

Center for Teaching and Learning Development, Office of Academic Affairs, NTU

Pilot Subsidization Guidelines for English Paper Editing

I. Purpose of Subsidization

In order to encourage doctoral and master students to publish their research papers in international journals and foster international academic exchange, the Center for Teaching and Learning Development (hereinafter referred to as the CTLD) of Office of Academic Affairs at National Taiwan University has established the “Pilot Subsidization Guidelines for English Paper Editing” (hereinafter referred to as “the Guidelines”).

II. Application Window: January 1st, 2023 to November 30th, 2023.

III. Subjects for the subsidy: Doctoral or master students of National Taiwan University who are the first author or the corresponding author of the paper to be published.

IV. Principles of Subsidization

1. The paper to be applied for subsidization should be submitted to international journals that are included in SCI/SCIE (Science Citation Index/Science Citation Index Expanded), SSCI (Social Science Citation Index), or A&HCI (Arts & Humanities Citation Index).
2. If the journal, which the paper is to be submitted to, does not meet the above-mentioned qualification, students can still apply for the subsidy for papers that meet the requirements of faculty promotion qualification at each college; proofs of qualification should be presented.
3. If the paper is submitted to other academic publications with a professional review mechanism (e.g. monographs, specialized chapters, proceedings) in a foreign language and is in need of editing, students may also apply for the subsidy.

V. Subsidy standard

1. The standard is based on the “NTU Payment Standards for Translation, Editing, and Proofreading of Academic Works in Foreign Languages.”
2. Each applicant can only apply the subsidy for one paper every year, and the maximum amount of subsidy is NT\$8,000.
3. Within the same year, the applicant may reapply for this subsidization based on the same standard only when the currently subsidized paper has been published.
4. Applicants who are not at the same time receiving other fundings (e.g. National Science and Technology Council Projects) for their paper shall be prioritized.

VI. How to apply: Applicants must fill out the application form and provide the original paper (this is needed only for the CTLD to evaluate the amount of subsidy required and it will not be used or disclosed for any other purposes) along with the quotation if the editing will be performed by an editing company. After

the application is approved by the CTLD, applicants may contact editor(s) or an editing company to start the editing process.

VII. Reimbursement:

1. After the editing is finished, the applicant must send the full text of the edited paper, the original copy of the editor's receipt (signature is required for electronic receipts), and the photocopy of the publisher's response letter to the CTLD. The reimbursement will be verified via the accounting process of NTU.
2. According to the accounting regulations, receipts should be presented within the application window, or else the reimbursement will be invalid.

VIII. If the CTLD demands a presentation of research results, the qualified applicants of the Guidelines are obliged to attend the presentation and provide relevant information.

IX. Matters not covered herein shall be handled in accordance with guidelines to be announced such as is required by the CTLD.

Application Form for Subsidization of English Paper Editing

2023/04/28 version

Name of Applicant		Department	
Phone		Email	
Paper to be published	Title:		
	Word Count of the Full Text (in English):		
Field	<input type="checkbox"/> To be published in SCI/SCIE journals (Discipline: _____) <input type="checkbox"/> To be published in SSCI or A&HCI journals (Discipline: _____) <input type="checkbox"/> Other, please explain: _____		
Name of the Intended Journal			
Type of the Author	<input type="checkbox"/> First Author <input type="checkbox"/> Corresponding Author (Multiple answers are allowed)		
Identification of Editing Company or Individual Editor(s)	_____ (Note: Paid employees of NTU are not eligible to receive this subsidy.)		
Estimated Amount of Subsidy		Amount of Subsidy Granted	(Response of the case officer)

Remarks	
<p>※ Please fill out the application form and complete the signatures below. Email the scanned application form along with the original paper (and the quotation if the editor is an editing company) to the case officer at the CTLD (wanjihh@ntu.edu.tw), and wait for the CTLD to reply with the “Accepted” notice and the determined maximum subsidy.</p> <p>※ Once the editing is finished, the applicant must send the full text of the edited paper, the original copy of the editor’s receipt (the amount has to match the granted subsidy), or the original copy of the receipt from the editing company (photocopy of the credit card bill is needed if the applicant has paid by credit card), and the photocopy of the publisher’s response letter to the CTLD. If the applicant wishes to share the expense with other funds, please attach the photocopies of the receipts and provide the number(s) of the shared affixing form(s).</p> <p>※ Applicants who have received subsidy for editing are to, based on the subsidy funding source provided in the reply from the case officer, include one of the following sections within the Acknowledgment or Funding section of their subsidized paper:</p> <ul style="list-style-type: none"> – The English editing of this article was sponsored by National Taiwan University with the support of Excellence Improvement Program for Doctoral Students (grant number 108-2926-I-002-002-MY4) from the National Science and Technology Council, Taiwan. – The English editing of this article was sponsored by National Taiwan University with the support of Higher Education Sprout Project from the Ministry of Education, Taiwan. 	

Applicant

Adviser / Principal Investigator

Chief of the Unit

Date of Application (YYYY/MM/DD): _____