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:

<table>
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<th>ISBN ***</th>
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<tr>
<td>First published in Great Britain in ***[year] by Goldsmiths, University of London, New Cross, London SE14 6NW.</td>
</tr>
<tr>
<td>© Goldsmiths, University of London / ***[name of author and year]</td>
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<tr>
<td>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.</td>
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<tr>
<td>Additional copies of this publication are available from the Department of <em><strong>, Goldsmiths, University of London. Price: £</strong></em>. Cheques, made payable to Goldsmiths College, should be sent with the order.</td>
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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); 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.

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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.

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- **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
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