

Proposal for the publication of a textbook

1. Title of the publication, author and department/workplace

Title of the textbook:			
Author, editor or person authorized to represent the collective of authors:			
	phone:		e-mail:
Co-authors (if applicable):			
Faculty:			
Department / workplace:			

2. Form of publication

Edition:	<input type="checkbox"/> first	<input type="checkbox"/> re-edition	<input type="checkbox"/> re-print
No. of copies available for sale (to cover the demand for 2 years):	pcs.	Number of pages:	pages
Format:	<input type="checkbox"/> A5	<input type="checkbox"/> A4	<input type="checkbox"/> B5 other: _____
Textbook to be printed:	Cover sheet:	<input type="checkbox"/> colour print one-sided (4/0)	<input type="checkbox"/> colour print two-sided (4/4)
	Internal block:	<input type="checkbox"/> black and white	<input type="checkbox"/> coloured coloured only: _____ pages
The author will submit the text of the textbook at the latest on (date):			
Pre-printing preparations (setting into the print .pdf, cover page design, etc.)	<input type="checkbox"/> will be provided by the publishing house free of charge	<input type="checkbox"/> will be carried out by the author and the publishing house will receive a ready-made .pdf print form	

3. Distribution of the textbook:

Textbook is intended for:

Primarily for UWB students (will be sold through the university bookshops and the e-shop of the Publishing House).

The publication will be offered to a nationwide distributor; the cost of distribution will have to be included in the calculation - higher commission rate, storage costs. It is also necessary to allow for a minimum of 100 copies to be submitted to the distributor for nationwide sale. The publishing house does not guarantee that the textbook will be accepted for sale by the distributor.

Simultaneous electronic edition:

I agree to the textbook being simultaneously released and sold in an electronic version. The conversion to the electronic version will be provided by the publishing house free of charge.

The workplace will receive a 20% rebate/commission from the sale of the electronic version of the textbook, calculated from the VAT-free price; the rebate will be paid quarterly to:

order no.: , centre: , activity:

I do not consent to the textbook being simultaneously released and sold in an electronic version.

4. An integral part of the proposal for the publication of a textbook is a signed **Declaration on intellectual property rights**, signed by the author of the textbook, its editor or a person authorized to represent the collective of authors.

Date and signature of the author, editor or person authorized to represent the collective of authors:

In Pilsen, date

Name and surname:

Signature:

Opinion of the head of the department/workplace about the publication of the textbook:

I agree disagree with the publication of the work

In Pilsen, date

Name and surname:

Signature:

Opinion of the dean of the faculty about the publication of the textbook:

I agree disagree with the publication of the work

In Pilsen, date

Name and surname:

Signature: