

College of Sciences Policy

SUBJECT: Subvention Fee	Effective Date:	Policy Number: COS006-4.1
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	Responsible Authority: Dean	

POLICY STATEMENT

When anticipated sales of a scholarly book or monograph are too small or too slow to recoup production costs, scholarly presses sometimes request *subvention fees*: charges to subsidize the cost of publication. In general the college policy is to refuse such requests. In unusual circumstances the College will consider assisting with subvention if:

- The publication is a scholarly monograph or book, *not* a textbook;
- The publisher is a university press;
- The unit provides matching funds.

Authors should not discuss with the publisher or editor the possibility of receiving unit or College subvention funds before the book or monograph is accepted. Any author's revenue generated by the work must be assigned to the College up to the amount of the subvention granted. The college will divide any revenue in proportion to subvention contributions.

To apply for College subvention fees, submit the following:

1. Biographical information about the UCF author(s) including CV(s);
 2. The manuscript (electronic version preferred);
 3. At least two pre-publication reviews;
 4. A copy of the contract for publication or if necessary letter of acceptance;
 5. A statement from the publisher requiring and justifying a subvention of a specific amount;
 6. A description of the arrangement for royalties, unless covered in the contract;
 7. Information establishing the publisher as a university press and permitting an evaluation of the quality of its publications in the field of the work involved;
 8. A statement from the chair committing matching subvention funds.
- Send this information to Michael Johnson in CSB 201. The dean's office will organize a faculty committee to review requests for subvention fees and recommend whether they should be granted.