

## Academic Publications Policy, June 2011

These guidelines relate to the production of academic publications bearing the College's imprint. They have been approved by the Research and Enterprise Committee.

For a publication to appear with a Goldsmiths imprint:

- It must be of **high academic standard**
- It should be **appropriate for its intended audience**  
(if the audience is non-specialist it should be of broad interest to the wider external academic community)
- The **design and production should be of good quality** and in accordance with the College's **house style**

A publication is eligible to bear a Goldsmiths imprint only when at the time of approval: the author is a current member of staff; the author is a student; or the author has an official, formal association with the College.

### Requesting a Goldsmiths ISBN

#### Academic Peer Review

The publication must have been reviewed and approved by the author's Departmental Research Committee or equivalent body before the 'ISBN Request Form' is submitted to the Head of Department for authorisation.

#### Design

We strongly advise you to use Design and Print Services to design your publication because they will be able to follow the College's house style and branding. Please visit <http://www.gold.ac.uk/design-print-services/> for further information.

If you decide to use an external designer, please be aware that they will need to follow the Goldsmiths brand guidelines (<http://www.gold.ac.uk/brand/toolkit/>). This option is not recommended because of associated higher costs to the College and your department.

The Goldsmiths logo must appear prominently on the cover of the publication (right-hand aligned), and the following information should be reproduced on the inside front cover:

ISBN \*\*\*

First published in Great Britain in *\*\*\*[year]* by Goldsmiths, University of London, New Cross, London SE14 6NW.

© Goldsmiths, University of London / *\*\*\*[name of author and year]*

All rights reserved. No part of this publication may be reproduced in any form or by any means without the permission of the publishers or the authors concerned.

Additional copies of this publication are available from the Department of *\*\*\**, Goldsmiths, University of London. Price: £*\*\*\**. Cheques, made payable to Goldsmiths College, should be sent with the order.

The author is responsible for proofreading the publication before it is submitted for approval.

### Submitting the publication for ISBN approval

The author should submit a fully laid out final proof copy of the publication to the Director of Marketing, Recruitment and Communications. This should be accompanied by a completed 'ISBN Request Form' (available from [ext-comms@gold.ac.uk](mailto:ext-comms@gold.ac.uk)); the form must be countersigned by the author's Head of Department to endorse the academic quality of the publication and its appropriateness for the intended audience.

The Director of Marketing, Recruitment and Communications will authorise issue of a College ISBN if the publication has been appropriately branded. The Pro-Warden (Research and Enterprise) will be notified.

### Printing

The author is responsible for organising printing, in conjunction with Design and Print Services. Please visit <http://www.gold.ac.uk/design-print-services/> for further information.

### Electronic copies of publications

If you are intending to publish electronically (eg by linking to a PDF of the publication from your web pages) you will need to indicate this on the ISBN Request Form, as your electronic document will need to be assigned a separate ISBN. You will also need to ask Design and Print Services to design a suitable PDF. We encourage you to consider depositing an electronic copy of your publication with Goldsmiths Research Online (GRO). Find out more at <http://eprints.gold.ac.uk/information.html>.

### Copyright copies

As soon as the publication has been produced, you should send **nine copies** to the Corporate Publicity Officer (Marketing, Recruitment and Communications). This will ensure we are able to fulfill our legal deposit requirements and will enable us to register publication details with Nielsen BookData, who compile the national database of publications accessed by booksellers and libraries nationwide.

### Further information

- *Copyright*  
Unless otherwise arranged, copyright is normally assigned to the author, and to Goldsmiths (as the publisher), and – where appropriate – the research project or funding body, depending on the terms of the funding arrangements.
- *Sales of copies*  
The author or corresponding academic department is responsible for handling all sales in accordance with the College's Financial Regulations. Before copies are printed, it is the author's responsibility to discuss these arrangements with the Financial Accountant (Finance). Sales are usually generated through Nielsen BookData.
- *Review copies*  
The author or corresponding academic department is responsible for distribution, as appropriate.
- *Press releases and PR*  
The Press and PR Manager (Marketing, Recruitment and Communications) will be happy to provide appropriate support for press liaison.
- *Inaugural lectures*  
If you would like to print your inaugural lecture under the Goldsmiths imprint, please get in touch with the Corporate Publicity Officer.

### **Requesting a Goldsmiths ISSN**

ISSNs are used for serial publications (ie publications that are issued in successive parts, with a common title, that are intended to be continued indefinitely – journals and magazines, for example). If you would like an ISSN, please contact the Corporate Publicity Officer to request an application form. Please allow 30 days between submitting the form and receiving the ISSN. The 'Design', 'Printing' and 'Further information' sections above also apply to ISSN allocations.