Digital Monograph Publishing Subsidy Guidelines

Who may apply for the digital publishing subsidy?
All full-time Emory faculty. This includes tenure-track and tenured faculty, as well as non-tenure-track faculty with long-term appointments. We encourage all applicants to consult with the senior associate director for publishing at the Bill and Carol Fox Center for Humanistic Inquiry before submitting an application.

- Adjunct or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year, and faculty members who plan to resign their appointments at the end of the current year, are not eligible for support at this time.
- Faculty members may receive support from this fund only once in a three-year period. Unsuccessful applicants may apply without prejudice to fund a different project. Reapplications for previously denied projects will be considered only when/if circumstances have significantly changed.

What types of projects are eligible?
The subsidy covers production costs for open access monographs, or long-form works on a single subject, in the humanities or humanistic social sciences. Eligible books must be authored or co-authored by an Emory faculty member. In the unlikely event of a multi-author monograph, the Emory faculty member must be the primary author. (See below for a fuller definition of monograph.) Generally, this fund does not cover critical editions, edited anthologies, creative works, textbooks, or translations of previously published works.

Works must have been accepted for open access publication by a press that maintains a high standard of peer review, editorial support, and marketing. Preference is given to not-for-profit academic publishers. All members of the Association of American University Presses are automatically eligible. Commercial academic, scholarly trade, and textbook publishers may be deemed eligible on a case-by-case basis with a detailed description of the publisher’s peer review and editorial selection process.

How is “monograph” defined?
We define monographs as long-form scholarly works on a single subject that present evidence, an argument, and conclusions beyond the scope of an academic journal article. Three types of open access digital monographs are eligible for funding:

- Books that would benefit from publication as open access e-books. These monographs might include scholarship with a limited audience, for which publication through a traditional sales model is unlikely, or on a humanities topic that could reach a broader audience as an open access publication. A print counterpart may also be made available for sale where possible and desirable.
- Digitally enhanced e-books that extend the capabilities of print books. Examples of enhancement include embedding audio or video, or linking directly to primary evidence from an open access e-book. An enhanced e-book might simultaneously be made available in a print form without the digital features. It might also link to a companion website developed in conjunction with the book.
- Long-form digital works that could not exist in a print environment. Such monographs would integrate text and digital components within a single publishing platform. They must provide evidence of significantly advancing a scholarly question within a field of research. They must also be subject to vigorous pre-publication peer review that assesses both the work’s academic quality and the integrity of its digital design.
How is “open access” defined?
A monograph published as open access will be immediately and freely available online under a Creative Commons license. The digital format of the e-book should be accessible and free of digital rights management (EPUB3 is preferred). A print counterpart may also be made available for sale where possible and desirable.

A copy of the final digital files for the monograph, as well as any individual multimedia files used in its composition, must be deposited with the Emory Library for long-term preservation (in the OpenEmory repository or elsewhere, as circumstances require). The Library will work with you and your publisher to facilitate these preservation activities.

How much funding is available per project?
We anticipate a baseline subsidy of $15,000 for most monograph projects (average 90,000 words, with a light illustration program) to offset the publisher’s editorial and production costs (e.g., peer review, copyediting, proofreading, indexing, and permissions fees). The exact amount of the subsidy will be negotiated with the publisher depending on the specific needs of the monograph. In the event of co-authorship with a non-Emory author, the co-author’s institution may need to contribute.

The Emory Center for Digital Scholarship offers additional support for projects with technical requirements beyond the capabilities of a conventional e-book. ECDS staff provides consultations and/or development assistance for companion websites and fully integrated digital monographs. Authors may need to seek additional funding for such projects, depending on the complexity and scope of the digital publication.

What is the application and funding process?
1. Applications are accepted on a rolling basis. Authors are encouraged to schedule a consultation with Sarah McKee (smckee2@emory.edu), the senior associate director for publishing at the Bill and Carol Fox Center for Humanistic Inquiry, before submitting an application.
2. Authors complete and submit the online application form with supporting documentation. Documentation should be collected into a single PDF and include:
   a. a letter of interest from the publisher, on publisher letterhead, stating the level of support expected to make the work open access. Non-AAUP member presses must also articulate their peer review and editorial selection processes and confirm their capacity to produce and market an open access digital work to a high standard;
   b. a budget statement from the publisher justifying the requested level of support;
   c. a one-page statement from the author explaining how the project benefits from open access publication;
   d. a copy of the book proposal, or an abstract of the project, along with sample digital extracts or links where relevant;
   e. copies of all readers’ reports as evidence of robust peer review, as well as a copy of any author responses to those reports.
3. A selection committee (comprising the Senior Associate Dean for Faculty, the Senior Associate Dean for Research, the Director of Scholarly Communications at Emory Libraries, the Director of the Fox Center for Humanistic Inquiry, leadership of the Emory Center for Digital Scholarship, and additional faculty representatives selected with the aid of the College Faculty Senate) will review each application to ensure that a thorough peer review of the book has been or will be conducted, and that the publisher is prepared to execute the publication in a way consistent with the eligibility standards.
4. Upon approval of the project, the selection committee will draft a letter of award to the author and the press, outlining any contingencies to be addressed prior to the release of funding.
5. Funding is released upon presentation of a signed publisher contract. Publishers are encouraged to use a version of or draw elements from the Model Publishing Contract connected to the initiative. Authors are encouraged to consult with Emory’s Scholarly Communications Office before signing the agreement.