

Request Form for Publishing Printed Matter

BUP. 001

Textbook Instructional Material Teaching Document Bound Document (Sheets)

I,....., Instructor ID No..... Full-time instructor Part-time instructor
 Department.....School/Office.....Tel.....Campus.....
 wish to have the printed matter titled (in Thai).....published
 (in English).....
 for teaching purpose in the Course.....Course Code No.....of the School of....., for the
 1st Publication* ^{st/nd/th} Publication. Manuscript to be submitted Former copy Not more than 50% of the contents revised
 50% or higher of the contents revised**
 All of the manuscript to be printed Manuscript in file to be submitted Complete approx-.....-pages manuscript ready to be
 printed, to be submitted By the date of In Total by...../...../..... Part by Part until The Total Submitted by...../...../.....
 I wish to use this document in the...../.....semester/session. There is a total of.....author(s) of the printed matter
 and.....co-instructor(s) (See reverse for details.)*** The numbers of students who will use the printed matter are as follows:

Campus Curriculum	Bachelor's Degree						Graduate Studies		
	Thai			BUIC					
	1/.....Sem.	2/.....Sem.	Summer/.....	1/.....Sem.	2/.....Sem.	Summer/.....	1/.....Sem.	2/.....Sem.	Summer/.....
Kluay Nam Tai									
Rangsit									
Total (Students)									
Grand Total									

As for this printed matter, I wish to use it to request for an academic position. have used it previously to request for an academic position. do not wish to use it to request for an academic position, and it was previously proofread by.....

I have checked the number of the remaining printed copies with the Univ. Co-op Stores. Kluay Nam Tai.....(Copies/Sets)
 Rangsit.....(Copies/Sets) Total.....(Copies/Sets) (Total checked as of the date of...../...../.....)

Consequently, pls. publish this printed matter for sales at City Campus.....(Copies/Sets) Rangsit Campus.....(Copies/Sets).

Information for Cover Design - Textbook, Instructional Material, and Teaching Document (Not Applicable for Sheets)

Cover Style and Colors* Requested Former Style and Colors Former Style but New Colors 1.2.
 New Style (Only for the printing of a 1st-time publication.) The colors requested are 1.....2.....

The concept of this printed matter is.....

The color(s) not desired is(are).....The thickness of the back of the printed matter of last publication.....cm.

In case of an earlier publication, the author info. has changed Academic Position Name-Last Name Other.....

*For design convenience, pls. specify the color(s) according to the number(s) shown on the BU Press' web site: <http://bupress.bu.ac.th/pantone.htm> or

attach a sample of the color(s) requested.

"I am familiar with the Copyright Act of Legislation, BE. 2537 (1994) and hereby certify that no plagiarism was committed in publishing the requested printed matter."

Remarks: *Pursuant to the Univ.'s policy, any textbook for 1st publication must be reviewed by 2 external Readers.

In this regard, pls. fill in the AA 132 Form and submit it with this Form.

**In case of revision of 50% or higher of the manuscript, the printed matter must re-submitted through the process of textbook quality assurance by an inside Reader.

***The BU Press will print only fifty (50) copies or more.

Signature.....Printed Matter Owner Instructor...../...../.....

<p>Attn.: VP, AA/Director, AAO</p> <p>Publication has been accepted, for students(Copies/Sets)</p> <p>Publication has been accepted, for instructors(Copies/Sets)</p> <p>Total.....(Copies/Sets)</p> <p>.....</p> <p>Dean/Director Department Chairperson</p> <p>...../...../..... /...../.....</p>	<p>For BU Press Only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p>Attn.:</p> <p>For proofreading and coordination for printing by Mr./Miss/Mrs....., manuscript typist.</p> <p>Signature.....Chief Editor/...../.....</p> </td> <td style="width: 33%;"> <p>Attn.: Arjarn Wiracha</p> <p>For cover design. The 1st proof is to be submitted within...../...../.....</p> <p>Date/ Month /Year</p> <p>Signature.....Chief Editor/...../.....</p> <p>Signature..... Director of BU Press/...../.....</p> </td> <td style="width: 33%;"> <p>Printing Code.....Manuscript File No.....</p> <p>ISBN 974 -</p> <p>Manuscript Received by Date...../...../.....</p> <p>Traffic Recorder.....</p> </td> </tr> </table>	<p>Attn.:</p> <p>For proofreading and coordination for printing by Mr./Miss/Mrs....., manuscript typist.</p> <p>Signature.....Chief Editor/...../.....</p>	<p>Attn.: Arjarn Wiracha</p> <p>For cover design. The 1st proof is to be submitted within...../...../.....</p> <p>Date/ Month /Year</p> <p>Signature.....Chief Editor/...../.....</p> <p>Signature..... Director of BU Press/...../.....</p>	<p>Printing Code.....Manuscript File No.....</p> <p>ISBN 974 -</p> <p>Manuscript Received by Date...../...../.....</p> <p>Traffic Recorder.....</p>
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1. For Academic Affairs Office Only

- Checked. Correct in accordance with the policy.
Publication has been accepted.....(Copies/Sets)
- Not in accordance with the policy.
To be submitted to Vice President, Academic Affairs, for consideration.

.....
Director of Academic Affairs Office
...../...../.....

2. For Financial Affairs Only (For number check of the remaining printed matter copies)

The numbers of the remaining printed matter copies left at the Univ. Co-op Stores are as follows:

- City Campus (Kluay Nam Tai).....(Copies/Sets)
- Rangsit Campus.....(Copies/Sets)

Total.....(Copies/Sets)

Other opinions.....

.....
Director of Financial Affairs Office
...../...../.....

3. Attn.: Vice President for Information Resources and Technology

Publication has been accepted,(Copies/Sets)
To be published by BU Press

Outside Printing House

Other opinions.....

.....
Director of BU Press
...../...../.....

4. Attn.: Director of BU Press

- Approved
- Other opinions.....

.....
Vice President for Information Resources and Technology
...../...../.....

5. Attn.: Director of Financial Affairs Office

For collecting revenue gained from the sales of the printed matter from the Univ. Co-op Stores.

- Type Textbook Instructional Material
 Teaching Document Bound Document (Sheets)

Printed Matter Title.....

which is the instructional material of the Course of.....

The author(s) is(are).....

The 1st set.....(number/sets) Price.....Baht per set

The 2nd set.....(number/sets) Price.....Baht per set

The 3rd set.....(number/sets) Price.....Baht per set

The 4th set.....(number/sets) Price.....Baht per set

The 5th set.....(number/sets) Price.....Baht per set

The 6th set.....(number/sets) Price.....Baht per set

Total.....(Copies/Sets)

.....
Director of BU Press
...../...../.....

*** Textbook, Instructional Material, and Teaching Document**

1. A printed matter must contain 60 pages or more.
2. A printed matter must consist of preface, table of contents, contents, summaries of each chapter, etc. (Pls. see details at <http://bupress.bu.ac.th>.)
3. The author will receive the copyright fee for being published.
4. The number of printed matter copies approved by the Univ. for publication is 80% of the students number.
5. Pls. submit the manuscript **one (1) semester in advance**.
6. The total of the printed matter approved to be published must be at least 50.
7. The author can proofread for max. 3 times (NOT more than 3.).

Number of Printed Matter Copies for Author(s)

1 st Published (Copies)		2 nd Published or Later (Copies)			
		With Revision		With No Revision	
1-2 Authors	3 Authors or More	1-2 Authors	3 Authors or More	1-2 Authors	3 Authors or More
5	2	2	1	1	1

Remarks: Each co-instructor will receive one (1) copy of the printed matter per publication.

*** Bound Document (Sheets)**

1. A printed matter must contain 12 pages or more.
2. The author will NOT receive the copyright fee for being published.
3. The number of printed matter copies approved by the Univ. for publication is 80% of the students number.
4. The author can proofread for max. 3 times (NOT more than 3.).

Number of Printed Matter Copies for Author(s)

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		With Revision		With No Revision	
1-2 Authors	3 Authors or More	1-2 Authors	3 Authors or More	1-2 Authors	3 Authors or More
2	2	2	1	0	0

Remarks: Each co-instructor will receive one (1) copy of the printed matter per publication.