Application Form
Text Book & Monograph Writing Scheme (TMWS)

Please add additional sheets where needed.

1. Category (Monograph or Textbook): _____________________________

2. Subject: ___________________________________________________

3. Topic/Title: ________________________________________________

4. Discipline: _________________________________________________

5. "Best suitable For Graduate/Postgraduate (mention one only): ________

6. With reference to the curriculum area covered by the monograph/ text book, give a short summary as regards its use to the graduate and post graduate students of post-graduate colleges, universities and its affiliated departments and institutes.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

7. Name of Author ________________________________

8. Designation ________________________________________________

9. Department ________________________________________________

10. University/Institution/College _________________________________

Ph: Off. _____________ Res. _____________ Fax: _____________
E-mail: ______________________________

11. Co-author: In case of co-authoring, please mention other associates.

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<th>Name</th>
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12-Declaration:
I/we hereby undertake that this shall be my/our original work, which has not already been published elsewhere, neither whole nor part of it has been taken from any published source of any other author. Similarity Index must be less than 19% (similarity index certificate must be enclosed).
I/we also declare that while preparing the monograph/textbook, I/we shall abide by the rules and regulations prescribed by HEC, Outlines on Monograph & Textbook Writing for Universities, Institutes of Higher Education/Research Organizations and Post-graduate College Teachers.

(Signature of Co-author)  (Signature of Author)

13- The book proposal on monograph/textbook (title)

________________________________________________________________________

Is forwarded to the Higher Education Commission as an original work of the author who is a regular employee of the University/College/Institution/Organization

________________________________________________________________________

Supports the proposed monograph/textbook and recommends its entertainment under the Textbook/Monograph writing scheme (TMWS).

________________________________________________________________________

Signature, name with stamp
(Vice-Chancellor/Rector/President/Head of Institution)

14- For Official Use:

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<td>Receiving Date:</td>
<td>Signature of Head of Program</td>
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Proposal Outline for Writing of Text Book/Monograph

1. The main aim of synopsis/text outline is to authenticate the topic of the approved curriculum course and portray its suitability for detailed research under the available conditions. The organizational sequence of the synopsis /text-outline should be as follows:

a) **Title Page:** The first page should have the exact title of research (field), and subject.

b) **Main Text:** This should be organized into the following sections:
   i) **Abstract:** An abstract should very briefly narrate the general features of the proposed study. Please also argue the purpose of the proposed book. How your book will accomplish its purpose?
   
   ii) **Scope:** The scope of proposed book may be described as what is included /excluded in the text-matter and why (reasons)?

2- **Review of Literature:** Please justify the need regarding the topic of research with information regarding research done in the field so far. Only published work should be reviewed, emphasizing that the studies are not a duplication of any previous published work.

3- **Relevance with HEC Approved Curriculum:** Justification and relevance of the proposed book should also be drawn with regard to the HEC – Approved Curriculum in all prescribed disciplines. The authors should elaborate the relevance of their proposed work to HEC- Curriculum in the desired disciplines/subjects at the respective graduate/postgraduate level and which universities/DAIs are offering such courses across the country.

4- **Table of Contents:** The tentative list of the table of contents should be provided along with brief summary of each chapter.

5- **Two Draft/Sample Chapters:** The submission of two-draft chapters is compulsory to ensure the comprehensive peer review process.

6- **Research Methodology (especially for Monographs):** With special reference to basic and social sciences, the methodology to be followed in the proposed research should be clearly spelled out, giving the study area, probable population, sampling/census techniques and/or experimental design, mode of data collection parameters to be analyzed and possible analytical techniques to be exploited. Relevant reference to the technique followed may be given, as and where needed.

7- **Contending Book Titles:** This information is very vital for review as authors must provide information in the following sequence:

7.1: Please name what you consider to be the strong three or four competitor book titles available in the market.

7.2: For each contending book title, please provide the following description: Book Title, Author Name, Publisher, Publication Date, Price, Level, Category.

7.3: Please describe that how your proposed book will be different from the contending book titles already available in the market. What are the strengths and weaknesses of your forthcoming work over those available texts?

7.4: Are you aware of any potential contender books that will be published at or around the same time when your book has arrived in the market?

7.5: What gaps you may anticipate to cover by this book in the academic and research field and also market?

08- **Target Readership/ Market of the Study:** The proposed study should clearly identify the targeted market i-e students, researchers, teachers and other professional organizations and at what level (postgraduate or graduate).

09- **Literature /Bibliography:** The working bibliography to be provided by the authors.
10- **Bio Data Form of the Author and Co-Author** (if any), also attached detailed Curriculum Vitae.

11- **A paragraph on the kind or type of subject specialist**, who can best evaluate the monograph/textbook. (Do not suggest the name of evaluator).

12- **Writers Conditions**: Any proposal or condition/s the author/s may like to add.

13. **One (01) copy of book proposal** (01 hard copy and soft copy, 01 CD).

14- A list of all enclosures.

**Important Instructions:**

1) HEC accepts only original book titles/proposals for publications as there is no provision for 2nd or revised edition in the Monograph and Textbook Writing Scheme.

2) Authors are requested to submit book proposals only on the prescribed format along with all necessary information as cited above (**S#01 to S#13**). After the approval of synopsis the authors may be requested for the submission of full manuscript draft to HEC.

3) The submission of direct manuscripts for review/publication is not acceptable as authors must process their work for peer-review. Authors are also not to mention their names or any identification in the synopsis and in two draft chapters.
## INSTRUCTIONS
1. USE CAPITAL LETTERS
2. USE EXTRA SHEET WHERE NECESSARY
3. USE SEPARATE FORM FOR AUTHOR AND CO-AUTHOR.

### BIO-DATA OF AUTHOR/ CO-AUTHOR:

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<th>I. PERSONAL INFORMATION</th>
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Details of Books published

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13- BY SIGNING BELOW AND SUBMITTING THIS APPLICATION FORM, I CONFIRM THAT THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE: [Signature]  DATE: [Date]

Use extra sheet where necessary.