

NATIONAL BOOK TRUST, INDIA

Scheme for the Subsidized Publication of Books

APPLICATION FORM (To be submitted by the publisher)

Review fee : Rs. 500.00

Demand Draft no.

Date

1. Name of the author(s)/publisher
2. Complete postal address of applicant
(Any change in the address to be communicated to the Trust)
3. Name(s), profession(s)
designation(s) and present address(es)
of the author(s)
4. Nationality of the author(s)
5. Title of manuscript/book
6. Language
7. Whether the manuscript contains any illustrations. If so, indicate the nature/type and number of illustrations
8. Copyright position of the work
(please furnish an attested copy of the agreement in support)

Note: Copyright clearance must be obtained for the textual matter, illustrations and maps, etc., obtained from other sources and included in the work.

9. Present status of the work
(whether manuscript/book and edition/reprint for which application has been made.
indicate specifically the number of editions, reprints or impressions of the book under each edition)
10. a) Discipline, sub-discipline and a short note about the subject matter of the work
b) Level of students for whom the work would be useful (Diploma/under-graduate/postgraduate/researchers/teachers)

11. Name and designation of an educationist of atleast the rank of Professor or Dean of Faculty (for university level books) and Head of Department of the college/institution for Diploma level books) in the concerned subject, recommending the work for subsidy. (Recommendation certificate in original should be attached)
12.
 - a) Has the book/manuscript been submitted earlier for consideration under the Scheme?
 - b) If the work has approved earlier, quote:
 - i) Trust's last letter of approval
 - ii) The print-run
 - iii) Number of copies lying unsold with the publisher
 - iv) Date of release of the book for sale
 - c) If the book has been published earlier, without subsidy from the Trust, state:
 - i) The date of publication of the last edition
 - ii) The print-run
 - iii) Number of copies lying unsold with the publisher
13. Number of copies proposed to be published
14. Approximate time required for publication of the work after it is approved under the Scheme
15. I/We certify that the unit cost of the work will be more than Rs. 20/- (rupees twenty) on the basis of the Trust's schedule of rates.
16. It is hereby certified that no grant-in-aid has been received from the Central/State Government or any other source for this publication and that no application has been made for such assistance.

Or

It is certified that an application/applications for subsidy for the publication of this work was/were made to the Central/State Government or any other source but was/were not approved.

17. Once the proposal for subsidy has been submitted to the Trust, I/we will not bring out any reprint or revised edition of the book without permission of the Trust. In case of violation of this condition, the Trust may cancel the proposal under consideration and I/we will also not be entitled for subsidy for future editions/reprints of this book.
18. If the proposal is approved and the work is published under the Scheme, I/we undertake that, unless the earlier subsidised edition/non-subsidised edition is completely sold out, new subsidised edition or reprint will not be released for sale without the written permission of the Trust.
19. I/We have studied the rules and regulations of the Scheme for the Subsidised Publication of Books, being operated by the National Book Trust for the benefit of the students, and hereby agree to abide by the terms and conditions stipulated therein.

Signature

Address:

Name (in block letters)

(Seal of the Company)

Date.....

GUIDELINES FOR REVIEWERS

1. Three copies of the evaluation proforma are enclosed. Two copies, duly completed, may be returned to us and one may be retained by you..
2. Please feel free to supplement the information contained in the proforma with any other information that you may consider relevant.
3. Suggestions for improvement even in the case of works which you may recommend for acceptance without qualification would also be welcome.

EVALUATION PROFORMA

1. Title:
2. Subject:
3. Level for which it is meant :
Undergraduate/Postgraduate/
Diploma :
4. Is any other title on the same or a related subject available in the market? Kindly indicate the name (s) of such title(s), together with name(s) of the author(s) and publisher(s), and, if possible, the selling price(s).
5. Does the book relate to a subject area where books of an acceptable standard or, wherever relevant, of Indian perspective, are either not available or are so highly priced to be beyond the means of the majority of students?
6. Does it serve a felt need as
 - a text book?
 - discipline-oriented supplementary reading material?
 - a reference book?
 - an introduction to a new research/emerging area?
7. Is the book purely examination-oriented, i.e. is it a guide book?
8. Is it informative?
9. If it is a textbook, does it cover the subject adequately for the level it is meant for?

10. Is the treatment of the subject systematic, authoritative and technically correct?
11. Please comment on the style and presentation of the book:
12. Is there anything distinctive or new in the approach or in the method of treatment of the subject?
13. Is there a clarity of thought and expression?
14. Is the information contained in the book up..to..date?
15. In your opinion, are there passages or statements which may have been lifted from other copy-righted material, for which proper acknowledgement has not been made by the author? If so, please indicate the passages/statements, together with their page numbers.
16. If there are reading lists, are these adequate? Should there be a bibliography and an index?
17. If there are diagrams /photographs/tables, are these adequate, relevant, functional and of an acceptable quality?
18. If there are exercises/worked examples, are these well graded and is their sequence helpful?
19. Is there any complicated legal aspect in the material?
20. How would you rate this book?
21. If you were teaching a course on the subject, would you recommend this, either exclusively or along with others?

22. Do you recommend the work for subsidy?
23. Is your recommendation subject to certain modifications/additions/deletions/revision of certain chapters/paragraphs? (Please give specific comments/suggestions for improvement, page-wise, separately)
24. General suggestions for improvement, if any:
25. Comments, if any, on the synopsis of the book:

(Signature)

Name (in block letters):

Designation and address:

Date:

PROVISIONAL COST ESTIMATES
Details of Specifications

1. Title:
2. Author:
3. Publisher:
4. Language:
5. Print-run:
6. Size
 - a) Sheet:
 - b) Trimmed
7. Print area:
8. No. of pages
 - a) Text:
 - b) Prelims:
 - c) Blurb:

9. No. and size of plates
 - a) Monochrome
 - b) Colour

10. Process of composing:

11. Process of printing:
 - a) Text: No. of colours: Size:
 - b) Illustrations No. of colours: Size
 - c) Cover: No. of colours Size:

12. Type of binding:

13. Paper (indicating size, weight with gsm, and quality)
 - a) Fore text:
 - b) For illustrations:
 - c) For cover:
 - d) For endleaves:
 - e) For charts, maps etc.:

COST ESTIMATES PROFORMA

1. **COMPOSING**
 - a) Text
 @ Rs per page x pp

 - b) Tables
 @ Rs per page x pp

 - c) Captions for illustrations/cover and spine
 @ Rs per page x pp

2. **PROCESSING**
 - a) Text:
 - b) Illustrations:
 - c) Cover:

3. PLATEMAKING

- a) Text
@ Rs x plates
- b) Cover
@ Rs x plates
- c) Captions for illustrations / cover and spine
@ Rs x plates

4. PAPER

- a) For text: Rm. sheets @ Rs per ream
- b) For illustrations: Rm. sheets @ Rs per ream
- c) For endleaves: Rm, sheets @ Rs per ream
- d) For cover: Rm, sheets @ Rs per ream

5. PRINTING

- a) Text
16 pp forme @ Rs per forme x formes x cols
8 pp forme @ Rs. per forme x formes x cols
- b) Illustrations (Monochrome/Multicolour)
8 pp forme @ Rs per forme x formes x cols
4 pp forme @ Rs per forme x formes x cols
- c) Cover @Rs per colour x cols

6. PROOF READING

7. BLOCKMAKING

- a) Illustrations: Total area: sq.cm. @ Rs
- b) Cover : Total area: sq.cm @ Rs

8. BINDING @ Rs. per copy

9. LAMINATION/VARNISHING @ Rs per copy

10. PACKING & FORWARDING @ Rs

Total Rs.....

Cost per copy: Rs
Tentative Sale Price: Rs