**Questionnaire for the publication of the Gdańsk University Press (completing this questionnaire constitutes the basis for an initial calculation and is also an appendix to the documentation of the book at Gdańsk University Press)**

**Proposed title (+possible subtitle) of the book:**

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(*please provide the following information for each of the Co-Authors, or if there are multiple Co-Authors, only for the Scientific Editors*)

**First and last name of the Author/Editor**

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**Business address, phone, including cell phone, email:**

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**Home address, phone, email:**

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**Academic and professional title and current professional position:**

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**Proposed publishing reviewers (please specify two, with contact information):**

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**Who is the book primarily aimed at?**

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**Abstract, 100-300 words (optionally in two versions: 1. internal - as informative as possible and 2. marketing - as inviting as possible for the potential reader):**

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**Type and nature of publication:**

(a) **monograph** (habilitation dissertation, postdoctoral book - please indicate appropriate, if applicable)

b) **post-conference book**...................................................................................................... (name of the conference)

c) **collective publication** on / from a field (if it is a mulidisciplinary publication, please list all fields) .................................................................................................................................

d) **textbook** ............................................................................................................................

(please indicate the name of the subject it is used to teach)

**Professional journals, in which review or information about publication could appear:** ...............................................................................................................................................................................................................................................................................................

**List of conferences and other events where the book could be promoted (please take into account that the publishing process will take several months after the final author's version is submitted)**

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**Institutions that might be interested in purchasing more copies:**

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**Possible forms of promotion on the Internet (e.g. newsletters, groups on social networking sites, etc.):**

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**DATA FOR CALCULATIONS**

**Estimated volume in publishing sheets** (an author's sheet is considered to be 40,000 characters with spaces - note: the volume of the text should include the number of characters in footnotes. **Please do not indicate the number of sheets based on the number of pages**)

22 worksheets - approx. 880,000 characters (including footnotes):

................................................................................................................................................

**If the book will contain texts in foreign languages, please specify in which language and estimate their volume in publishing sheets):**

|  |  |
| --- | --- |
| **Foreign language** | **Forecast volume** |
|  |  |
|  |  |
|  |  |

**Please specify whether the foreign language texts have been translated by a professional translator or will require language editing (proofreading)**

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**If the book will contain texts to be translated, please specify the language into which they are to be translated and their projected volume in publishing sheets (the Publisher provides translation only into English and Russian, translators into other languages may be indicated by the author):**

................................................................................................................................................

**If the book will contain other elements besides regular text, please mark the appropriate ones, specifying approximately their number and suggested form of printing (colour or black and white)**

Type of graphics Number in colour Number, in black and white:

|  |  |  |
| --- | --- | --- |
|  | In colour | In black and white |
| tables |  |  |
| charts, diagrams |  |  |
| photographs or drawings |  |  |
| other (what kind?) |  |  |

NOTES:

All graphic material that will appear in the text should be saved in a separate folder and emailed to wydawnictwo@ug.edu.pl or delivered to the Publisher saved on a data carrier.

Resolution of graphics for printing should be min. 300 dpi.

**Will the book contain index(es)?**

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**If yes, please indicate which ones:**

a) personal

b) geographical names

c) factual

d) other

**Will these be prepared by the Author?**

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The Publisher may prepare only the personal and geographical index, the subject index must always be prepared entirely by the author

**What type of binding (soft, hard, soft with wings) does the Author anticipate?**

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**Deadline for submitting the book:**

................................................................................................................................................

**Please include and send other important information about the publication,**

**that are not included in this survey.**

Date the survey was completed: .................................................................................

**If, after the book has been submitted to the Publisher, the data contained in the Publisher's Questionnaire change in relation to the projected data, the costs of publishing the book will also change. The publication cost calculation prepared on the basis of the questionnaire is an estimate.**

THANK YOU FOR YOUR COOPERATION!

**Protection and processing of personal data**

In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter referred to as "RODO", the University of Gdańsk informs that:

1. the Administrator of the personal data of the Author and potential Reviewers is the University of Gdańsk, 80-309 Gdańsk, 8 Jana Bażyńskiego Street.

2. the Administrator has appointed a Data Protection Officer who can be contacted at +48(58) 523 24 59 or e-mail address: poin@ug.edu.pl.

3. The Author's and Reviewers' personal data will be processed in order to contact regarding the publication of the book as well as used to prepare the publishing contract or contract for specific work (in the case of Reviewers).

4. The legal basis for the processing of personal data of the Author and Reviewers is Article 6(1)(b) of the RODO - processing is necessary for the performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to entering into a contract, and Article 6(1)(c) - processing is necessary for compliance with a legal obligation incumbent on the controller.

5. The Author's and Reviewers' personal data will be processed on behalf of the Administrator by authorized employees only for the purposes referred to in Section 3.

The Author's and Reviewers' personal data shall not be disclosed to external entities except in cases provided by law. Moreover, recipient of the Author's and Reviewers' data may be an entity acting on behalf of the administrator, i.e. an entity providing IT services in terms of servicing and maintaining the operation of the IT system, as well as an entity which is a postal service provider.

7. The personal data of the Author and Reviewers will be stored for the period necessary to fulfill the purposes indicated in paragraph 3 as well as archiving obligations under the law. Moreover, the Administrator reserves the right to store the Author's and Reviewers' personal data for the period necessary to establish, assert or defend claims, but not longer than the expiration of the period of their limitation.

8. The provision of personal data by the Author is voluntary, but will facilitate the Publisher's cooperation with the Author and the Reviewers.

9. under the terms of RODO the Author and Reviewers have:

a) the right of access to the content of their data,

b) right to correct them if they are inconsistent with the actual state,

c) right to erasure, restriction of processing, as well as data portability - in cases provided by law,

d) the right to object to the processing of your data,

e) right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, if the Author and/or Reviewer considers that the processing of their personal data violates the provisions on personal data protection.