ALL INDIA INSTITUTE OF SPEECH AND HEARING

PRODUCT DEVELOPMENT CELL

**Publication Proposal Form**

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

Personal Details

1. Name of the applicant (*Corresponding Author/**Editor)*:
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) / Editor(s) (*in case of edited works*)

(*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. Are there any professional associations or societies with an interest in this subject area? If ‘yes’ please list them here.
3. State whether the material is new or a revised version
4. 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* indented for professional use)
	3. Public Education Material (*Material targeting the general public or the persons with communication disorders*)
	4. Other Materials (*Pamphlets/ brochures/flyers/guidelines/posters etc.*)
2. Subject Area
3. No. of Pages
4. No. of Figures
5. No. of Photos/Images
6. A brief description/Abstract of the material in 250 words and 3-4 keywords.
7. In case the material is prepared out of an already published research project such as ARF or PG dissertation, provide the details. (*Note*: *The content 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. Suggestions, if any, in the production of the material ( *may include suggestions on publication formats such as print/CD-ROM/ other e-formats, printing and binding requirements in case of materials in print format*)
10. Proposed Price:
11. Proposed no. of copies (*in case of print material*):

**Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the information provided above are correct and valid on the day I submitted this form.

Signature

Place: Date:

List of Enclosures:

*(i) A brief bio-data of the Author(s) (s)/ Editor(s) along with passport size photographs (ii) Plagiarism Report, (iii) Copyright clearance/ Permission letters, if any (iv) Proposed Material in Camera Ready Format*

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

***For Office Purpose Only***

---------------------------------------------------------------------------------------------------------------------

**Product Development Cell**

Proposal No. & Date of Receipt of the Approved Proposal:

Date of Receipt of Proposal Online:

ISBN aassigned:

Product Code assigned:

Product Category:

Suggested Price:

Suggested Production Specifications

Format(s):

Printing/ Binding Specifications (*in case of print*):

No. of copies (*in case of print*):

Date: In-charge Product Development Cell

---------------------------------------------------------------------------------------------------------------------

**Remarks and Approval of the Competent Authority**

Remarks, if any:

Approved/ Not Approved

Director

---------------------------------------------------------------------------------------------------------------------

Further Actions Taken

Action Date

1.

2.

3.