

Submission Process to the Press

Publications produced by the EUT+ (conferences etc) do not need approval but editors must follow the author guidelines and present the material in a ready to publish format. Given that this is a pilot project material that can be published must be in the form of journal articles, books, conference proceedings, working papers, textbooks. However, given the online nature of the press, other formats may be considered but the approving authority should consult with the EUT+ Press before sanctioning this.

- Approval takes place at the home university. Each partner university can decide how they do this for example approval can be by a committee established for the purpose or an individual. The submitting author must complete a proposal form. The approving authority needs to consider the proposal carefully to assess whether it is suitable for publication with the EUT+ Academic press. They alone sanction the publication.
- The author is approved to complete the manuscript.
- The university notifies the Academic Press that a publication is pending with a potential date for delivery. It is accepted that deadlines may not be met but they should be present in any case.
- The author completes the manuscript and submits it back to the approving authority in the home university. The Approving authority must confirm with the author that he/she has followed the author guidelines, that copyright permissions (if required) have been obtained, that an abstract in English has been provided and check that the publication is ready to be published. This publication will reflect on the EUT+ and the home University.
- The completed manuscript is forwarded to the Advisory Board of the Academic Press who approve the manuscript in its finished state for uploading to the Press.
- While retaining copyright the author signs the license agreement which is sent to him/her by email and nothing happens until that is returned.
- The manuscript is then fitted into the appropriate template, cover design is applied if appropriate and finally the material is uploaded to the platform.

Proposal forms can be obtained from your local representative. Please see the contacts section or apply to Yvonne Desmond, Yvonne.desmond@tudublin.ie