

College of Liberal Arts and Sciences

Policy on Publication Costs and Subsidies

For the current academic year, the College of Liberal Arts and Sciences has a limited amount of funds available to assist with the publication costs for books written or edited by College faculty.

Eligible Expenses: The funds are intended to assist with the production costs of a completed book manuscript that has been accepted for publication. Eligible costs would typically include payment for indexing, permission fees, photos/illustrations, or a subsidy required by the publisher. Research-related expenses (e.g., travel, books, supplies, photocopying, computers, software, research assistance, and course release) are not eligible for funding under this policy. Funds may not be used to purchase copies of the published book.

Application Procedure: Applications will be considered on a rolling basis throughout the academic year until the available funds have been expended. A memo or e-mail detailing the request—including the purpose for which funds are being requested, the name of the book's publisher, confirmation that the book has been accepted for publication, the amount being requested, and the amount being provided from departmental funds—should be submitted to the College via the faculty member's Chair. Chairs should forward requests, along with their endorsement, to the Associate Dean for Research and Special Programs.

The amount awarded may be in partial support of the amount requested. Funds are awarded at the discretion of the Dean's office and may be expended only for the purpose explicitly stated in the award notification.