

Guidelines for the Nanzan University Monograph Publication Subsidy

I. Aims

Based upon Chapter 1, Article 3 of the Nanzan Academic Society Regulations, this system is created to provide subsidies for the publication of superior works of academic research conducted mainly by the current members of the Nanzan Academic Society and to support contributions to the world of academics.

II. Terminology

Publications facilitated under this subsidy system are referred to as “Nanzan University Monograph.” This term is to be included in a prominent place in the publication.

III. Eligibility for Subsidy

1. Subsidies are available for the publication of academic research work of superior quality (original academic works only). Works of individual or joint authorship are eligible for consideration, including those published in foreign languages. With regard to joint authorship involving people who are not members of the Nanzan Academic Society, in the case of IV-1 (1) and (2) specified below, subsidies will be applicable if at least three quarters of the content of the work was produced by a member or members of the Nanzan Academic Society.
2. As a general rule, translated works or works written as textbooks are not eligible.
3. No restrictions are placed on the format of the printing, the size, or the number of pages, however, only works that can be published within the academic year will be accepted.

IV. Procedure

1.
 - ① Current members may apply for the publication subsidy support by submitting publication proposals to the Board of Directors of the Nanzan Academic Society.
 - ② Members granted the title of professor of honor upon the termination of their employment may use the same procedure as current members to apply for publication subsidy support for a period of three years, starting with the year of employment termination.
 - ③ For subsequent proposals of publication from the same member, applications may be brought up to the Board of Directors once five years have elapsed from that member’s previously accepted application, only if the number of works planned for the publication is less than that of the annual plan (generally seven).
2. After reviewing the publication proposals, the Board of Directors entrusts advisors with the screening of each work’s academic values.
3. After conducting a comprehensive review of the report from the screening advisors, the Board of Directors will make a decision on the provision of publication subsidies. If the application is accepted, the Board will determine the various matters necessary in pertaining to the method of publication and subsidy formula.

V. Screening

1. Details of the screening process are not to be released.
2. There must be three screening advisors, including at least one from outside the University.
3. The screening advisors must be researchers familiar with the trends in the relevant field and capable of carrying out the screening in a fair and appropriate manner.
4. Applicants must submit to the Board of Directors a list of six candidates whom they consider to be appropriate for the role of screening advisors (two from within the University and four from outside). The Board of Directors will then refer to this list when selecting three actual screening advisors.
5. After the consideration by the Board of Directors, screening advisors will receive an appropriate level of compensation.
6. Board of Directors informs applicants of the results of the screening process.
7. Applicants may appeal in writing to the Board of Directors against the results of the screening process. The Board of Directors must consider such appeals, requesting the

screening advisors to reconsider the application and, if necessary, takes steps such as appointing new advisors to conduct the screening.

VI. Publication

1. Publication is carried out by a publishing company (or association) capable of publishing and selling the finished work.
2. A publication contract is completed by the author and the publishing company (or association) after consideration by the Board of Directors.
3. Royalties are payable to the author.
4. The number of copies for publication is decided depending on the likely demand.
5. The selling price is determined taking into consideration the purchasing power of the prospective consumers.

VII. Subsidy Formula

1. A confirmation document covering the details of the publication subsidy must be completed by Nanzan University and the author.
2. The author and the publishing company (or association) must sign the publishing contract that includes the basic details of the Monograph Publication Subsidy which covers the above-mentioned confirmation document.
3. Publication subsidies are paid by the University to the publishing company.

VIII. Sales & Distribution

1. The publishing company (or association) carries out sales of the completed work.
2. The Academic Society bears the cost of the packaging and postage for the free distribution of the published works to research institutions and researchers, including those located overseas.
3. Complimentary copies received from the publishing company (or association) are granted to the author.
4. Copies of the publication requested by the Academic Society members are given without charge.
5. People within the University, including undergraduate and postgraduate students, may purchase the published work at a discounted price.
6. For the remaining copies of publications for more than five years after the publication, copies stored within the University will be freely handed over to the author.

Additional Clauses

Publication subsidies covered in these guidelines came into effect on April 1, 1989.

Publication subsidies covered in these guidelines came into effect on April 1, 2001.

Publication subsidies covered in these guidelines came into effect on October 1, 2007.

Amendments made on April 27, 2011 (VIII. 6) came into effect immediately.

Publication subsidies covered in these guidelines came into effect on April 1, 2012.

Stipulations

1. The budget for the publication subsidies explained in these guidelines is, as a general rule, set to cover seven works each year, however, if the total subsidies required exceeds this level, provision is made for subsidies for up to two more works, taking into consideration the level of budget usage of the previous year and the forecasted requirements of the following year.
2. Applications for subsidy support to the Nanzan Academic Society do not rule out the use of publication subsidies sourced outside the University.