

GUIDELINE FOR NEF PUBLICATION PROGRAMME

The NEF Publication Programme financially supports scientific publications derived from the research work of the applicant and co-author(s). The topic must focus on and expand knowledge of nature conservation in developing countries within the Asia-Pacific region.

1. GRANT SIZE AND DURATION

The maximum grant size for this programme is one million (1,000,000) Japanese yen per project, with a maximum duration of one year.

2. ELIGIBILITY REQUIREMENTS

Applicants and their proposed publication projects must meet ALL the requirements listed below.

2.1 Eligible applicants

An applicant must:

- be a national of a developing country in the Asia-Pacific region (see 3. *TARGET COUNTRIES AND REGIONS* below);
- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation in one of the countries listed on 3. *TARGET COUNTRIES AND REGIONS* below;
- be the sole author or the first author of the proposed publication if it has multiple authors;
- have the ability to communicate in English;
- not submit multiple applications to the NEF at the time of the application deadline; AND
- not be engaged in other ongoing projects funded by the NEF at the time of the application deadline.

If the proposed publication is prepared by two or more authors, the applicant's co-author(s) must:

- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation;
- not submit other applications to the NEF at the time of the application deadline; AND
- not be engaged in other ongoing projects funded by the NEF at the time of the application deadline.

2.2 Eligible publication projects

A proposed publication must:

- focus on the topic of NATURE CONSERVATION (e.g., natural environment, its conservation and sustainable use, or other topics related to living organisms) of the country in the Asia-Pacific region (see 3. *TARGET COUNTRIES AND REGIONS* below);
- be printed as a book material;
- be derived from the applicant/co-author(s)'s research work on a particular topic in nature conservation;
- be expected to deepen and expand knowledge of the natural environment and its conservation among the general public, local communities, and/or academic communities;
- be written i) in English, ii) both in English and the applicant's national language in either one book

or separate books, or iii) in the applicant's national language together with the English book title and summary;

- have no copyright issues; AND
- be published within one year as scheduled.

Please ensure that the applicant completes a full-length manuscript comprising primary-source materials or data from the applicant/co-author(s)'s research. Additionally, the manuscript should be peer-reviewed by colleagues or other professionals and proofread by native English speakers or who are proficient in English writing before submission.

3. TARGET COUNTRIES AND REGIONS

The target countries in the Asia-Pacific region include: Bangladesh, Bhutan, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nauru, Nepal, Palau, Papua New Guinea, the Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

4. ELIGIBLE EXPENSES

The programme only supports printing costs, including design and layout, and distribution costs within the applicant's country.

5. OBLIGATIONS OF GRANT RECIPIENT

If granted, recipients should:

- be responsible for individuals and organisations/institutions to which the recipient subcontracts for various parts of the publication;
- make an appropriate acknowledgement of the NEF's support inside with the NEF's official logo on the front cover;
- submit both an electrical copy and two (2) hard copies of the proposed publication, along with a detailed financial report upon completion of the approved project; and
- accept NEF's posting of the e-copy on NEF's website.

6. HOW TO APPLY

6.1 Know NEF Publication Programme

Please read this guideline, "Guideline for NEF Publication Programme," to understand the programme. When filling out the application form, please follow the instructions and examples provided. Both the guideline and the application form are available on our website (<https://www.nagaofoundation.or.jp/e/research/publication.html>).

6.2 What to submit

Applicants who wish to publish a book in English only or two languages (English and another) should submit the items **a), b), c), d), e)** below:

- a) two (2) copies of a completed **Application form**, one in MS Word and the other in PDF;

- b) one (1) copy of a **full-length manuscript** of the proposed book, either in MS Word or searchable PDF;
- c) copies of three (3) **scientific publications** that most contribute to the contents of the book (see section 2.5.3 of the application form). Please attach an English summary for the publication(s) written in other languages;
- d) one (1) **recommendation letter**; and
- e) one (1) **estimate** issued by a publisher/printing company. Please attach an English version if the estimate is written in another language.

Applicants who wish to publish a book only in their native language should submit **a), c), d), and e)** above as well as **f) and g)** below:

- f) one (1) copy of a **full-length manuscript** with the English book title and summary, either in MS Word or searchable PDF. The English text (the book title and summary) should be inside in the manuscript; and
- g) one (1) copy of an **English translation of the entire manuscript**, either in MS Word or searchable PDF, for our review and future international audiences.

6.3 Where to submit

Application documents should be submitted to the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp).

6.4 Application deadlines

Application deadlines for the year 2025 are twice: **15 April 2025 at 10:00 AM in JST** and **15 October 2026 at 10:00 AM in JST**. All the required items mentioned in 6.2 must reach the NEF Secretariat by the deadline date for either April or October. Incomplete application documents or delayed submissions will not be accepted.

7. EVALUATION

The NEF Secretariat will check applications to ensure all the requirements are fulfilled. Only qualified applications will be examined by the NEF Selection Committee based on the following criteria:

- relevance and importance to nature conservation;
- reasonableness of contents and structure of the proposed publication;
- originality and quality of the proposed publication;
- feasibility of the publication schedule;
- reasonableness of the budget;
- applicant's past achievements/experience; and
- recommender's statement on the applicant and application.

8. SCREENING FOR PLAGIARISM

Please note that both applications and manuscripts will be screened for plagiarism using the iThenticate plagiarism detection system during the selection process. The NEF Secretariat will reject applications leading to plagiarism or self-plagiarism.

9. RESULT NOTIFICATION AND REMITTANCE

Results will be announced on our website within three (3) months after each deadline. Successful applicants will receive a letter of approval, report instructions, and account information form by e-mail. Fund remittance will be made as soon as the account information form reaches the NEF Secretariat.

Due to the high volume of applications received, the Secretariat will only contact the successful applicants and those who receive feedback from the Selection Committee. Thank you for your understanding.

*** NEF expects all our applicants/recipients to understand and follow ethical standards in science as professional scientists. Any improper conduct, such as improper grant spending, fraudulent grant acquisition, or research misconduct (fabrication, falsification, plagiarism), is not acceptable and subject to penalties.

If you have any questions or concerns about our programmes, please feel free to contact the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp).