis.

Each submission shall first undergo a preliminary review by the Editor-in-Chief of NCKU Press, or jointly by the Editor-in-Chief and the convener of the relevant Subject Area Publication Committee. Two reviewers shall then be nominated by the Subject Area Publication Committee to conduct an anonymous review. A work may be published only after approval by the Subject Area Publication Committee based on the content of the work and the reviewers' comments.

Publication costs shall be subsidized by NCKU Press. Publication rights, responsibilities, and the allocation of complimentary copies shall be determined through consultation between the applicant or editorial unit and NCKU Press.

- c. Textbooks: Authors shall primarily be NCKU faculty members or students. Applicants shall provide a detailed market analysis of the work in the "Publication Application Form."

Each submission shall first undergo a preliminary review by the Editor-in-Chief of NCKU Press, or jointly by the Editor-in-Chief and the convener of the relevant Subject Area Publication Committee. Two reviewers shall then be nominated by the Subject Area Publication Committee to conduct an anonymous review. A textbook may be published only after approval by the Subject Area Publication Committee based on the content of the work and the reviewers' comments.

Publication costs shall be subsidized by NCKU Press. Publication rights, responsibilities, and the allocation of complimentary copies shall be

determined through consultation between the applicant or editorial unit and NCKU Press.

- d. General works: General works are publications that do not fall within the categories of academic works or textbooks. They include conference proceedings that have undergone an established review process, popular science publications, publications focusing primarily on NCKU, commemorative publications, and multimedia works. Authors shall primarily be NCKU faculty members or students.

Applicants shall provide a detailed market analysis of the work in the "Publication Application Form." Following the preliminary review by the Editor-in-Chief of NCKU Press, the Publication Committee shall determine whether the work may be published based on its content.

Publication costs, rights, responsibilities, and the allocation of complimentary copies shall be determined through consultation between the applicant or editorial unit and NCKU Press.

4. Editing and Proofreading

- a. If a work approved for publication is withdrawn during the publication process for reasons attributable to the author, the author shall bear the resulting costs. NCKU Press will not accept another application from the author for three years.
- b. The author of a work approved for publication shall submit the revised final electronic manuscript within six months after receiving notification from NCKU Press to facilitate editing and proofreading. If the author fails to meet the deadline without prior explanation, NCKU Press reserves the right not to publish the work.
- c. For a work approved for publication, NCKU Press shall enter into a publishing agreement or licensing agreement, or execute a memorandum with the author or the author's affiliated unit. The agreement or memorandum shall specify the allocation of costs and responsibilities agreed upon by both parties and shall constitute the final basis governing their respective rights and obligations.

5. Copyright

- a. Applicants shall ensure that the submitted work does not infringe upon the intellectual property rights of others or violate any applicable laws or standards of academic ethics.

- b. Applicants shall ensure that all photographs, illustrations, and other images included in the submitted work have been used with the necessary permissions or licenses, where applicable.
- c. Submissions shall be limited to previously unpublished works. If a manuscript has been submitted simultaneously to another publisher and this is confirmed upon investigation, NCKU Press will not accept another application from the applicant for three years.

6. Implementation

These Guidelines shall take effect upon approval by the Publication Committee and approval by the Chairperson. The same procedure shall apply to any subsequent amendments.