

New Asia College Staff Publication Scheme

1. Purpose

The New Asia College Staff Publication Scheme has been established to promote active engagement in research activities among the staff of New Asia College and to facilitate the dissemination of their research findings. The Scheme supports research across all disciplines. The Scheme is administered by the New Asia College Publications Committee (hereafter referred to as “The Committee”).

2. Guidelines and Conditions

2.1 The applicant must be a full-time staff member of New Asia College with a minimum of one year of service.

2.2 The applicant is required to submit an estimated budget with detailed breakdown of each item, as well as to specify the amount of fund requested from the Scheme.

2.3 Publications must be written in either Chinese or English. For works in other languages, a table of contents and an extended abstract in Chinese or English must be submitted.

2.4 The applicant may apply for grants to support 1) book publication or 2) publication of open access journal articles.

2.4.1 Book Publication:

- The book must be the original work of the applicant and should not have been previously published.
- The applicant may be the sole author, co-author, or editor of a collection of works by various contributors. Translated works are also considered.

2.4.2 Publication of Open Access Journal Articles:

- The applicant must be the first author or corresponding author of the article.
- The journal article must be of good academic value.
- The article must be published in a journal ranked within the top 25% in any SCIE/SSCI/AHCI subject category according to the Journal Impact Factor in the latest Journal Citation Report.
- The applicant must submit proof of the journal’s ranking based on Web of Science data.

2.5 The applicant must declare that neither the applicant nor any co-author(s) or co-editor(s) of the publication has applied for other funding that covers the same item(s) of expenditure.

3. Reviewing

The Committee will evaluate submissions based on the subject matter, resource allocation, and the applicant's contributions to New Asia College.

4. Sponsorship

4.1 Book Publication:

- The maximum sponsorship amount is HK\$30,000 for each book.
- The successful applicant shall apply for reimbursement through the Finance Office, CUHK.
- The successful applicant is responsible for any costs exceeding the approved amount.
- The grant is strictly for publication costs and does not cover other expenses such as hiring research assistants.

4.2 Publication of Open Access Journal Articles:

- The maximum sponsorship amount is HK\$10,000 for each article.
- The successful applicant shall apply for reimbursement through the Finance Office, CUHK.
- The successful applicant is responsible for any costs exceeding the approved amount.

4.3 Each applicant can only receive sponsorship once per academic year, regardless of whether the sponsorship is for book publication or publication of open access journal article.

4.4 The successful applicant shall submit claim for reimbursement only after the book or journal is officially published, with acknowledgement of the College's sponsorship, and must include a complete set of true copies of the payment receipts. Unless an advanced notice is given to the College, the publication is expected to be completed within 12 months.

5. Application Procedure

The Scheme is open for application every November. The applicant must complete an application form and:

- I. A copy of the manuscript of the book with the letter of acceptance, or
- II. The manuscript of the journal article, accompanied by a proof for indicating that it has been submitted but yet to be published.

6. Publication Requirements

For Both Books and Open Access Journal Articles:

- Publications must acknowledge the sponsorship of the New Asia College Publication Fund.
- The applicant is responsible for the copyright issues of all pictures and texts included in the publications. New Asia College will not be liable for any lawsuits or litigation arising from publications funded by the Scheme.