

**APPLICATION FOR REQUESTING MANUSCRIPT PUBLICATION FEE  
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

In order to qualify for manuscript publication fee of up to a maximum of USD 500, the manuscript should be published in a journal listed in the Master Journal list published by Thomson Reuters available at <http://ip-science.thomsonreuters.com/mjl/>. The applicant should be either the first author or the corresponding author. Further, the application should be submitted not later than 3 months from the date of acceptance of the manuscript.

1. Name of Applicant : .....
2. Designation : .....
3. i) Department Attached : .....
- ii) Faculty : .....
4. Description of the manuscript
  - i) Title of the manuscript : .....
  - .....
  - ii) First author and affiliations : .....
  - .....
  - iii) Corresponding author and affiliation : .....
  - .....
  - iv) Other authors and their affiliations : .....
  - .....
  - v) Name of the Journal : .....
  - .....
  - vi) Volume and Issue Number : .....
  - vii) Date of acceptance of the manuscript : .....
  - viii) ISSN : .....
  - ix) Publisher : .....
  - x) Publication fee : .....

Please submit the following supporting documents with this application.

1. Copy of the manuscript
2. Evidence of journal listing in master journal list
3. Copy of the manuscript acceptance letter issued by the publisher
4. Copy of the invoice

Once the application is approved, the university will make arrangements to pay the publication fee to the publisher.

I hereby certify that the information provided in this application are true and correct to the best of my knowledge and no organization or other authors have undertaken to pay the publication fee.

.....  
Signature of Applicant

.....  
Date

5. Recommendation and Approval:

<b>Forwarded</b>	
..... Head of the Department	..... Date
<b>Recommendation</b>	
Recommended/Not Recommended	
..... Dean of the Faculty	..... Date
<b>Decision of the Research Grants Committee:</b>	
<b>Approval</b>	
Approved/Not Approved	
..... Vice Chancellor	..... Date