

Announcement of Publishing Books at the Centre of Publishing and Translation

Dates of submission: In the second session of the academic year 1435/1436 H, the Center of Publishing and Translation announces the opening of registering for translated books (which were completely translated), as well as the authentic authored books with relevant scientific additions to faculty members in the period from 26 Rabi Thani 1436 H to 6 Rajeb 1436 H, to be subjected for arbitration, printing and publishing at the Centre. Criteria of publishing books : it is required for the submitted books the availability of the following criteria:

1. The book must include the two elements of originality and modernity.
- 2- The book must have a scientific value.
3. The book must follow the scientific method in presenting ideas.
4. The book must take into account the accuracy of the documentation of scientific information and quotations.
5. The information and scientific terminology are to be accurate. 6. The book must be useful for the target group.
7. The chapters of the book must cover all aspects of the subject.
8. The book is linked to the specialization of the applicant. The place for submitting the books and the required documents: The submission is at the Center of Publishing and Translation, which is located in the second floor at the Vice Presidency for Graduate Studies and Scientific

Research in the university administration building to be completed with the following documents:

Firstly, documents are required for the publishing of a systematic book:

1. Request from the author directed to the Head of Department express his desire to publish the book by the university, determining the name of the subject as well as its code and number as the author wants the book to be scheduled for or be part of it.

2. Attached with the application form items of the course, as well as the decisions of examiners of the Department.

3-Decision of the Board of the Department and College, as well as the approval of his Excellency the Rector of the University on the report of the Board of the College.

4- Filling out an application form regarding publishing a textbook (from the Center's Site).

5. Three hard copies of the book project model.

6. An electronic version of the book (Word Format) and (PDF without mentioning the author's name), as well as items of the course to be magnetized on a CD.

7. Declaration form by the author to own the contents of the book and the right of publishing. (From the Center's Site)

8. List of the names of at least six arbitrators in the specialty field with the rank of professor or associate professor, as well as marking down their contact information such as telephone or email.

9- Autobiography of the author / authors.

10- Marking down the title of master thesis and doctoral thesis and attach the index of Contents.

Secondly: Documents are required to publish a book (Specialist / cultural / desk reference)

1. Request from the author to the Director of the Center of Publishing and Translation showing his desire in publishing the specialist or cultural or desk reference book.

2 Filling out an application form regarding publishing a book (from the Center's Site).

3. Three hard copies of the book project model

4. An electronic version of the book (Word Format) and (PDF without mentioning the author's name), to be magnetized on a CD.

5. Declaration form by the author to own the contents of the book and the right of publishing. (From the Center's Site).

6. List of the names of at least six arbitrators in the specialty field with the rank of professor or associate professor, as well as marking down their contact information such as telephone or email.

7. Autobiography of the author / authors .

8- Marking down the title of master thesis and doctoral thesis and attach the index of Contents.