

1. Publication requests and first steps

1.1. What can I have published through Fraunhofer Verlag?

We usually publish dissertations, anthologies, monographs, conference proceedings, market studies, research reports, and project reports.

All kinds of written documents arising in the context of research work conducted at and with Fraunhofer can be published at Fraunhofer Verlag. In this way, we raise the visibility and profile of your research achievements.

1.2. At what stage of my planned book project is it best for me to involve Fraunhofer Verlag?

The earlier the better, especially for larger publication projects. To ensure the necessary quality of our publishing services, we need sufficient time to plan and work through the individual steps. Therefore, it is best for you to contact us as soon as possible so we can coordinate all the necessary steps and set the process in motion with adequate lead time.

1.3. What information about my publication request does Fraunhofer Verlag need for an initial consultation?

We need details about the following:

- The **type** of publication (monograph or research report, for example)
- The **form** of the publication (type of binding and format)
- The **scope** of the publication (including number of pages in color, where applicable)
- The **print run** for the publication (number of copies)
- The desired **completion date**

1.4. What documents does Fraunhofer Verlag need in order to be able to start my book project?

To be able to start your book project, we need a **completed publishing agreement** from you. It forms the basis for the collaboration between the author and Fraunhofer Verlag.

If you are interested to cooperate with Fraunhofer Verlag, please feel free to contact us by email on → verlag@fraunhofer.de and we are happy to provide you with the publishing agreement in German or English.

2. Processing and next steps

2.1. How long will it take to process my publication request?

In the case of dissertations, production typically takes anywhere from eight to twelve weeks from the time when the file is received for review to the time of receipt of the finished copies. Production times for all other publication types depend on the scope and desired → [publishing services](#). Please get in touch.

2.2. What publishing services does Fraunhofer Verlag offer as part of the publication process?

We offer various services, depending on what is needed. Our support ranges from professional copy editing to creation of layout and typesetting through to proofing manuscripts and print production.

For details of our publishing services, please see our website: → [Publishing with Fraunhofer Verlag \(sharepoint.com\)](#).

2.3. Is support available from Fraunhofer Verlag beyond that (for things like cover design, for example)?

Our production experts can help you with cover design as well. We provide neutral advice on any and all questions you may have relating to your book projects. Please get in touch.

2.4. Are there publishing guidelines I need to bear in mind or info documents I can download and review?

We have set up a separate information page for authors on the Fraunhofer intranet where you can find and download all the key publishing guidelines and documents for your publication. You can find it here: → [Publishing with Fraunhofer Verlag \(sharepoint.com\)](#).

3. Rights to the work

3.1. Who keeps the rights to the content?

Only the rights of use that are necessary for the specific publication purpose are transferred to Fraunhofer Verlag. This does not affect the author's other rights of use and publication.

You can find full information on rights in our publishing agreements, we are happy to provide you with these. For this, please send an email to → verlag@fraunhofer.de.

4. Printing and publication

4.1. Does Fraunhofer Verlag also offer book formats other than the common ones?

We publish books in all common formats and binding types, but special formats are also possible. If you have special requests, please contact us, and we will be happy to advise you.

4.2. Can I have any number of copies printed? And are there deposit copies that must be printed?

The number of printed copies depends on the printing process used (offset or digital) and the publication type. There are different specifications for minimum delivery quantities on these points. We're happy to advise you on this as well.

The publisher always prints **five deposit copies** of any publication:

- ✓ **2 deposit copies** for the German National Library
- ✓ **1 deposit copy** for the Württemberg State Library (this submission is due to where Fraunhofer Verlag is based)
- ✓ **1 deposit copy** for the Leibniz Information Centre for Science and Technology and University Library (TIB) in Hannover
- ✓ **1 deposit copy** for the Fraunhofer Verlag's archives

The costs incurred for this are included in the quote for the desired print run.

4.3. Can I publish my publication as open access (OA)?

You are free to choose the publication form for your publication. You can also have your publication published as OA with Fraunhofer Verlag.

For further information on OA publications, please see the Fraunhofer intranet at → [Open Access with Fraunhofer Verlag](#).

4.4. Where will my publication be available?

Your publication will be available from our in-house [bookshop](#) and via any book retailer.

5. Prices and invoicing

5.1. What should I expect my publication to cost?

The costs of a publication always depend on the scope and individual → [publishing services](#)., so it is not possible for us to give a general estimate of

this. We are happy to put together an individual quote for your publication, including all of the necessary publishing services. Please reach out to us.

5.2. How is billing handled?

If the costs incurred for your book project are assumed in whole or in part by your Fraunhofer institute, billing is handled conveniently through internal cost allocation. Otherwise, we issue a private invoice.

6. Get in touch

6.1. How do I contact Fraunhofer Verlag?

You can contact us with any questions and suggestions or to request a publication by simply emailing verlag@fraunhofer.de.

For book orders, please contact bestellung@verlag.fraunhofer.de.

For media inquiries and review copies, please contact presse@verlag.fraunhofer.de.

We look forward to your email.