**ISTANBUL TECHNICAL UNIVERSITY BOOK APPLICATION FORM**

**A. This part will be filled in by the author.**

1. Title of the book:................................................................................................................
2. Category

Document to be printed[ ]  Review[ ]  Translation [ ]

1. Identify the purpose

Textbook [ ]  Auxilary textbook [ ]

Review/Proceeding book [ ]  Other (please specify)) ….

1. Audience of this book

Associate degree [ ]  Bachelor’s degree [ ]

Graduate degree [ ]  Other (please specify) ….

1. Course code(s) and names of the courses in which the book will be used:.......................................................................................
* Recommended number of prints (Calculated by taking into account the number of students who will benefit from the relevant unit and the principle of consumption within 3 years)

500 [ ]

1000 [ ]

2000 [ ]

Other (please specify) ………

1. Does the author have a prior contract with any publisher? Yes (please specify)
2. Is copyright required for the work to be published?

Yes [ ]

No [ ]

1. If the work to be published is a translated textbook, is the University required to pay the copyright?

Yes [ ]

No [ ]

1. If the work is not a first edition, the following information about previous editions should be included:

Name of Printing House: Date of Printing:

Number of Prints: Is the copyright paid or not:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title, Name, Surname** | **Author** | **Editor** | **Translator** | **Academic Unit**UniversityFaculty/Institute/College | **Date and Signature** |
|  |[ ] [ ] [ ]   |  |
|  |[ ] [ ] [ ]   |  |
|  |[ ] [ ] [ ]   |  |
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**B. This section will be filled in by the Dean/Director for course and supplementary textbooks.**

The nature of the lesson(s) in which the work will be used

Compulsory [ ]  Elective [ ]  Other (please specify) …

1. Recommended number of prints

500 [ ]  1000 [ ]

2000 [ ]  Other ………….

1. Books previously used in the lesson(s):

Names of the authors:…………………………..

Number of prints …………..

3. Referees suggested for the evaluation of the work (at least two referees)

|  |  |  |
| --- | --- | --- |
| **Title and Name, Surname** | **Institution** | **Contact Information** |
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Unit to Approve the Application

Name-Surname of Dean/Director:

Date: Signature: