

## **SNDT WOMEN'S UNIVERSITY, MUMBAI- 400 020**

### **TERMS AND CONDITIONS FOR PUBLICATION GRANT**

#### **Introduction:**

The S.N.D.T. Women's University will undertake funding of publication of books written by University teachers. The manuscripts for publication should be ready by June 1 and December 1, so that they can be sent to referees after initial review by the publication committee.

The manuscripts will be eligible for publication grant of the University only after receiving positive comments from 2 reviewers to whom the manuscripts will be sent for blind review.

The author will have to get three quotes for publication from publishers. Quotations may be sought for both hard bound and paper-back editions along with e-book edition.

#### **Production Aspects:**

The publishers will highlight and will promote the identity of the books published and include name and logo of the University on the cover, spine (if space permits) and on the title page of the book. The author will give acknowledgement for the publication grant and support.

#### **Editing:**

The responsibility of editing, copy editing and proof reading will be with the publisher who will give proofs to the author to approve the editorial changes.

#### **Copy Right:**

The copy right of the book shall be that of the University.

#### **Royalty:**

The publisher will pay to the University royalty of 10% of the retail price of each book. Initially 500 copies should be published.

#### **Complimentary Copies:**

The University and the author will each receive six free copies of the book.

#### **Marketing and Distribution:**

The publishers will arrange to send copies to specific journals for review purpose. The author will provide to the publishers list of reviewers and journals up to a maximum of 20.

The publishers will undertake to advertise and distribute the books in India widely and efficiently. International publicity and marketing will also be undertaken by the publishers.

The publishers will, via their website, service orders generated from overseas if the publishers do not have necessary arrangements in the countries from where such orders emanate. The

University will provide hyperlinks between their website and the publisher's website in order to ensure maximum exposure to the titles published.

The publishers will also undertake extensive mailing to individuals, universities and journals, both in India and overseas. The University will provide the publishers with effective e-mail lists and databases for each title to enable the publishers to undertake e-mail promotions of the titles published.

**Printing**

For the purpose of uniformity the following specifications should be adhered to.

Paper: 100 gsm maplitho for cover 250 art card paper

Process: Offset printing

Size: 8.25"x5.5" (close)

Colour: One colour

Binding: Centre pining

Quantity: 500 at a time

(If the manuscript has photographs these should be accounted for separately.)