Application Template
Writers’ Retreat for William & Mary Faculty January 7-11, 2019.

The Provost’s Office and William & Mary Libraries invite you to a Writers’ Retreat in Swem Library. The purpose of the Retreat is to give you uninterrupted time to work on a specific writing project, complete research, edit a manuscript or prepare a grant proposal. The Retreat will provide quiet space in Swem, along with food, beverages and (perhaps most importantly) STRUCTURE.

The Retreat will run from Monday, January 7 - Friday January 11, 2019, with full-time and part-time scheduling options (see application). Accepted applicants will be expected to work on their writing for at least 6 hours per day (full-time participants); or 3 hours per day (part-time participants). All faculty members are eligible to apply. This includes adjunct faculty, full-time staff who also serve as adjuncts, professionals and professional faculty. Those who have contemporaneous administrative responsibilities should obtain supervisor approval.

Name _____________
Email ______________
Dept _______________

*Briefly describe your writing project and your goals for the Writers' Retreat. If you are applying with a collaborator, please make note of each participant's role, goals and intended outcomes related to the shared project. _____________________________

The Writers’ Retreat offers two scheduling options. Please check the one you would prefer.

● Full time
● Part time

*Are there any particular items of support you need in order to be successful during the Writers’ Retreat?

☒ schedule a consultation with a research librarian
☒ copyright assistance
☒ assistance negotiating contracts
☒ assistance identifying a publishing venue (journal impact factor, acceptance rates, etc).
☒ assistance developing and/or producing media for your project
☒ inter-library loan materials
☒ assistance setting up article alerts on specific topics
☒ assistance keeping found things found (Evernote, Mendeley, One Note, etc.)
☒ other
☒ none

If you selected "other," what other assistance or support would you like?
Which of the following brief lunchtime presentations would be of interest?

- Writing tips from seasoned faculty authors
- Rulers others use to measure publication value (citation analysis, WM institutional repository analytics)
- Open Access Publishing
- Open Educational Resources
- WM ScholarWorks Institutional Repository
- Other

We may be able to accommodate certain dietary preferences/restrictions. Please note any.