

Staff Publication Scheme

1. Purpose

The United College Staff Publication Scheme, supported by the United College Endowment Fund, was set up in 2005 to encourage the staff of United College to actively participate in research activities and to publish their findings. It is hoped that such activities will enhance their professional and academic standing and help them to gain recognition for their works.

The Staff Publication Scheme is administered by the United College Publications Committee (hereafter referred to as “The Committee”).

2. Guidelines and Conditions

2.1 The applicant must be a full-time staff member of United College. He or she should have served for at least two years.

2.2 Each applicant can only apply once a year.

2.3 The publication should be written in either Chinese or English. For other languages, the applicant has to submit a table of contents and an extended abstract in Chinese or English.

2.4 The applicant can apply for the grant to support 1) book publication or 2) publication of open access journal articles.

2.4.1 For Book Publication:

- The book should be the applicant's original creation or works which have not been previously published. Previously published works will not be accepted.
- The applicant can be the sole author, co-author, or editor of a collection of works by various contributors. Translated scripts can be considered.

2.4.2 For Publication of Open Access Journal Articles:

- The applicant must be the first author or the corresponding author of the article.
- The journal article is published in the top 25% at Journal Impact Factor in any of the SCIE/SSCI/AHCI Subject Category in the latest Journal Citation Report.
- The applicant has to submit a proof of the journal in the top 25% of Journal Impact Factor in any of the SCIE/SSCI/AHCI Subject Category in the latest Journal Citation Report. The ranking should be based on Web of Science.
- Applicants should be aware of the problems and challenges of predatory journals. For the information, please see the following link:
<https://libguides.lib.cuhk.edu.hk/openaccess/predatory>
- The journal article must have been published within the past 12 months from the time of the application submission.

3. Reviewing

The Committee will judge the submitted work according to the subject matter, resource allocation and the applicant's contribution to United College. Faculty affiliation will also be a factor for consideration, so that members of different faculties will enjoy equal opportunities to publish their works.

4. Sponsorship

4.1 For Books:

- The maximum amount of the sponsorship is HK\$35,000 for each book.
- The applicant is responsible for the cost beyond the approved amount.
- The grant should be used for publication costs ONLY. No other expenses such as employing research assistants will be considered.

4.2 For Open Access Journal Articles:

- The maximum amount of sponsorship is HK\$5,000 for each article.
- The applicant will apply for reimbursement to cover the actual payment through Finance Office, CUHK.
- The applicant is responsible for the cost beyond the approved amount.

5. Application Procedure

The scheme is open for application every February and August. The applicant must complete an application form and submit the copy of the manuscript of the book with the letter of acceptance or the published version of the journal article by the deadline.

6. Publication

For Books:

- The book shall include credit to the sponsorship of United College Endowment Fund.
- There is no restriction on the overall cover design and size of the publication.
- If the publication is an edited volume, the applicant as the editor is responsible for securing copyright from the contributing authors. The applicant is responsible for the copyright issue of the pictures used in these publications.
- United College will not be responsible for any lawsuit or litigation arising from the publications subvented by the Staff Publication Scheme.

香港中文大學聯合書院

教職員著作出版資助計劃

1. 目的

為鼓勵本院教職員積極從事研究及著述，並將研究成果或作品出版，從而提高教職員在其本身專業及學術界的地位，令作品能夠獲得適當的評價及認同，聯合書院基金會於 2005 年起撥款資助成立「教職員著作出版資助計劃」，資助本院教職員出版研究成果。

本計劃由聯合書院出版委員會（以下簡稱委員會）管理。

2. 申請準則

2.1 申請人必須為服務兩年或以上之聯合書院全職教職員。

2.2 每位申請人每年只可申請一次。

2.3 出版作品可以中文或英文撰寫。如出版作品以其他語言撰寫，申請人須提交以中或英文目錄及詳盡的摘要。

2.4 申請人可申請 1)資助出版專著 或 2)開放取用學術期刊論文之出版資助。

2.4.1 申請出版專著：

- 必須為申請人原創之新作或從未集結成書的專著，否則將不獲接納。
- 個人專著、合著或編輯文集形式出版之作品亦可被考慮。

2.4.2 申請開放取用學術期刊論文出版資助：

- 申請人必須為第一作者或通訊作者，否則將不獲接納。
- 論文須發表在最新的期刊引文報告中，屬於 SCIE/SSCI/AHCI 學科類別中期刊影響指數(Journal Impact Factor)的前 25%。
- 申請人須提交證據，以證明該期刊屬於 SCIE/SSCI/AHCI 學科類別中期刊影響指數的前 25%。該排名應參考 Web of Science。
- 申請人需知悉掠奪性期刊(Predatory Journals)的問題及帶來的挑戰，詳情請細閱以下網址：
<https://libguides.lib.cuhk.edu.hk/openaccess/predatory>
- 已發表的期刊論文，刊登日期不得超過 12 個月，以遞交申請時起計算。

3. 學術評審

委員會將根據申請人之作品類別、申請人對書院之貢獻及申請人所屬學院為考慮基礎，務求令不同學院的同事都有機會獲得資助，將作品出版。

4. 資助範圍

4.1 出版專著:

- 每本專著出版費用總資助額以港幣三萬五千元為上限。
- 不足之數須由作者自行負責。
- 資助須用作出版費用，其他項目(如資付研究助理工資等)不被考慮。

4.2 開放取用學術期刊論文之出版資助:

- 每篇期刊論文出版費用總資助額以港幣五千元為上限。
- 申請人以實報實銷方式向大學會計部申請報銷。
- 不足之數須由作者自行負責。

5. 申請辦法

計劃每年 2 月及 8 月公開接受申請。申請人須在截止日期前填妥申請表格，並提交專著正式印刷前的內容副本或以正式出版期刊論文之副本。

6. 出版

出版專著:

- 專著必須加入鳴謝聯合書院基金會贊助字眼。
- 整體封面設計及書籍大小式樣並沒有特定格式。
- 如出版之作品為編輯文集，申請人須負責向全部作者取得版權授權書；另外，申請人須自行解決作品中涉及的圖片及引用資料等版權問題。
- 作品出版後，如涉及任何法律訴訟，聯合書院概不負責。