



Memo

Date _____

Subject: Submission of the book for publication consideration with Chiang Mai University Press

Dear Director, Office of Research Administration,

I, _____, Faculty _____

Chiang Mai University/_____ intend to publish the book titled in _____

_____ for publication consideration with Chiang Mai University Press, with the aims to

- apply for the academic position.
- disseminate the knowledge in general.

I hereby submit the book in a total of _____ copies and an application form for publication consideration to the Office of Research Administration as detailed in the attached documents.

Your kind consideration for relevant processing would be greatly appreciated.

(_____)



Application Form for Book Publication Chiang Mai University Press

1. Book Title

Thai.....

English.....

In case of a translated book, fill in the followings.

Translated from.....

Author.....Publisher.....

EditionYear of Publication.....

Copyright Owner.....

Translation Rights from the Copyright Owner (the Confirmation Letter Attached)

2. Group/Author or Translator (The first name refers to the lead author making contact with the publisher.)

1. Name-Surname.....

Office Address.....

Telephone.....Mobile Phone.....Email.....

Role: Editor Lead Author Co-author

Percent of work.....

2. Name-Surname.....

Office Address.....

Telephone.....Mobile Phone.....Email.....

Role: Editor Lead Author Co-author

Percent of work.....

3. Name-Surname.....

Office Address.....

Telephone.....Mobile Phone.....Email.....

Role: Editor Lead Author Co-author

Percent of work.....

4.Name-Surname.....

Office Address.....

Telephone.....Mobile Phone.....Email.....

Role: Editor Lead Author Co-author

Percent of work.....

3. Academic Disciplines

1. Physical Sciences
2. Biological Sciences
3. Science and Technology
4. Health Sciences
5. Social Sciences
6. Humanities
7. Others (Please specify).....

4. Category

- Writing Translation
1. Basic Textbooks
 2. Textbooks
 3. Specialized Textbooks
 4. External Reading
 5. Reference Book
 6. General Knowledge
 7. Reading
 8. Work Book
 9. Case Studies
 10. Collection of Articles
 11. Handbook
 12. Others (Please specify).....

5. Book Details

5.1 Highlights of the book

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5.2 Are there any books with similar types or contents? If yes, give the following details.

1. Book Title:.....Author:.....
Publisher:.....Year of Latest Publication:.....
2. Book Title:.....Author:.....
Publisher:.....Year of Latest Publication:.....
3. Book Title:.....Author:.....
Publisher:.....Year of Latest Publication:.....

5.3 Has this book ever been published for general sale before?

- Yes No

If yes, please give additional details e.g. the publisher, edition, year of publication and distributor.

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.....

5.4 Has this book ever received any fund/award?

- Yes No

If yes, please give the details of the fund/award and year
(Please attached acceptance documents from fund sources)

5.5 While submitting this book for a consideration by CMU Press, do you submit it to any other publisher for such consideration or have you ever submitted it to any other publisher?

- Yes, it is submitted toResults of consideration.....
 It is in the process of being submitted to.....dated.....
 No

5.6 In case of the book ever published for general sale or received any award, who is the copyright owner?

.....

5.7 What are the target groups of the book?

.....
.....

5.8 Are there any courses in your university that use this book for classes?

1. Course Title:..... Number of Students per Academic Year:.....
2. Course Title:..... Number of Students per Academic Year:.....
3. Course Title:..... Number of Students per Academic Year:.....

5.9 Are there any education institutions that are expected to use this book for their classes?

1. Name of the Institution:.....
Course Title: Number of Students per Academic Year:.....
2. Name of the Institution:.....
Course Title: Number of Students per Academic Year:.....
3. Name of the Institution:.....
Course Title: Number of Students per Academic Year:.....
4. Name of the Institution:.....
Course Title: Number of Students per Academic Year:.....

5.10 Is the author a lecturer or a co-lecturer in the courses that are expected to use this book for classes?

- Yes, Course Title:.....
- No
- Used to teach in the courses in the Academic Year.....(Latest)

5.11 The levels of the book:

- General Reading
- Junior High School
- Senior High School
- Undergraduate
- Postgraduate
- Others (Specify)

5.12 The volumes expected to be sold in three years:.....Copies

5.13 Do you expect to use this book to apply for any academic position?

- Application for the academic position.....in the year of.....
- No

6. Contact Address

.....
.....
Telephone.....Mobile Phone.....
E-mail Address.....

7. Names of experts for the contents of this book, both inside and outside the author's institution (Please state at least 3 name lists.)

1. Name:Academic Position:.....
Agency:.....
Telephone:E-mail Address:.....
2. Name:Academic Position:.....
Agency:.....
Telephone:E-mail Address:.....
3. Name:Academic Position:.....
Agency:.....
Telephone:E-mail Address:.....
4. Name:Academic Position:.....
Agency:.....
Telephone:E-mail Address:.....
5. Name:Academic Position:.....
Agency:.....
Telephone:E-mail Address:.....

8. Name of the copyright owner and recipient of copyright fees (In case of more than one copyright owner, please list all the names and the proportion of copyright fees.)

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9. Requirement for the publication

- Hard Copy
- Only E-book
- Both Hard Copy and E-book

10. Copyright (Contents/Images)

- Is the contents in the book copyrighted

Yes (please specify)

Title

Page

Copyright owner

(the Confirmation Letter Attached)

No

- Is the images in the book copyrighted

Yes (please specify)

Title

Page

Copyright owner

(the Confirmation Letter Attached)

No

11. Other additional information (if any)

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Remarks:

1. The applicant acknowledges the terms and conditions of CMU Press regarding the copyright fees, and agree to transfer all the copyrights to CMU Press upon its approval for the publication.
2. If the applicant withdraws the application during a consideration of CMU Press, the applicant agrees to pay any incurred damages to CMU Press.
3. CMU Press shall only consider the completed work, which includes full contents and figures.
4. CMU Press shall never consider the work with an infringement of copyright.
5. CMU Press does not allow to use any agency/funding logo on the book cover.
6. Please attach the personal CV and lists of previously published books (if any).

The author(s) hereby certify that the information above is true.

1) Signature.....Lead Author
(.....)
...../...../.....

2) Signature.....Co-author
(.....)
...../...../.....

3) Signature.....Co-author
(.....)
...../...../.....

4) Signature.....Co-author
(.....)
...../...../.....