



## **PUBLICATIONS FUND**

### **GUIDELINES FOR APPLICANTS**

**Deadlines: May 1<sup>st</sup> & November 1<sup>st</sup>**  
*(Long-term Journal Subsidy Applications accepted for November deadline only)*

The Publications Fund is designed to encourage and support scholarly and creative works at the University of Saskatchewan. A Committee appointed by the Vice-President Research establishes policy for the allocation of monies from the Publications Fund. Within the limits of available resources, the Committee considers requests to assist in the defraying of costs associated with the preparation and publishing of scholarly works and to assist in supporting scholarly journals on campus. The Committee reports to the Vice-President Research; the fund is administered by Research Services. The Publications Fund is supported by the operating budget.

#### **Application Form**

Application forms are to be submitted to Research Services by the deadline with all supporting documentation and approval signatures. Incomplete applications and applications received after the deadline will not be considered. The Committee will review all submissions and decide on all eligible submissions within 4 weeks of the competition deadline. All applicants will be notified in writing of the results of their applications, with a copy to their Department Head.

#### **Eligibility**

Current and retired members of the General Academic Assembly are eligible to apply to the Publications Fund. If funds permit, applications from other employees may be considered by the Publications Committee. The Committee will review special cases for eligibility. Eligibility should be established prior to submission of an application.

Full-time faculty members have the highest priority for funding. Eligible with a lower priority are Adjunct Professors, University Research Associates and Professors Emeriti however, at this level, the applicant must demonstrate the exceptional benefit of the proposed publication to the University.

An applicant may submit more than one application per competition. In the interests of funding as many requests as possible, a higher priority will be given to new applicants and applications.

## Evaluation Criteria

Applications for support are reviewed and judged on a competitive basis by the Committee. In all cases, the resulting scholarly and creative work must meet peer standards of excellence and be suitable for publication. In evaluating requests, the Committee reviews applications based on, *but not limited to*, the following:

- Scholarly quality and significance of the work
- Impact and benefit to the University
- Whether you and/or the Department/College can fully or partially provide funding

**Eligible Costs are detailed under each Category of Assistance; the Publications Fund will NOT provide support for the following:**

- Journal Routine Page Charges
- Journal Reprint costs
- Honoraria for authors or editors
- Purchase of equipment and research material
- Transportation and travel costs
- Collection, compilation, analysis or writing of non-peer reviewed basic research material
- Non-refereed publications, such as departmental or collegial manuscripts or other in-house publications, newsletters, or other personally published books or papers.
- Professional development or the creation of teaching curriculum.

## Acknowledgements

Support from the University of Saskatchewan's Publications Fund should be acknowledged in all publications, and media coverage. Copies of publications supported will be placed on display in Research Services.

## Terms of the Award

Please note that the terms of reference for this funding opportunity are currently being drafted. Any proposed changes are not applicable to the up and coming competition of November 1, 2009. However please note that for future competitions it is very likely that funding for Category A. Manuscript/Journal Article Preparation will no longer be available. This will allow the Publications fund to support the publishing of a broader array of Research, Scholarly and Artistic Works at the University.

If you have any questions or comments regarding this funding opportunity please forward these to:

Nicole Benning, Grants Officer  
Social Sciences, Humanities & Fine Arts (SSHRC) & U of S Internally Funded Programs  
Research Services - University of Saskatchewan  
Direct: (306) 966-8370 [nicole.benning@usask.ca](mailto:nicole.benning@usask.ca)

## CATEGORIES OF ASSISTANCE

### A. MANUSCRIPT/JOURNAL ARTICLE PREPARATION (\$2,000 maximum)

Please note that the terms of reference for this funding opportunity are currently being drafted. Any proposed changes are not applicable to the up and coming competition of November 1, 2009. However please note that for future competitions it is very likely that funding for Category A. Manuscript/Journal Article Preparation will no longer be available. This will allow the Publications fund to support the publishing of a broader array of Research, Scholarly and Artistic Works at the University.

Modest grants are awarded to cover costs related to the preparation of a book/monograph manuscript, journal article, or book chapter for publication. Art catalogues and collections for which the applicant is the artist or senior editor are also considered within this category. The Fund will provide support to a maximum level of \$2,000 for specific preparation activities which include, *but are not limited to*, the following:

- Typing/word-processing
- Map preparation
- Preparation of camera-ready text and/or graphics, and related costs
- Costs of copyright clearance
- Copy-editing
- Index preparation
- Translation costs
- Actual cost of labour (*other than that of the applicant*) directly related to the production of the work; where graduate students or non-university staff are employed, the applicant should identify the number of hours to be worked and the rate of pay. For University staff members (*e.g. CUPE*), staff members should be aware that overtime rates will be in effect if the work is in addition to a full-time university position.

### B. PUBLISHING SUBVENTIONS (\$5,000 maximum)

#### 1. Books

It is beyond the means of the fund to meet the full cost of individual book subventions required by publishers. Awards will be awarded on the basis of individual circumstances to assist the publisher with publication costs which can include, *but are not limited to*, the costs of securing rights to reproduce illustrations for publication, costs of acquiring illustrations, and/or the costs of reproducing illustrations in conjunction with a book under contract for publication. Copy editing charges are an eligible cost however the applicant must clearly project what the copy editor will be providing for the fee. **Requests for publishing subventions without a copy of an agreement to publish from a publisher will not be funded.**

Applications must be endorsed by the Dean of the College by submission of a support letter. In addition, at least one independent review of the quality and importance of the work must be included. Evidence must also be provided of prior application to external support programs (*e.g. the Aid to Scholarly Publications Program of the Social Sciences and Humanities Research Council of Canada*). Applications must be supported with a letter from the publisher indicating the detailed budget for the book and how the funds requested will be utilized.

## 2. Journal Articles

The Fund will provide support to cover extra costs associated with the reproduction of colour prints, photographs and diagrams when publishing a peer-reviewed journal article. **Routine page charges and reprint costs are currently not eligible for support.**

## 3. Conference Proceedings

The Committee will consider requests for financial assistance (*only in the circumstance where financial need can be shown*) to assist with the cost of publishing the proceedings of conferences. Where it is intended to publish proceedings, conference organizers should include these costs in the registration fee. The committee will consider requests if:

- the conference is of national or international significance
- the proceedings are published externally
- the papers published in the proceedings are peer reviewed
- the conference was held at the University of Saskatchewan

## 4. Other Scholarly and Creative Works

The Committee will consider requests for financial assistance for other scholarly and creative works if they can be shown to have been vetted/peer-reviewed. If funds are available, the Committee is also open to fund other types of publications if the applicant can show extraordinary costs related to the publishing such as (i) articles having a considerably longer than average length, (ii) extraordinary publication costs, for example, unusual type characters required or expensive photographic plates, (iii) a complete lack of supplementary financial resources to meet extraordinary costs. The Fund will provide support to assist in the publishing of various works which include, *but are not limited to*, the following:

- *Open Access Journal Articles* - Support is currently limited to the payment of fees associated with Open Access Journals often referred to as “author fees”, “author payments”, “open access charges”, or “submission fees”. OA journals are defined such that all of the content of the entire journal is freely available online immediately upon payment of the submission fee.
- *Art catalogues and collections* for which the applicant is the artist or senior editor
- *Non-print Media* such as the production of a film/video or the production of a master recording
- *Digital/Electronic Media* such as the digitalization of collections defined such that all of the content of the entire collection is freely available online
- *Literary works* such as a poem, play, or screen play
- Publication of a *composition of music*

## C. LEARNED JOURNAL SUBSIDIES

The editing and publishing of academic journals is a major scholarly activity, involving the dissemination of knowledge and the creation of new knowledge. The editing and publishing of these journals is a prestigious activity, bringing honour to the Editor as well as to her/his Department, Faculty and University. Financial assistance may be requested for this purpose and each case is considered on its own merits. In the interests of funding as many journals as possible, serials that have received substantial U of S support over a period of years are ranked lower in funding priority.

**Priorities (from highest to lowest):**

- Scholarly journals temporarily housed or new journals to be housed at the University of Saskatchewan in conjunction with a U of S Editorship; this Editorship is usually for a limited term.
- Scholarly journals which have been founded at U of S and have a long-term relationship here with significant involvement of U of S faculty members and graduate students.
- Journals published elsewhere but with some claim to U of S participation (e.g. a strong regional connection, significant U of S faculty and graduate student involvement).

**1. Short-term Journal Subsidy (\$3,500/yr for up to three years maximum)**

A Short-term Journal Subsidy is awarded a one year award for a maximum of \$3,500. This award may be renewed by the Committee for up to an additional two years upon submission of a progress report on the publication of the journal, including a financial budget report. If funding permits, applications for funding beyond the 3-year term may be considered with a resubmission of a new application to the Committee.

Applications for journal subsidy requests must be accompanied by:

- Detailed budget for the journal;
- Information on sources of support provided by external institutions;
- Information on sources of support provided by external funding agencies such as Tri-Council;
- Statement on how funds requested will be utilized.

**2. Long-term Journal Subsidy for Humanities, Social Sciences and Fine Arts (\$5,000/yr for 5 years maximum)**

**November 1, 2009 Competition only - CURRENTLY THERE IS AN OPPORTUNITY TO PROVIDED FUNDING FOR ONE JOURNAL FOR A FIVE-YEAR PERIOD**

The University of Saskatchewan recognizes the importance and continuing need for a mechanism to support journals in the area of Humanities, Social Sciences and Fine Arts at the University of Saskatchewan. The Office of the Vice-President Research has offered separate funding to the Publications Fund in the amount of \$10,000 annually. This funding is available to award a maximum of two journals for a period of five years (*\$5,000 per year for each journal*). A journal is only eligible to receive this long-term funding if the request shows evidence of **all** of the following:

- The journal is receiving funding from SSHRC's "Aid to Scholarly Journals" program
- Housed at the University of Saskatchewan and employs University of Saskatchewan graduate students to assist with editorial activities
- Presence of the journal is beneficial to the research culture in the host department.

A Long-term Journal Subsidy is awarded a five year award for a maximum of \$5,000 per year (*total \$25,000*). To ensure the continuation of this award beyond the first year, a report describing the journal's activities, graduate student participation, and a detailed budget must be submitted annually to the Publications Fund for review. Failure to submit this report or meet the three major criteria listed above on a yearly basis will result in termination of the funding.

**In the interests of funding as many journals as possible, there will be NO extensions past the five-year term. Please note that only two journals at one time will be chosen for this long-term funding.**