

Books Publishing Policy

Policy #	SR-300	Revision #	02
Accessibility level	A	Effective date	1/3/2021

1. Purpose

- 1.1 Rising the level of distinguished and creative research performance to position the university among the top international ranking universities.
- 1.2 Supporting and developing distinguished faculty members to foster a new generation of scientists involved in the science publishing movement.
- 1.3 Authorship and scholarly publication were encouraged to meet science and academic needs in a variety of areas by increasing the number of references and sources.

2. Definitions

The definitions herein appear in this document and/or in the related documents of this policy are:

- 2.1 **Scientific publishing** involves authored or translated books submitted by researchers in English or Arabic that rely on recognized scientific foundations in preparing and writing scientific works, as well as recording references and sources
- 2.2 **The printed book:** is what is printed and contains the university's logo.
- 2.3 **Book:** is the author's content, whether it is a single volume or a group of volumes.
- 2.4 **Scientific publication:** includes a book or scientific thesis.
- 2.5 **Research:** Studying in the field of specialization is distinguished by originality and represents an addition to knowledge.
- 2.6 **Textbooks:** Books that have been approved in the university academic curricula.
- 2.7 **Main author:** the main researcher who is principal about the work and shall be from the university
- 2.8 **Co-author:** the researcher who shares with the main author the authorship
- 2.9 **Jury:** Whoever is assigned to examine the scientific publication prepared for printing and does not participate in it.
- 2.10 **Hard copies:** the scientific publication that is presented in a paper form
- 2.11 **Electronic copies:** scientific production presented in the form of CD/DVD, Flash memory, or a hard disk.
- 2.12 **Reviewer:** Whoever is assigned to proofread the book prepared for printing and does not participate in it.

3. Policy

- 3.1 **Conditions and policies:** the main author/ co-author(s) must be aware of the following duties:
 - 3.1.1 The submission should be in one book: for writing or translation.
 - 3.1.2 The main author should be from FBSU.
 - 3.1.3 The number of authors from FBSU must not be less than 50% of the number of authors members.

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- 3.1.4 The value of the proposed support should not exceed 30 thousand riyals, and the Deanship of Scientific Research has the right to reconsider the budget based on the results of the arbitration.
- 3.1.5 The main author is the person responsible to adheres to the rules and principles of scientific honesty.
- 3.1.6 The material of the book must do not contradict the legal, social, and political constants of the Kingdom.
- 3.1.7 The book should not be exposed to Islam or the Arabic language in any way, whether explicitly or implicitly.
- 3.1.8 The percentage of citations documented in the book should not exceed the acceptable percentage (25%).
- 3.1.9 Attach the consent form (see **BPXX form**) of all the authors to the university's assumption of publishing the book according to the approved list, specifying the percentage of participation of each of them in writing the book.
- 3.1.10 Approval of the university's permanent committee for study plans and programs (in case of a course).
- 3.1.11 Pictures should not exceed one-third of the book.
- 3.1.12 In the case of scientific, engineering, and computer books, equations, mathematical formulas, or computer programs must not exceed 50% of the book.
- 3.2 **Incentives:** The university encourages the researchers to publish original books (curriculum, basic or advanced) in international/local books publishers and award incentives according to the publishers ranking as shown below:
- 3.2.1 A reward of 8000 SR shall be paid to the main author of the thesis for publishing the master's thesis, and a reward of 15,000 SR for the doctoral thesis.
- 3.2.2 Authors are given a reward that is estimated by the Scientific Council based on the report of the juries according to the domain of the book, its scientific value, and the effort exerted on it, provided that the reward does not exceed the amount of 50,000 SR per book.
- 3.2.3 The rewards for writing encyclopedias and encyclopedic books are determined according to the procedures approved by the Scientific Council, provided that they do not exceed 50,000 SR for each volume.
- 3.2.4 A reward of no more than 2000 SR is paid to every jury who is assigned to examine the book, whether from inside or outside the university, for each book that is reviewed.
- 3.2.5 A reward that does not exceed 2000 SR shall be paid to the director of the publishing and translation center for each reviewer revised a publication book at the university.
- 3.2.6 A reward that does not exceed 40,000 SR is paid for each textbook that is accredited and taught at the university, and it is authored by faculty members at the university in the concerning year.

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- 3.2.7 In a manner that does not conflict with the approval of the College Councils and the Department Councils, the Council of Scientific Research is concerned with recommending approval for publishing books following the rules and provisions conducted at the university.
- 3.2.8 These regulations shall come into effect after the approval by the University Council, and all previous rules inconsistent with them then are canceled,
- 3.2.9 The Scientific Council considers the regulations and rules annually for review and applies all necessary updating and adding what is appropriate to amend afterward.

4. Related Documents

- 4.1 The copyright form (SR-500-F2)