**CONFIDENTIAL**

**CONFERENCE PROCEEDINGS PROPOSAL FORM**

**Version 1: 26 February 2018**

*The purpose of this form is to propose a conference proceedings to AOSIS for its consideration. Please feel free to add any other information, which in your opinion will help in evaluation of your proposal.*

*Your proposal will be considered by our* ***Domain Editorial Board*** *to decide whether AOSIS should consider publication. Once we give you this first go-ahead we will formally contract with you and give you a quotation, and you may then proceed with the peer review and compilation of the proceedings.*

*Upon submission, your proceedings manuscript it will be assessed by our Chief Editor Scholarly Books for an acceptable peer review process. At this point we will require the original manuscripts, peer review reports and final manuscripts of all articles selected for inclusion in the proceedings to assess and verify the peer review process.*

*If your proceedings are recommended for publication by our* ***Chief Editor Scholarly Books****, and having received your final manuscript, AOSIS will issue the invoice for the publication fee of your proceedings. Copyediting and production will only proceed once funding has been confirmed/payment received.*

*By submitting this book proposal to AOSIS the main Author/Principal Book Editor certifies that this submission has not been previously published, nor is it before another press for consideration (or an explanation has been provided in Comments to the Editor).*

*AOSIS* ***need the final manuscript before May 30th to ensure a same calendar year publication date.***

*Please note that it is the responsibility of each Higher Education Institution to submit the published proceedings to the DHET for subsidy approval. If the proceedings obtain DHET approval, one article will qualify for 0,5 DHET units.*

*Please sign and submit the proposal in electronic form on* [*https://books.aosis.co.za*](https://books.aosis.co.za) *(you first have to register as an author) or e-mail to your contact person at AOSIS, or simply send the email to* ***books@aosis.co.za***

1. **Personal Information: Main Editor of Proceedings**
2. Title:
3. Name(s) and surname:
4. ID number:
5. Position and Affiliation:
6. Brief descriptive CV (less of than 100 words):
7. Postal address:
8. Physical address:
9. Telephone number:
10. Email address:
11. List of previous publications:
12. List the names of other co-editor(s) and their affiliations (if applicable):
13. **Conference Information**
14. Title and dates of the conference:
15. Website URL of the conference:
16. Brief description of the theme of the conference:
17. Is the purpose of the conference to disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study? If so give more details:
18. Is this conference a recurring event? If so, give more details:
19. Were proceedings of this conference previously accredited for subsidy by the SA Department of Higher Education and Training (DHET)? If so, give years of such accreditation:
20. Are previous editions of the conference proceedings indexed in any international indexing service/list approved by DHET (eg. Web of Science, Scopus)? If so, give full details:
21. Total number articles to be included in the proceedings:
22. Estimated average word count of a typical article (including abstract and references):
23. Does more than 60% of contributions to be published in the proceedings emanate from multiple institutions?
24. Estimated first manuscript submission date to AOSIS (dd/mm/yyyy):
25. **Market Information**
26. List of existing titles of similar conferences in the market:
27. Key features that would make your conference unique and important:
28. Main target audience of the conference (e.g. specialists in the field, practitioners, postgraduate students, undergraduate students, lay public):
29. **Selection and Peer Review**
30. Does the conference have a scientific/editorial committee? If so, list the names and affiliations or give the URL to the list of names:
31. Describe the selection process of abstracts for the conference:
32. Describe the selection process of articles to be included in the proceedings:
33. Describe the peer review process of the articles to be included in the proceedings:
34. Did the conference use an online peer review system? If so give details:
35. **Services required from AOSIS:**

Please indicate which of the following services you require from AOSIS (Please answer “Yes/No” to each), to be included in our quotation:

1. Design, setup, hosting and maintenance of an online manuscript management system for the conference – this system can host the conference program and other information about the conference, handle the delegate registration system, manage the peer review and host the final publication of the proceedings (Open Conference System).
2. Administrative assistance with peer review of manuscripts.
3. Copyediting:
	1. “Standard” –language editing mainly aimed at English first language authors.
	2. “Thorough” –language editing mainly aimed for non-English first language authors. This is a more expensive option.
4. Typesetting and design layout in PDF/HTML/XML and ePUB.
5. Compilation of a print version of the proceedings.
6. Hosting of published proceedings on AOSIS books website (<https://books.aosis.co.za)>

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

**Signed (Main author or Principal Editor) Date**

**2. ACCOUNT FORM**

*AOSIS publishes its conference proceedings in* ***open access****, as a result there will be no print sales to cover the cost of publication. AOSIS offsets its costs and service fees through* ***publication fees.***

*At the time of initial contracting the editor will receive a quotation from AOSIS, based on the estimated word count/number of articles of the proceedings. As soon as the final manuscript is submitted AOSIS will issue an invoice for the payment of the publication fee. Copyediting and production of the proceedings will commence as soon as payment or a guarantee of payment has been received.*

*One entity/person must be responsible for the payment of the full publication fee. Splitting of invoices will not be permissible.*

*Please provide the information of the person/entity who shall be responsible for the payment of the proceedings (if accepted for publication).*

**Entity\* Information**

\*(The entity is the individual/organisation who shall be responsible for the financial obligations of the conference proceedings publishing agreement)

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| --- | --- |
| **Conference Title** |  |
| **Registered Name of Entity** (Person/organisation who will assume financial responsibility) |  |
| **Legal form of Entity** (individual/partnership/university/Pty Ltd/CC/Trust) |  |
| **Trading name**(If applicable) |  |
| **ID no:**(in case of person) |  |
| **Company/ CC/Trust Registration No.**(if applicable) |  |
| **Business VAT Registration Number**(if applicable) |  |
| **Organisation Website address**(if applicable) |  |

**Entity Contact Details**

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| **Postal Address** |  |
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|  |
| **Physical Address** |  |
|  |
|  |
| **Contact person responsible for financial administration** |  |
| **Title** |  |
| **Name & Surname** |  |
| **Telephone no** |  |
| **Fax No.** |  |
| **Email Address** |  |
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