

Ministry of Education



National Library and Documentation Services Board



Publication Assistance Project – 2021/2022
Children's and Youth Literature

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 26th October 2021 to 31st January 2022 (except government holidays) from 9.00a.m.to 3.00 p.m.

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National Library and Documentation Services Board
Publication Assistance Project -2021/2022
Children's and Youth Literature

01. OBJECTIVES

- i. Promoting the habit of reading of children
- ii. Improve the availability of children's and youth literature
- iii. Encouraging the authors and translators who submit quality and standard translations
- iv. Increasing additional reading books for school children

02. MANUSCRIPTS WHICH CAN BE SUBMITTED

Manuscripts for the children between the age groups 06-16 and manuscripts under youth literature can be submitted for the purpose

- i. Book which have not published previously
- ii. Books of which the printed pages are 16 or more as per the UNESCO criteria, in case the book under youth literature, number of the pages should be over 49
- iii. Prose, poems, songs, drama, children's pictorials and the translations of such works can be submitted.

03. MANUSCRIPTS WHICH ARE NOT ACCEPTED

- i. Subject related book/Question and answers/books aimed for examinations
- ii. Manuscripts for which aids were granted under other aids programme
- iii. Manuscripts of child authors

04. PROCEDURE OF GRANTING AIDS

The National Library and Documentation Services Board assists the writers under this project by way of introducing higher printing standards for manuscripts to be granted financial aids for printing and purchasing a certain number of copies after printing of such work. The maximum of the grant provided for manuscripts will be Rs.40,000/- for books under children's, literature and Rs.50,000/- for books under youth literature.

05. PREPARATION OF MANUSCRIPTS

- i. The manuscripts can be submitted either as a typewritten or computerized copy, but the text should strictly be clearly on one side of the paper. In the meantime illustrations, photographs and other drawings should be included accordingly.
- ii. Sufficient space should be left between the lines and left side of the paper enabling the examiner to include his observations.

- iii. All the parts expected to be included in the books such as acknowledgement; introduction, preface and epilogue should be submitted along with the manuscript.
- iv. All the parts including cover, dedication, introduction, preface should be submitted after signing the agreement.
- v. The Manuscript should properly be bound
- vi. The name of the author or any sign to identify the author should never be included in the manuscript
- vii. Pages should be correctly numbered
- viii. Attention should be paid to the standards of the language of the manuscript before the submission

06. APPLYING AND SUBMISSION OF MANUSCRIPTS

- i. Grants will strictly be made under this project for manuscripts under children and youth literature category. For consideration under this project the writer should submit two copies of the manuscript along with the fee for assessment and the perfected application.
- ii. Application fee is Rs.150.00
- iii. It is the sole responsibility of the author/translator to sort out any legal matters which may be arisen in the publication of translated work. (Relevant permission should be submitted in writing)
- iv. One person can submit only one manuscript per year.
- v. Manuscripts of authors who have received publication assistance in three previous occasions under the publication assistance project of the board are not accepted.

07. PRELIMINARY ASSESSMENT

The Preliminary assessment on relevant manuscripts will be made by the publication consultation committee of the board and only manuscripts for which preliminary approval is granted to include such work to the project will be submitted for assessment. The manuscripts rejected at the preliminary assessment by the publication advisory committee will be returned to the writer along with the fee for assessment.

08. Fees for assessment

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| i. Manuscripts under Children's Literature | From page 1-16 Rs.500/-
Rs.5/- for each page from
Page 17 |
| ii. Manuscripts under Youth Literature | Up to page 150 of the
Manuscript Rs.1000/-
Rs.6/- for each page from
Page no 150 |

Since manuscripts under Youth Literature are generally sent to two assessors or three assessors in special occasions, this fee covers only a part of the assessment fee. The balance will be borne by the National Library Services and Documentation Board.

All cheques should be drawn in favor of The Chairman, National Library Services and Documentation Board. Cash payments should be made to the Shroff at the National Library Services and Documentation Board between 9.00 a.m. to 3.00 p.m. and receipt should be obtained for each payment. Payment may also be made by depositing the amount payable at any branch of **People's Bank to the credit of the account No,167-1-001-6-3170315 at People's Bank, Town Hall Branch, Colombo and the receipt obtained thereof should be submitted along with the manuscript.**

09. CONFIDENTIALITY

During the process of assessment no information will be revealed about the author to the reviewer or about the reviewer to the author. Any Attempts to transgress this confidentiality may cause for rejecting the application.

10. REVIEW

Each manuscript under children's literature is referred to a board of assessment. The board of assessment consists of experts. The decision either to accept or reject a manuscript will be made by the publication Advisory Committee after studying the reports of these assessors. The manuscripts which are decided by the board of assessors to be considered after revision will be communicated to the author along with the excerpts, if the revisions are mentioned in the reports of the assessment. The assessment report is an exclusive property of the National Library Services and Documentation Board and will not be issued to the author under any circumstances.

11. REJECTED MANUSCRIPTS

The decision of the Advisory Committee on the acceptance or rejection of a manuscript for providing aids shall be the final. The rejected manuscripts will be returned to the author. The additional assessment fees borne by the National Library Services and Documentation Board will not be recovered from the officer.

12. APPEAL REGARDING THE REJECTED MANUSCRIPTS ARE NOT ACCEPTED

13. COMPLIANCE IN PRINTING

The guidelines and standards that should be followed in printing of the manuscripts approved under the project are included in the agreement of standards and is the responsibility of the authors to conform to those guidelines.

- i. Publications under children’s Literature should be printed in at least 80 GSM or above paper, and publications under youth literature should be printed in at least 70 GSM or above paper.
- ii. Font size of children’s books should be 14 or 16 and the font size of the youth books should be 12 (should be done according to the agreement)
- iii. The printed book should be bound using the section binding of perfect binding process.
- iv. The title page and the design of the book should be in compliance with the accepted publishing standards. (The books titled “*Grantha Sakasme Kramawedaya*” & “*Lama Grantha Sakasme Kramawedaya*” published by the National Library and Documentation Services Board can be purchased from the book shop of the national library or can be referred via www.nalin.lk web page)
- v. At least 230 GSM art board should be used for the cover page and should be finished with matt laminating. Cover page and the illustrations inside should be of 04 colours.
- vi. All printing errors must have been corrected.
- vii. The sample copy of the book should be submitted to National Library and Documentation Services Board for approval before printing.
- viii. The book should be printed by a registered printer and its registration number should be produced to the Board.

14. THE AGREEMENT AND PUBLICATION

- i. The author of the manuscript which has been approved under the project should enter into an agreement with the Board.
- ii. Under the terms of this agreement the author pledges to hand over the copies of the book printed in conformity with the terms and conditions stipulated by the Board before the date agreed upon.

- iii. The Board agrees to purchase a stipulated number of copies of the book printed in terms of the conditions laid down by the Board at a price specified in the agreement.
- iv. No new section or any matter can be included or deleted in publishing the approved manuscript except with a prior written approval of the Board.
- v. Any breach of the terms and conditions of the agreement in whatever manner will render the agreement null and void.
- vi. After the completion of the printing, two model printed copies should be submitted to the Board and whether the printing is done according to the relevant conditions is examined. After the model printed copies are approved, the printed copies due to be received to the Board should be handed over. All the printed copies provided to the board should be consistent with the model printed copies previously submitted to the Board.
- vii. The softcopy of the books approved and published under the publication assistance project should be provided to the Board with the printed copies of the book.

Once the manuscript is printed a specimen copy of the printed book should be submitted to the Board and the Board will examine whether printing has been done in conformity with the relevant terms and conditions. After the approval of the specimen copy the number of specified copies should be handed over to the Board. All printed copies submitted to the Board should conform in all respects to the specimen copy.

N.B. At least 1000 copies of the approved manuscript should be printed. The board will aid the author by purchasing number of copies decided by the Printing Advisory Committee.

The Board has the complete right to reject the books which have not completed the above conditions and the books with printing errors on the recommendation of the publication advisory committee.

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