



SCHOOL of LITERATURES, LANGUAGES *and* CULTURES
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LLC Research Fund – Guidance on Requesting Funds for Publishing Costs

Please note that support for publication costs will not be prioritised, but pressing cases of exceptional strategic importance may be considered on a case-by-case basis. Any request over £400 must be considered by the LLC Research Committee.

If your request for funds will enhance the quality of your publication, the Research Committee is happy to consider it. Requests which may be supported are:

- Image costs and licensing rights
- A contribution towards publishing subsidy costs where the publisher requires it and there are no other suitable publishers who will publish at no subsidy
- Translation costs where producing the output in another language will improve the publication or is integral to the research conducted. **A justification of costs must be provided along with an explanation as to how these have been calculated.**
- Assistance with proof reading and indexing dependent on publisher deadlines and teaching commitments. **A justification of costs must be provided along with an explanation as to how these have been calculated.**

Requests which will **not** normally be supported are:

- Article processing charges and other open access costs,
- Fees to reduce the selling price of a publication,
- Purchase of books to pass onto reviewers.