



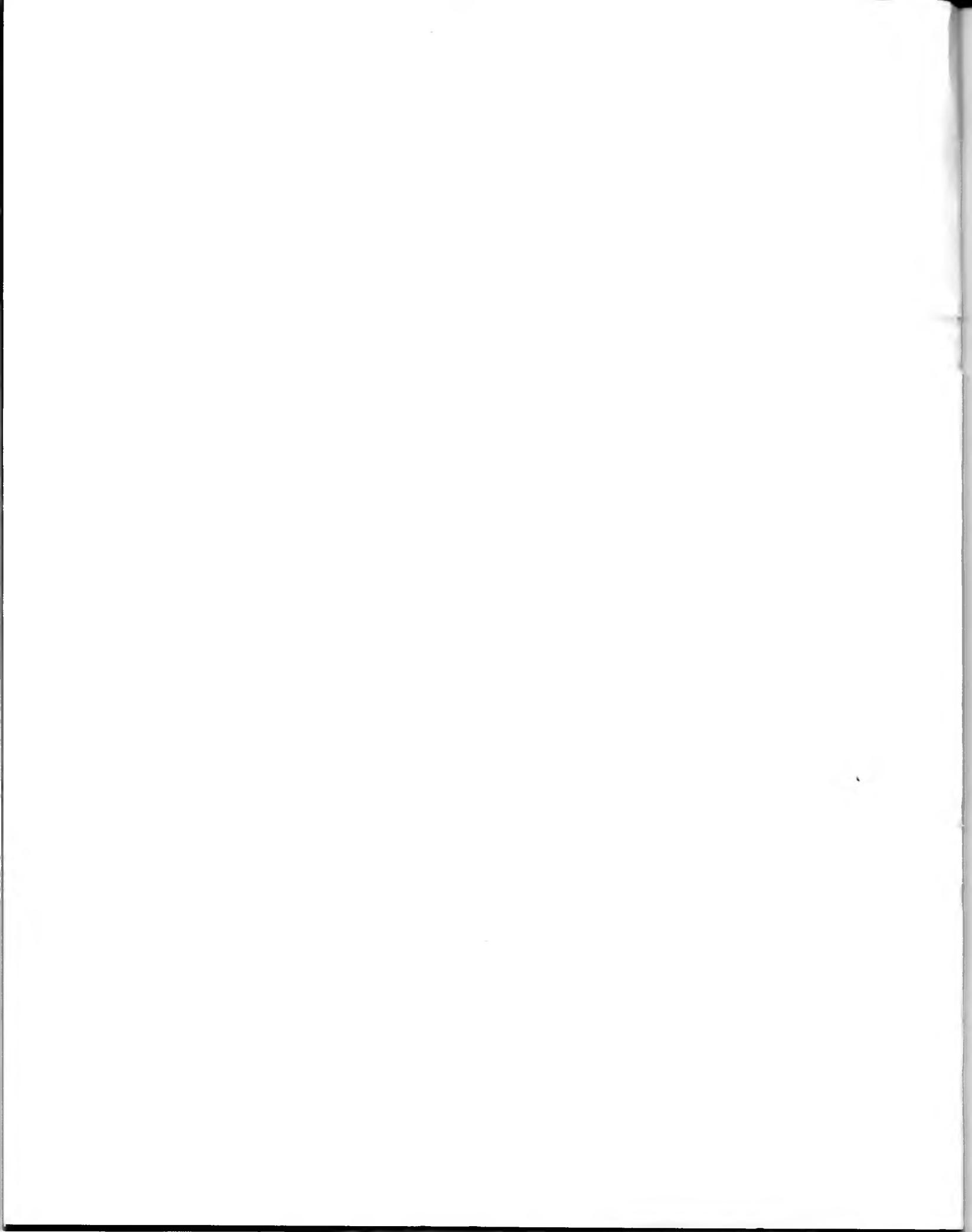
National
Endowment
for the
Humanities

Division of
Research
Programs

Guidelines and
Application
Instructions

December 1984

Publications Program



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SCHEDULE OF APPLICATION DEADLINES

Program	Application Deadline	For Projects Beginning No Earlier Than:
Publications Program	May 1 November 1	October 1 April 1

STAFF

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PUBLICATIONS PROGRAM

The Publications Program of the NEH Division of Research Programs assists the publication and dissemination of scholarly works in all fields of the humanities. Applicants must be established publishers or scholarly publishing entities, and applications must demonstrate that publication of the work for which a subvention is sought will entail a substantial deficit to the press. Applications will be judged on the basis of quality, scholarly significance, and the appropriateness of the publishing plan and the budget.

ELIGIBILITY

Note: Applications from individual scholars cannot be accepted.

1. All materials that are the products of previous grants from the National Endowment for the Humanities are eligible.
2. In addition, publishers may submit up to three applications in any one fiscal year (beginning October 1) for works that are not the results of previous Endowment awards.
3. Nonprofit publishers, such as university presses, the publishing agencies of learned societies, and those of state and local governments, are eligible and are the most frequent applicants to the program.
4. Commercial publishers may apply for subvention of scholarly works if they can demonstrate that publication will result in a significant financial loss to the press.
5. The program will also accept applications from small publishing entities, such as scholarly monograph series, which do not have to pay conventional operating costs because of contributed labor or institutionally subsidized overhead. Such publishing entities should write at least eight weeks before the deadline to verify eligibility and to consult staff about drafting an application.
6. Conference proceedings, collections of independent essays, festschrift volumes, and anthologies, though eligible, have not proved competitive unless they were of extraordinarily high quality and made possible the dissemination of materials otherwise inaccessible for research in the humanities. Revised editions of works already available to scholars have usually been assigned a low priority by evaluators.
7. Proposals to subsidize the costs of volumes of original creative writing are not eligible. Prospective applicants may wish to write to the Literature Program of the National Endowment for the Arts.
8. Applicants must provide evidence that they will observe basic standards of durability and permanence in the manufacture of

books for which assistance is being sought. These standards include the use of acid-free paper with a minimum pH of 7.5, acid-free endpapers, and Smyth-sewn bindings. It is assumed that acid-free ink will also be used. Projects that do not meet these standards will be ruled ineligible for subvention. (If further information is desired, applicants are referred to the reports of the Committee on Production Guidelines for Book Longevity, which can be obtained from the Council on Library Resources, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036.)

9. Applications must contain at least two unmasked readers' reports from qualified scholars in the field. Such reports are extremely important in the review process. (Please see the section on Readers' Reports for the rare exceptions to this rule.)

10. Finally, the work for which an application is being made must have been formally accepted for publication by an editorial board or committee, in the case of a nonprofit press, or by a responsible editor, in the case of a commercial press. This acceptance may be either a signed contract or a letter of intent.

FOREIGN PRESSES

Foreign presses may apply to the program if the manuscript to be published is the work of a U.S. citizen or permanent resident and if the proposal meets the criteria established for domestic applications. Foreign publishers are strongly encouraged to submit a draft proposal at least eight weeks before the deadline to allow time for any revision that may be necessary. Applications from foreign presses must contain at least two unmasked readers' reports, preferably from scholars in the United States; budgets in dollars at the current rate of exchange; and adequate plans for marketing within the United States, which should include an arrangement with a U.S. distribution agency. Applications must be prepared in English, and readers' reports translated into English, if necessary, although the language of the manuscript need not be English. If co-publication with an American press is planned, it is advisable to make application through the U.S. publisher.

JOURNALS

Although the program has been designed for publishers of books and monographs, scholarly journals may submit applications for assistance in publishing special issues, but not for continuing subsidy of operating costs. Among the characteristics of the special issue are thematic unity and demonstrated significance for research in a particular field. Publication and sales for such issues should not be confined to the journal's usual schedule and subscribers, and readers' reports of the complete issue for which subvention is sought should be provided. Funds are not available for new periodicals or for the expansion of existing journals.

TYPES OF FUNDING

The Endowment provides three types of funding in support of publication projects: outright funds, Treasury matching funds, and a combination of the two.

Outright Funds: An outright grant is one in which the award of Endowment funds is not contingent upon the applicant's raising gift funds for the project.

Treasury Matching Funds: A Treasury matching grant is an award whereby private donations in support of a humanities project are matched by federal funds. These awards offer potential donors the incentive of a substantially increased impact on their gifts. Gifts are normally matched by the Endowment on a one-for-one basis, and the Endowment's gift funds are not released to the project until the applicant has actually received the gift. Each applicant is encouraged to explore the feasibility of securing gift funds from the private sector wherever possible. Those who intend to apply for this type of funding should request a copy of the Endowment's Treasury Matching Fund Guidelines from the NEH Grants Office.

An applicant may request a combination of outright and matching funds. For example, if the anticipated deficit for the publication of a volume is \$10,000, the applicant could request from the NEH \$5,000 in outright funds and \$2,500 in Treasury matching funds. The remaining \$2,500 of the deficit would be supported by gifts which are raised from nonfederal third parties. On occasion, a panel may recommend a matching award even though the applicant has requested outright funds.

LIMITATIONS ON AWARDS

The amount of subsidy that may be awarded to any publisher is limited to \$50,000 in outright and Treasury matching funds in a federal fiscal year (October 1 through September 30 of the following year). In most cases, the maximum award that will be made per volume is \$10,000. However, if because of the complexity of a manuscript the applicant anticipates a deficit of more than \$10,000, the press may apply for subvention of the full amount, but any sum over \$10,000 would be supported by the Endowment on a matching basis.

DEADLINES

There are two deadlines each year in the Publications Program: May 1 for projects that will begin no earlier than October 1, and November 1 for projects that will begin no earlier than April 1 of the following year. The time between the submission of an application and a funding decision is approximately five months. Prospective applicants should take this into consideration in planning future proposals.

GRANT PERIOD

The customary grant period for the program is eighteen months, although the Endowment can consider grant periods of up to three years. A grant period of at least a year is advisable so that applicants can accommodate the full schedule of publication and initial order fulfillment. Funds awarded by the Endowment and gifts that have been raised to release Treasury matching funds must be expended on budgeted publication costs that are incurred during the grant period.

ROYALTIES

Royalties payable to the author or editor of a work will not be allowed as one of the costs to be supported by an Endowment grant. (See the budget page following the application instructions, where the amount of the subsidy request is determined by deducting the royalty figure from the anticipated deficit.) Publishers may, of course, pay whatever royalties they choose.

TRANSLATION COSTS

Although the fee paid to a translator is not an allowable expense in a publication budget, publishers are reminded that they may request support for translation costs from the Translations Program of the Division of Research Programs.

PROJECTS OTHER THAN TITLE SUBSIDY

The Publications Program can consider applications for projects other than title subsidies; where such applications are successful, awards will be made only on a matching basis. Such projects should be designed to diminish the need for title subsidies by introducing cost-effective techniques and devices into a press's operations. An example would be a proposal to introduce word processors or computerized typesetting machines, with consequent economies in composition, editorial, and other costs of production.

ADDITIONAL INFORMATION

Although manuscripts based upon research funded by any of the divisions or programs of the Endowment, directly or indirectly, or through its state programs, are eligible, such previous support does not in itself constitute sufficient grounds for a grant for title subsidy. (Examples of indirect grants would be those made through the American Council of Learned Societies, International Research and Exchanges Board, Social Science Research Council, and Committee on Scholarly Communication with the People's Republic of China.)

Each proposal must contain all the information the applicant wishes the Endowment's evaluators to see, as it is not possible for the staff to augment a publication application with material drawn from applications to other programs of the Endowment or from earlier submissions to the Publications Program.

REVIEW OF PUBLICATIONS PROPOSALS

All applications for publications grants are evaluated by outside panelists. Their recommendations are reviewed by the National Council on the Humanities and then forwarded to the chairman of the Endowment for final approval.

Preparation for Review

When formally submitted, each application is reviewed by staff for eligibility and completeness.

Panel

A panel composed of individuals with experience in publishing scholarly materials, from both the nonprofit and the private sector, is chosen by the staff and convened at the Endowment. To ensure the disinterested character of the review, presses with applications pending before a particular panel will not be represented on that panel. Panelists are sent applications in advance of the meeting and requested to prepare written comments and recommendations. The panel is chaired by a senior staff member, whose task is to elicit full comments on every proposal and to respond to questions regarding Endowment policy. The panel judges each application on its own quality and in relation to the other applications under consideration in the cycle. Panelists receive an honorarium for their services, and their names are published each year in the Endowment's annual report.

National Council on the Humanities

The National Council is composed of twenty-six men and women who are appointed by the president, with the consent of the Senate, to advise the chairman of the Endowment on policy and program matters. After applications have been evaluated by panelists, the panel recommendations are brought before a committee of the National Council.

Resubmission

Applicants whose projects have not been funded may obtain information about the review by writing to the Publications Program. Revised proposals may be submitted, without prejudice, in a subsequent cycle of the program.

ACKNOWLEDGMENT OF ENDOWMENT SUPPORT

All materials resulting from Endowment grants must carry an acknowledgment of NEH support. Grantees should consult with the staff to determine the appropriate wording and placement of such acknowledgments.

REPORTING REQUIREMENTS FOR GRANTEEES

The specific requirements for the submission of financial reports and narrative reports are contained in the award letters to grantees. In addition, each year for the three years subsequent to the publication date, grantees are required to submit a brief statement indicating the number of copies (or sets) of the publication sold. Single copies of scholarly reviews and information regarding awards and prizes are also most helpful.

APPLICATION INSTRUCTIONS

All proposals should include:

I. Cover Sheet

Instructions for completing the application cover sheet are found with this form at the back of this booklet.

II. Description of the Project

This section of the proposal should include the following:

1. A narrative account of the scholarly content of the work (which may, of course, incorporate materials prepared for the cover sheet). If the readers' reports do not address the following questions, the panels often find it helpful to have the narrative include them: If the work is a monograph, what is its basic argument? If an edition, what editorial procedures and principles were adopted in preparing the text? (Inclusion of the scholarly editor's introduction would be useful.) If a reference work, what principles of selection were exercised, and how does the book relate to similar works in its field?

2. A table of contents for the manuscript.

3. A history of the submission, review, and acceptance of the work by the publisher, including the date of its formal approval. If the work was originally a doctoral dissertation, the

applicant should discuss the extent of revision. If the work was done under an NEH research grant or fellowship, the applicant should provide the grant number, if possible, and explain the relationship between that award and the present manuscript.

4. If the project involves multiple volumes, the application should contain a brief history of the series to date. This should include publication dates, print runs, and list prices of previously published volumes, as well as an estimate of how many additional volumes are anticipated, with their proposed dates of publication.

5. A curriculum vitae of the author, editor, or translator of the work and information about the credentials of the outside readers as they apply to an evaluation of the manuscript in question.

6. A description of the physical form of the project and an explanation of why the form selected seems the most appropriate for the kind of material it is and for the audience for which it is intended. If the work is to be published in conventional book form, the applicant should specify its length in printed pages, the trim size, the number and type of illustrations, including any use of color, the type of paper, the method of composition, the type of binding (case or paper), the method of binding, cover and/or jacket material, printing and stamping, and any other pertinent details. The budget should be commensurate with the physical form of the work. (See item 8 under Eligibility for the required standards for paper and binding. If simultaneous cloth and paper editions are to be issued, only the hardback edition need be sewn.)

Panels increasingly question the necessity of publishing in traditional format works that will be used by a very small number of scholars. Economic and other factors may make it more appropriate to issue certain types of materials in microform or to print from camera-ready typescript, for example. Applications for title subsidy to publish in these and other forms are welcomed.

III. Readers' Reports and Reviews

Applications must be accompanied by at least two unmasked readers' reports that evaluate the volume's scholarly importance or the way in which it will facilitate and advance research in the humanities. These reports will be held confidential by the staff and by the panelists. The importance of full analytical reviews cannot be overemphasized. Publication panels depend upon the reports solicited by the presses for an appraisal of the work's quality and significance.

Letters of endorsement may be included to supplement reviews but should not take the place of full critical evaluation of the final version of the manuscript. If the author has published

previously, reviews of earlier works may also be submitted but should not supplant evaluations of the specific manuscript for which subvention is being sought.

In the case of a series where the same kinds of materials are being edited or organized by the same personnel, readers' reports of earlier volumes may be submitted in lieu of new reports after consultation with the program's staff. For such multi-volume works where several volumes have already appeared, published reviews of previous volumes will be expected.

In evaluating proposals for research tools and editions, the panel often finds it helpful if one of the readers' reports discusses the methodology used to prepare the volume. If the project is a translation, the quality of the translation and annotation should be addressed in the reports. For a cross-disciplinary project, it is helpful to have reports of the complete manuscript from scholars in the major areas involved.

If readers' reports are written in a foreign language, a translation must be included with a copy of the original report.

When major revisions have been recommended by readers, the panel will wish to see a response from the author that addresses these criticisms and an additional report that reflects the final, revised version of the manuscript.

In order to guarantee the disinterested character of the reviews, the Endowment's panels expect university presses to solicit no more than one report from the faculty of the parent university and not to solicit reports from the author's home institution. In the case of revised dissertations, reports from the dissertation adviser, dissertation committee, and the author's graduate department, for similar reasons, should be included only to supplement the two required reports.

If the applicant is a publishing entity, such as a monograph series, that customarily relies on reports from its board of editors, the Endowment's panels will expect at least one report from a disinterested scholar not on the editorial board nor previously published in the series. Reports from members of the editorial board should be full critical appraisals and not merely letters accepting the work in the series.

IV. Budget

Applicants must submit a complete budget, on the form attached, supplemented by detailed estimates of specific plant and manufacturing costs on house forms or on a back-up page. Failure to submit the detailed information requested will often result in rejection of the proposal as the panel must have this breakdown of costs in order to judge the soundness of the project budget.

Sales estimates for the first three years after publication should be shown, together with the average discount and the

discount classification (most books for which a subsidy is required will be sold at short discount; if a trade discount is indicated, the print run will be higher and the applicant's description of the project and the marketing plan should justify such expectation). Sales income estimates should be based on all anticipated sales projected for the initial print run. If the figure is based on less than the full run, the application should explain why. When simultaneous cloth and paperback editions are planned, the sales pattern should show sales for the two editions separately. If the number of free and review copies exceeds 10 percent of the run, the application should explain why.

If the project is one for which co-publication with a foreign press has been arranged or might be expected, this should be noted in the application, as should the sources and amounts of any subsidiary rights income or outside funding. If co-publication with another U.S. press is involved, or if the work is to be produced by one publisher for another, it is essential that the budget make clear how the costs and the income are to be shared.

In the case of volumes in a series, the Endowment's panels will expect information on the series to date, including dates of publication for previous volumes, print runs, annual sales figures in units and dollars (noting price increases as they occur), subsidiary rights income received or anticipated, and sources and amounts of outside funding already received.

If composition costs have been incurred before submission of an application, the budget should contain a note to that effect, and the application should request aid for paper, printing, binding, and nonmanufacturing costs only. If an applicant believes that a special case can be made for including composition costs already incurred, the proposal should contain a justification for such a request. Presses are advised to discuss these cases in advance with the program's staff.

When editing and composition costs are absorbed by textual editors who prepare camera-ready copy and do their own proofreading, the corresponding budget items should be substantially lower.

The basis on which non-manufacturing costs are estimated should be defined, with sufficient information provided so that evaluators can ascertain what specific components determine overhead figures. Panelists will wish to know, for example, what is included in the figure for editorial costs. Any unusual costs subsumed under the figure for administration should be identified. Variances from recognized averages or norms for the size of publisher should always be explained. Experience suggests that panels will question budgets whose non-manufacturing costs are in excess of 85 percent of total net sales. Normally, the percentage is lower.

Cost projections may include modest inflation factors, but these should be identified.

The Endowment's evaluators expect to recommend an award no greater than the difference between costs and anticipated income.

V. Marketing Plan

This plan should make clear the intended audience for the publication and how it is to be promoted and sold. Please supply specific details in one or two pages about any space advertising, direct mail, promotion, exhibits to be attended, inclusion of the work in catalogues or announcements, or other marketing efforts. The figures given on the budget page for marketing, advertising, and promotion should be commensurate with the plan described. If this is a work in a series, is there a standing-order policy? If so, how many standing orders are there? Copies of the applicant's current catalogue or list in the field are also helpful.

VI. The Manuscript

A single copy of the final version of the manuscript must accompany the application. If the work is a translation, an additional brief representative portion of the original text, with the corresponding translated passage attached, would be useful.

In the case of a multi-volume work edited by a well-known scholar, several volumes of which have already been published and reviewed, it will be sufficient to send any new prefaces, introductions, or headnotes in place of the complete manuscript. A representative volume previously published in the series should be submitted for the panel's scrutiny.

For dictionaries, bibliographies, and other seriatim reference works a sample of fifty manuscript pages, characteristic of the work as a whole, will be adequate.

MAILING INSTRUCTIONS

A complete application consists of six parts arranged in the following order:

1. Cover Sheet
2. Budget Page
3. House Forms or Backup Information
4. Marketing Plan
5. Description of the Project
6. Readers' Reports

All materials should be put in order, collated, and secured. If the submission of late material is unavoidable - for example, a reader's report or a revised budget - this should be cleared with the staff, and the applicant should send a sufficient number of copies (ten) for distribution to the panel and for file purposes.

A complete application package should contain:

- 10 copies of the complete application
- 1 copy of the manuscript, appropriate manuscript materials, or published book

The proposal must be postmarked no later than the appropriate deadline date (either May 1 or November 1) and should be mailed to:

Publications Program
Division of Research Programs
National Endowment for the Humanities
Room 319
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

EQUAL OPPORTUNITY

The Code of Federal Regulations, Title 45, Part 1110, implements provisions of Title VI of the Civil Rights Act of 1964, and, along with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, provides that the National Endowment for the Humanities is responsible for ensuring compliance with and enforcement of public laws prohibiting discrimination because of race, color, national origin, sex, handicap and age in programs and activities receiving federal assistance from the National Endowment for the Humanities. Any person who believes he or she has been discriminated against in any program, activity or facility receiving federal assistance from the Endowment should write immediately to the director, Office of Equal Opportunity, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Note:

If a proposed project relates to American Indians, Aleuts, Eskimos, or native Hawaiian people and artifacts, an applicant should obtain from the Endowment a copy of its Code of Ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American peoples.

NATIONAL ENDOWMENT FOR THE HUMANITIES
Washington, D.C.

The following pages include:

- ___Instructions for Completing the Application Cover Sheet
- ___The Application Cover Sheet
- ___Field of Project Categories and Codes

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is required of the Endowment in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports which involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The information is solicited under the authority of the National Foundation on the Arts and the Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; statistical summaries; Congressional oversight; and analysis of trends.

INSTRUCTIONS FOR COMPLETING THE APPLICATION COVER SHEET

Block 1 - Project Director

Item a. Enter the name and mailing address of the staff member of the press who will be primarily responsible for this project.

Item b. Indicate the number corresponding to preferred form of address:

1__Mr. 3__Miss 5__Professor
2__Mrs. 4__Ms. 6__Dr.

Item c. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left.

Item d. This is not required of Publications Program applicants.

Block 2 - Type of Applicant

Check b. (Individuals are not eligible.)

Identify Type such as: University Press, Commercial Publisher, Monograph Series, Religious, Museum, Historical Society, Government (state, local, etc.), Library (public, research, etc.), Center (advanced study, research, etc.).

Identify Status as Private Nonprofit, For Profit, Unit of State or Local Government.

Block 3 - Type of Application

Check appropriate type:

a. New - application for this project submitted to NEH for the first time.

b. Revision and Resubmission - a version of the application for this project submitted to NEH previously but not funded.

(Note: This category does not consider Renewal or Supplement applications.)

Block 4 - Program to Which Application Is Being Made

This information is preprinted on your form. Preprinted forms insure that the applicant has the correct instructions for the specific program.

Block 5 - Requested Grant Period

Grant periods begin on the first day of the month and end on the last day of the month. Please see the section on Grant Period for further information.

Block 6 - Project Funding

Enter here the appropriate figures from the budget that is part of your application. Cost sharing is not ordinarily a requirement for publication grants. However, when Treasury matching funds are requested, the gifts the applicant will raise to release these funds should be listed on line 6d as cost sharing.

Block 7 - Field of Project

Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the specific humanities field that best describes the content of the project.

Block 8 - Descriptive Title of Project

Give the title and subtitle of the manuscript and the name of the principal author, editor, and, if pertinent, translator. If the request is for more than one volume, this should be noted.

Block 9 - Description of Project

Summarize the principal features and argument of the manuscript and its expected contribution to research in the humanities. During the initial phase of the review, panelists receive the complete application to evaluate. This summary of the project, however, is the only element of the application usually seen by the National Council on the Humanities. Do not exceed the space provided.

Block 10 - Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?

This information is sought without prejudice to the application. The Endowment frequently co-sponsors projects with other funding sources. If not applicable, indicate N/A.

Block 11 - Institutional Data

University presses should determine whether the press or the university is the appropriate authorizing institution. When an application is submitted on behalf of a university press that does not operate independently of the university, the names of the university and the authorizing official of that institution should appear on lines 11a and 11b.

Item a. Indicate the name of the institution and the city and state of its official mailing address.

Item b. Indicate the name and title of the person who is authorized to submit applications on behalf of the institution or organization. That person must sign and date the application.

Item c. Indicate here the name, mailing address, form of address (see instructions for 1b), and telephone number of the person who will be responsible for the financial administration of the grant if the award is made. For example, at many universities the provost, vice president, president, or chancellor is the person "authorized" to submit an application (see item b), but the actual administration of the project—e.g., negotiating the project budget, ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If the specific field of your project is not included in this listing, select the appropriate major field. (This listing is strictly for use by NEH staff to help

retrieve information requested on grants and applications in specific disciplines of the humanities. The listing is not intended to be comprehensive, nor does it represent preferred funding categories. The "hierarchical" arrangement is for convenience.)

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts, History and Criticism MA

Architecture: History & Criticism U3
 Art: History and Criticism M1
 Dance: History & Criticism M3
 Film: History & Criticism M4
 Music: History & Criticism M5
 Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1
 Journalism P4
 Media P3

Education H1

Ethnic Studies K1

Asian American K5
 Black/Afro-American K4
 Hispanic American K3
 Jewish K6
 Native American K2

History A1

African A2
 American A3
 Ancient AC
 British A4
 Classical A5
 European A6
 Far Eastern A7
 Latin American A8
 Near Eastern A9
 Russian AA
 South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI
 American Studies G3
 Area Studies GH
 Asian Studies G5
 Classics G7
 Folklore/Folklife R1
 History/Philosophy of Science,
 Technology or Medicine GA
 International Studies GG
 Labor Studies G4
 Latin American Studies GJ
 Medieval Studies G8
 Regional Studies GF
 Renaissance Studies G9
 Rural Studies GC
 Urban Studies G2
 Western Civilization GB
 Women's Studies G1

Languages C1

Ancient CC
 Asian CA
 Classical C2
 Comparative C9
 English CE
 French C3
 German C4
 Italian C5
 Latin American C6
 Near Eastern CB
 Slavic C7
 Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK
 American DE
 Ancient DC
 Asian DA
 British DD
 Classical D2
 Comparative D9
 French D3
 German D4
 Latin American D6
 Literary Criticism DI
 Near Eastern DB
 Slavic D7
 Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2
 Epistemology B3
 Ethics B4
 History of Philosophy B5
 Logic B6
 Metaphysics B7
 Non-Western Philosophy B8

Religion E1

Comparative Religion E5
 History of Religion E2
 Non-Western Religion E4
 Philosophy of Religion E3

Social Science U2

American Government F2
 Economics N1
 Geography U7
 International Relations F3
 Political Science F1
 Psychology U5
 Public Administration F4
 Sociology S1

PUBLICATIONS PROGRAM

BUDGET PAGE

Please append analytic estimates and, where required, financial histories to this page.

Project Profile

Author/Editor: _____

Print Run: _____ List Price: \$ _____

Title: _____

Free & Review: _____ Disc. Classif.: _____

Expected Year Sales: _____ Ave. Disc.: _____

Sales Pattern: 3 1st year 2nd 3rd

Trim Size: _____

Copies _____

Illustrations (Kind & No.): _____

% of Print Run _____

Binding: _____

Binding Cost per Copy: \$ _____

Number of Printed Pages: _____

Composition Cost per Page: \$ _____

Total Manufacturing Cost per Copy: \$ _____

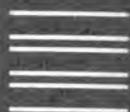
Publishing Budget

	\$ _____	% of Sales 100
Anticipated Income from Sales	\$ _____	_____
<i>Manufacturing Costs</i>		
Plant Costs	\$ _____	
Paper & Printing Costs	\$ _____	
Binding Costs	\$ _____	
Other (specify)	\$ _____	
Total Manufacturing	\$ _____	_____
Royalties (Rate: _____)	\$ _____	_____
Combined mfg. & royalties	(\$ _____)	_____
Gross Margin	\$ _____	_____
<i>Non-Manufacturing Costs</i>		
Editorial	\$ _____	_____
Production	\$ _____	_____
Marketing	\$ _____	_____
Advertising & Promotion (unless incl.)	\$ _____	_____
Order Fulfillment incl. shipping & warehousing	\$ _____	_____
Administration	\$ _____	_____
Total Non-Manufacturing Costs	\$ _____	_____
Anticipated Deficit	\$ _____	
Less Royalties	(\$ _____)	
Requested Subsidy	\$ _____	



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