Appendix-III

ALL INDIA INSTITUTE OF SPEECH AND HEARING

PRODUCT DEVELOPMENT CELL

**Publication Proposal Form**

**(*Note***: 1. *The* proposer must be the ***Corresponding Author*** 2. *Kindly read Author Guidelines before filling the form)*

Personal Details

1. Name of the applicant (*Corresponding Author)*:
2. Designation:
3. Department:
4. Contact Details
5. E-mail:
6. Mobile:
7. Intercom:

**Material Details**

1. Title of the Material
2. Name, Department and Designation of the Author(s).

(*In the order of first author, second author etc. in case of a multi-authored work*. *The person included as an author must be qualiﬁed as an author. i.e. He/ She must be participated adequately in the study to the extent of being able to take responsibility for the details of study. A person is qualiﬁed as an author only in case of : (a) Contributing to establishing basic concept of study, experimental design and analysis & interpretation of data, (b) making considerable contribution in changing or improving main parts of indicated details or preparing manuscript, (c) being able to consent to the details of ﬁnal manuscript. Authors are classiﬁed as the First Author and Co-author(s) with any one among them as Corresponding Author. The order marked on manuscript shall be in the order of ﬁrst author and co-author(s). All others who have involved in the preparation of the material must be included as ‘Contributors’. )*

* 1. …………………………………………………………
	2. ………………………………………………………....
	3. ………………………………………………………….
	4. …………………………………………………………..
1. List the contributors to the material with the nature of contribution in bracket (such as cover design, formatting).

* 1. ………………………………………………….(………………………………..)
	2. ………………………………………………….(………………………………..)
	3. ………………………………………………….(………………………………..)
	4. ………………………………………………….(……………………………….)
1. Target Audience of the Material
2. State whether the material is new or a revised version
3. Product Code of the previous edition (*in case of revised material*)

1. Type of the Material (*Tick the applicable one*)
	1. Professional Learning Material (*Books/guides prepared for specific courses/ academic programmes, Conference/workshop proceedings etc*.)
	2. Test/Therapy Material (*Clinical assessment/diagnostic/ therapeutic tools*)
	3. Public Education Material (*Material targeting the general public or the persons with communication disorders*)
	4. Other Materials (*Pamphlets/ brochures/flyers/guidelines/posters/notices etc.*)
	5. Any Other (*Please specify*)
2. Subject Area
3. No. of Pages
4. No. of Words
5. No. of Figures
6. No. of Photos/Images
7. A brief description/Abstract of the material in 250 words
8. In case the material is prepared out of an already published research project such as ARF or PG dissertation, provide the details. (*Note*: *The contents must be suitably re-organized, edited and updated* *to publish it as an independent product*)

ARF Project

1. Title
2. Year of completion
3. Investigator(s)
4. Objectives of the Study

PG Dissertation

1. Title
2. Year of Completion
3. Candidate
4. Guide
5. Objectives of the Study

Any Other

1. Name of the Research Project
2. Year of Completion
3. Investigator(s)
4. Objectives of the Study
5. In case the material is prepared out of an event such as conference/training programme / workshop provide the details
6. Name & Date of the Event
7. Organizing Department
8. Name(s) of the Organizer(s)
9. Proposed Price:

**Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the information provided above are correct and valid on the day I submitted this form. I also undertake not to submit the proposal to other publisher for 30 days from the date of submitting this form OR unless the Product Development Cell communicates its inability to take forward the proposal, before the period of 30 days elapses.

**Signature:**

**Place:**

**Date:**

List of Enclosures: A brief bio-data of the Author(s)/ Editor(s), (ii) Plagiarism Report, (iii) Author Declaration, (iv) Copyright clearance/ Permission letters, if any (iv) Proposed Material in MS Word/ Times New Roman 12

*---------------------------------------------------------------------------------------------------------------*

***For Office Purpose Only***

Approval /Remarks of the Director:

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**Product Development Cell**

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Product Code:

Price:

Format(s):

Further Actions Taken

Action Date

1.

2.

3.