



# **Ministry of Education**

**National Library and Documentation Services Board**



**Publication Assistance Project - 2021/2022**

**Publication and Book Development Division  
National Library and Documentation Services Board  
No.14, Independence Avenue  
Colombo 7**

Manuscripts for the year 2022 are accepted from 26 October 2021 to 14 January 2022 (except government holidays) from 9.00a.m.to 3.00 p.m.

Application Fee – Rs.150.00

Letters and Inquiries : Director General,  
National Library and  
Documentation Services  
Board, No14,  
Independence Avenue,  
Colombo 07

Telephone : 011- 2687583  
011- 3610773

E-mail : pub@mail.natlib.lk

# **National Library and Documentation Services Board**

## **Publication Assistance Project**

The Publication Assistance Project is a national project implemented by the National Library and Documentation Services Board since 1984 with the objective of promoting and uplifting writing career of upcoming and veteran writers.

### **01. OBJECTIVES**

- i. To make quality books available in the country.
- ii. To promote the reading habit
- iii. To encourage authors and translators
- iv. To improve production standard and quality of publications.
- v. To maintain the prices of publication in fair level
- vi. To develop national library service

### **02. MANUSCRIPTS WHICH CAN BE SUBMITTED**

Manuscripts on various fields can be submitted as follows:

- i. academic/research works
- ii. subject/translation works
- iii. creative works (novels/short stories/poetic works/drama/songs)

### **03. MANUSCRIPTS WHICH CANNOT BE SUBMITTED**

Manuscripts of following categories cannot be submitted under this project.

- i. Previously published books
- ii. Books published for exam purposes or books with question-answers written for targeting exams.
- iii. Manuscripts of less than 49 pages after printing according to UNESCO criteria
- iv. Books containing drawings, diagrams and photographs without an adequate text.
- v. comic books
- vi. Theses not edited as books
- vii. Manuscripts submitted for another assistance project
- viii. Previously rejected manuscripts
- ix. Manuscripts written authors who received publication assistance in three previous occasions under this project.

### **04. PROCEDURE OF PROVIDING ASSISTANCE**

National Library and Documentation Services Board provides assistance to authors by advising them to further improve the quality of manuscripts which are in a considerable standard, by introducing advanced printing and publication standards and by purchasing a certain amount of printed copies of approved manuscripts. The maximum amount of financial assistance provided differs according to the manuscript category. The amount of financial assistance is decided by a committee after

considering the content of the book, quality and printing expenditure. At least 1000 copies of an approved manuscript should be published.

National Library and Documentation Services Board expects assisting the local readers and libraries and maintaining the price of a copy in a reasonable level by printing and distributing more copies to support reader community and libraries.

Accordingly the Board assists the authors by purchasing a certain number of copies according to the amount of assistance decided by the printing advisory committee of the Board.

## **05. PREPARATION OF MANUSCRIPTS**

- i. The content of the manuscript should not contain facts which are directly or indirectly criticize to any religion, ethnic group, community, institute or individual.
- ii. Manuscripts should be typed or computer typed on single page or both sides of the paper clearly and accurately. It is more appropriate to handover a typed or computer typed manuscript in order to ensure the confidentiality.
- iii. There should be an adequate space among the lines and in left margin of the paper so that the examiner could mention the observations.
- iv. The manuscript should be submitted together with the dedication, introduction, preface, acknowledgement, drawings, photographs, statistics bibliography, indexes which are expected to be included to the printed book.
- v. Manuscripts should be formal and properly bound.
- vi. The manuscript should not contain the name of the author or any other sign through which the author can be identified and the pages should be numbered correctly.
- vii. Before submitting the manuscript its language should be properly corrected. Manuscripts with such errors will be rejected.

**The manuscripts which are submitted without following the above instructions will not be accepted for scrutinizing.**

## **06. APPLYING AND SUBMISSION OF MANUSCRIPTS**

- i. Financial assistance is provided only to the manuscripts with academic and literary value. To consider the suitability/unsuitability, the relevant application should be filled and submitted with two copies of the manuscript and examining fee.
- ii. If there are any legal issues in publishing a translation, settlement of such issues is the responsibility of the author/translator/publisher.

iii. An author can submit only one manuscript during a year.

## **07. PRELIMINARY EXAMINING**

Preliminary examining of the manuscript is carried out by the publication advisory committee of the Board and only the manuscripts which have fulfilled basic requirements for entering to the project are accepted for scrutinizing. Manuscripts which are rejected in the preliminary examining by the publication advisory committee are returned to the author with examining fee.

## **08. CHARGES FOR EXAMINING**

### **i. Examining of academic/research manuscripts.**

Pages from 1 to 150	Rs.2000.00
For each additional page	Rs.10.00

### **ii. Examining the manuscripts of translations**

Pages from 1 to 150	Rs.1500.00
For each additional page	Rs.8.00

### **iii. Examining the manuscripts of creative works**

Pages from 1 to 150	Rs.1200.00
For each additional page	Rs.7.00

**As manuscripts are usually sent to two examiners or three examiners in special occasions, this charge covers only a part of the examining fee. Balance of the fee will be borne by the Board.**

Cheques for the examining fee should be drawn in favour of **Chairman, National Library and Documentation Services Board**. Payments in cash can be made to the cashier of the Board during office hours from 9.00 a.m. to 3.00p.m. and should obtain a receipt. Payments can also be made to any **People's Bank branch of the Island to the credit of the Account Number. 167-1-001-6-3170315 of the National Library and Documentation Services Board in the Town Hall Branch of the People's Bank** and the bank receipt should be forwarded with the manuscript.

## **09. CONFIDENTIALITY**

In examining the manuscript any author's identity will remain anonymous to the examiner and vice-versa. Obstructing or trying to obstruct this confidentiality may cause for rejecting the manuscript.

## **10. EXAMINING OF MANUSCRIPTS**

Manuscripts qualified for scrutinizing are usually sent to two examiners. This panel of examiners consists of experts in the relevant subject. Having considered the reports of examiners by the publication advisory committee, a decision is taken on the acceptance or rejection of the manuscript. If the committee decides to reconsider the manuscript after amendments and such amendments are indicated in the examiner's reports to improve the manuscript, the relevant amendments are informed to the author. The sole rights of the examiner's reports is with the Board and they are not issued to the authors under no circumstances whatsoever.

## **11. REJECTED MANUSCRIPTS**

The decision of the publication advisory committee regarding the approving or not approving the manuscript is the final decision. Rejected manuscripts are returned to the author. The additional examining fees borne by the Board for examining such manuscripts are not recovered by the author.

## **12. APPEAL FOR REJECTED MANUSCRIPTS**

The author can submit an appeal for rejected manuscripts. If the publication advisory committee accepts the appeal, an appeal deposit of Rs.1000/= should be made. If the committee understand that the appeal has a base, the manuscripts and examining reports are submitted to a subcommittee for reexamining.

## **13. REQUIREMENTS THAT SHOULD BE FULFILLED IN PRINTING**

The standards that should be followed in printing the approved manuscripts under the Publication Assistance Project are indicated in the agreement and following of the relevant standards is the responsibility of the author.

- i. All the books should be printed on the GSM 70 No.01 (70 GSM No.01) paper.
- ii. Front size for creative literary works and translations is point 11 or 12 and point 10 can be used for research academic works if necessary. (Should act according to the agreement)
- iii. The book should be bound in section binding or perfect binding. It is compulsory to get it bound in section binding if the manuscript is more than 250 pages.
- iv. Standard bibliographic methods should be followed in preparing the title page and designing the book. The book with instructions on the methods of compiling books published by the National Library and Documentation Services Board can be purchased from the National Library Bookshop or can be referred in the Reader Services Division of the National Library.
- v. The cover of the book should be prepared with at least 230 GSM artboard.

- vi. Should be free from printing errors.
- vii. The cover of the book and initial pages should be shown to the Board and receive approval before printing.
- viii. The book should be printed in a printing press registered with the Department of National Archives and the printing press should confirm in writing with its registered number and confirm that 1000 copies of the relevant book have been printed.

#### **14. AGREEMENT AND DECLARATION**

- i. The author should sign an agreement with the Board before publishing the approved manuscripts under the project.
- ii. Through this agreement the author should agree to print the manuscript approved by the Board with specified conditions and should handover the relevant printed copies to the Board before the due date.
- iii. National Library and Documentation Services Board agrees to purchase a certain amount of copies of the books printed according to the relevant conditions at a price decided by the printing committee.
- iv. In publishing the approved manuscripts any additional part should not be added to the manuscript or removed from the manuscript without the written permission of the Board.
- v. Violation of the conditions of the agreement is a reason for the cancellation of the agreement.
- vi. After completion of the printing, two model printed copies of the book should be submitted to the Board for inspection whether the book has been printed according to the relevant conditions. After the two model printed copies are approved, the number of copies specified should be handed over to the Board. All the printed copies provided to the Board should be consistent with the two model printed copies provided before.
- vii. The softcopy of the book approved and published under the Publication Assistance Project should be provided to the Board with the printed copies of the book.

**The Board has the sole rights to reject the books which have not fulfilled the above conditions and books specially with printing errors on the recommendation of the publication advisory committee.**

**Chairman  
National Library and Documentation Services Board  
No. 14, Independence Avenue  
Colombo 07.  
Inquiries: 0112687583**

## **E- Publishing**

With the objective of promoting and uplifting writing career of upcoming and veteran authors the Publication Assistance Project implemented the e-publishing project has been implemented. In an era in which the world has a tendency to e-book publishing, The National Library of Sri Lanka implements the national e-policy as the pioneer of promoting reading to the nation.

The main reason for the popularity by e-publishing throughout the world is its convenience to access to the books. Also, books can be saved and take here and there. Through this reader can use books at any time very conveniently as he/she wishes.

### **Advantages of e-books usage**

- A large number of books can be stored in the repository at a time.
- Authors can publish their books with a minimum expenditure under this project.
- Authors can publish their books conveniently within a short period.
- The author is able to decide the price of the E-copy.
- Providing access of this book to the reader through the kiyawamu.lk website jointly launched by the National Library and Documentation Services Board and Sri Lanka Telecom. A royalty of 35% is given at every time the book is downloaded.
- Every book receives security, legal protection and publicity.
- Providing the opportunity to enter the collection of books recommended for the best e-book golden award of the year in the National Reading Month.
- Presenting the award for the best e-book.
- Convenient use by readers.
- Readers have ability to access to e-books without any limitation. (Specially there is a demand for this from Sri Lankans living in foreign countries)

### **Books which can be submitted for the e-publishing project.**

Manuscripts on the following fields can be submitted under this project.

- Academic/research works
- Subject related/translation works
- Creative works (novels/short stories/prose / drama/songs)
- Children's literature books
- Youth literature books

**Only the manuscripts with academic and literary value are provided assistance under this project. To consider the suitability/unsuitability, the completed application should be submitted with two copies of the book, CD and the examining fee. Further information can be obtained from the Publication and Book Development Division.**



