

2. Production information

a) Estimated completion date:

b) Estimated manuscript word count:

c) Illustrations? Yes/No - If Yes:

Type of illustrations	Estimated no. of images
___ Line drawings	___
___ Maps	___
___ Colour photographs	___
___ Black and white photographs	___
___ Other: please specify:	___

d) Are the illustrations spread throughout the book or collected in a central section?

e) Does the work require an index?

f) If yes, do you intend to index it yourself or contract out the indexing?

3. Author information

a) Primary author contact (where more than one author) :

b) Full name and title:

c) Primary contact details:

Other author contact details:

d) Full names, titles and contact details:

e) Previous books published by all authors:

4. **Research works** (If you require your publication to meet DEST requirements for research funding)

a) What category does this work qualify for?

Books A1

Book chapter B1

Conference publication E1

Other – please specify

b) Outline the peer review process (E1) or editorial assessment process (A1, B1)

c) How does this work meet the criteria:

a. Contains original research

b. Previously unpublished

c. Makes a substantial contribution to knowledge

d. Of national or international significance (conference proceedings only)

d) Will you or your institution, faculty or department provide publication funding support to cover costs such as copyediting, cover design, review and publicity copies? If yes, how much.

5. **Rights information**

a) Does the work contain quotes, illustrations or other material that will require permission from other copyright owners?

b) Estimated number of permissions that need to be sought (SUP will provide you with a pro forma letter to seek permissions)