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**Application Form for Conference Proceedings Series**

Cardiff University Press is an innovative Open Access publisher of academic research, run on a non-profitmaking basis for the benefit of authors and readers. We publish high-quality, peer-reviewed, original journal titles and monographs online, where monographs also have a chargeable print on-demand option.

**Editorial principles, guidelines and criteria**

These are shown on the Cardiff University Press website at <https://www.cardiffuniversitypress.org/site/publish/> and <https://www.cardiffuniversitypress.org/site/research-integrity/>

If you have a proposal for a series of conference proceedings, please provide the information below.

**SECTION ONE: ABOUT YOUR PROCEEDINGS**

* 1. Your contact details and concise biographical information

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| **Name**:**Email**:**University/institutional affiliation**:**Your conference proceedings editing experience**:**Your key publications**: |

* 1. Please provide details of the aims and scope of the proposed series – does it already exist and have a readership? Are other editors involved?

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| **Title of conference:** **Concise overview of conference and its proceedings**:**Series homepage URL**:**Series ISSN/ISBNs (if any)**:**History**:**Organisational structure**:**Link(s) with Cardiff University:****List of past volumes/papers (including DOIs assigned), if any**:**Papers in preparation**:**Planned papers**: |

* 1. For new series being developed, describe how this conference would fit within the sector.

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| **Disciplinary scope**:**Publication frequency of proceedings volumes**: |

**SECTION TWO: QUALITY AND STANDARDS**

In order to maintain quality and reputation, any proposals for new publications for Cardiff University Press (either brand-new or transferring from other publishers) need to meet certain criteria, and the editors are expected to agree to certain terms and principles, before moving forward. Once a series is accepted for publication by the Press, its editors are required to sign a contract (sample contract available on request).

* 1. Is your volume or series managed by an independent editorial panel of reputable experts in the field? If not, please describe how it is managed.

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* 1. Describe how the editors and editorial panel would abide by the principles governing Cardiff University Press.

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* 1. What quality peer-review processes will be undertaken for the conference papers?

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* 1. How and when do you make it clear to your authors that they are responsible for the removal of all libellous or otherwise unlawful content from their submissions to the series? How do you ensure that they have excluded such content before publication?

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* 1. How are submissions actively encouraged from international authors?

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* 1. Cardiff University Press is keen to support the professionalisation of students. Are Cardiff University students eligible to submit papers, and would you offer opportunities for students to gain work experience with your editorial team?

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* 1. How do the themes and subject areas of the conference align with research conducted within Cardiff University?

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* 1. Describe the publication cycle and turn-around time(s) for the series.

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* 1. How will the editors and panel accommodate and advertise the Diamond Open Access principle that authors will not be charged to publish their work in the proceedings, and that readers will not be charged to access the full text?

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* 1. Will all work published in the proceedings have an appropriate Open Access Creative Commons licence? If so, would you prefer to use the CC BY licence, the CC BY-NC-ND licence, or a mixture of the two? (For details see <https://creativecommons.org/about/cclicenses/> )

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* 1. Where will the proceedings be branded under the Cardiff University Press imprint? (e.g. proceedings homepage, PDFs of papers)

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* 1. What issues, if any, might arise from consent being given for the preservation of all materials to be stored in perpetuity, and a copy placed in Cardiff University’s institutional repository (ORCA – see <https://orca.cardiff.ac.uk/> )?

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* 1. What issues, if any, might arise from the hosting of your conference proceedings on the Ubiquity Press system? Which members of your editorial team will require training on this system? (For more information on Ubiquity Press, see <https://ubiquity.pub/> )

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**What to do next**

Please return your completed form to us at cardiffuniversitypress@cardiff.ac.uk

Thank you for your interest in publishing with Cardiff University Press.