



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY

# Terms and Regulations for Scientific Publishing - The Scientific Council



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## Forms attached are

1. Book Publishing Application Form (1)
2. Book Peer-Reviewing Application Form to be calculated within the Minimum Promotion (2)
3. Book Translating Application Form (3)
4. Nominating Peer-Reviewers for a Book Form (4)
5. Peer-Reviewing Book Form (5)
6. Peer-Reviewer Information Form (6)

**The Regulations for Scientific Research in universities state that the Scientific Council shall consider what was received for publishing by the University, whether research, authorship, translation, or investigation (Article 26) and that the manuscripts submitted for publishing include (Article 21):**

- a. Thesis
- b. Scientific research
- c. Textbooks
- d. Books and references
- e. Translated references, textbooks, etc.
- f. Investigations
- g. encyclopedias and dictionaries
- h. What the Scientific Council deems appropriate for publishing and consistent with the University's goals

### First: Review

#### **1. Standing Committee for Scientific Publishing:**

It is a committee formed by the Scientific Council, and it is concerned with what is presented to the Council for publishing by the University; (authorship, translation or investigation). It is referred to herein as "the Publishing Committee."

#### **o Committee Tasks:**

- 1- Select reviewers to evaluate the work submitted to the council.
- 2 -Send the work to the reviewers for evaluation.
- 3- Examine the reviewers' reports and recommend approval or disapproval for publishing the book.
- 4- Ensure that the required changes asked by the reviewers are made.
- 5- Recommend approval or disapproval regarding calculating the book within the minimum scientific production for promotion.
- 6- Tasks referred by the Secretary of the Scientific Council.

### **o Committee Members:**

The committee is formed of members affiliated or not to the Scientific Council, provided that its chief is a member at the Scientific Council.

### **2. Examiner Reviewer:**

A faculty member or the expert in charge of examining scientific production (Article 1 of the Regulations for Scientific Research in Universities), and the examiner reviewer must:

- a. Have experience and competence in the respective scientific field of production submitted for publication.
- b. Have a rank not less than the rank of the author / translator of scientific production submitted for publication, and if this is not possible, the Scientific Council is entitled to waive this condition.
- c. If the Reviewer is not academic, he must be a PhD holder or equivalent.

### **3- Editorial Committee:**

It is a special committee formed to ensure that the author / translator makes the required changes requested by the reviewers.

## **Second: Publishing Regulations**

The regulations assign the Scientific Council to set the detailed rules for publishing the production items mentioned in (Article 27). Thus, the rules are determined to organize book publishing, and define its procedures and forms, as follows:

- 1-The scientific production submitted for publishing by the University shall be consistent with the goals of the University, original, and shall provide a distinguished academic addition in the field of its specialization. It is subject to peer-reviewing by at least two reviewers, and shall obtain the majority of the reviewers' decision with its validity to be published and that the author must commit to the comments of reviewers, editors and the publishing committee.
- 2-The author / translator must provide the approval of his participants in the scientific production - if any - to be published by the University.
- 3- The author / translator, after the decision of the Scientific Council, shall commit to publish the book according to the publishing rules at the University in coordination with the Publishing Committee, and in the event that he does not implement what he was asked to do within four months, the University has the right to dismiss such publishing.

4-If the work is a textbook, it must avail one of the academic courses at the department to which the authors belong, and it shall obtain the department and college councils' recommendation, and that three years have passed since the publication of the last textbook that served the course covered by the new book.

5- If the scientific production is a thesis, it must have a general scientific benefit or must be related to the Kingdom's development goals, and that the thesis must not be part of an uncompleted book or project, and should not have exceeded three years since the thesis has been defended.

6- If the scientific production is a translation, it must have a tangible scientific or practical avail. It must pass the pre-examination phase through which the aim and importance of its translation have been determined. The translator and the editor shall be professional in both source and target languages.

7-The author / translator shall submit their research production written and online after final approval of publishing.

8-All works are subject to confidential peer-reviewing, so the researchers' names or what indicates their identity shall not appear. Also, the Scientific Council and its committees shall keep the Reviewer's identity confidential.

9-The Scientific Council is not obligated to return unacceptable work to their owners.

10-If approved for publishing, a contract is concluded between the University and the author / translator, through which the rights and obligations of both parties shall be specified.

11-The University shall reserve the right to print and publish the authored or translated work for a period of five years, starting from the date of its publishing. After that, the right to republish shall be transferred to the owner or his offspring.

12-Only the University has the right to print and publish the translated book, in a manner that does not conflict with regulations and agreements in alliance with intellectual property.

13-The author / authors shall submit a number of free copies of the work, so the number of copies shall not exceed one hundred copies for the author and one hundred and fifty for all authors.

14-University publications shall carry its own logo, title, date of issue, and copyright property.

### **Publishing works include the following:**

1. Publish a specialized or reference book.
2. Publish a textbook.
3. Translate a specialized or reference book.
4. Translate a textbook.

## Procedures for Publishing a Specialized or Reference Book:

- 1-The author / authors shall submit a request to publish the specialized, cultural, or reference book to the Scientific Council's Chair and fill in Form (1).
- 2-The author (s) shall attach to their request three hard copies of the draft book, a soft copy, a statement by the author / authors that states they own the contents of the book, the copyright, and a proposal of three reviewers.
- 3-The work shall be submitted to the Publishing Committee at the Scientific Council to ensure the importance of the book, and that the University conditions and standards for publishing are met, and to recommend the Reviewing Committee's members.
- 4-The Publishing Committee shall submit its recommendation regarding the Reviewing Committee's members to the Scientific Council, composed of two principal reviewers and an alternative one. In the event that one of the principal reviewers recommends the draft book not to be published, the work shall be submitted to the alternative Reviewer, and his decision shall be final.
- 5-The Scientific Council shall form a committee to examine the draft book after considering the Publishing Committee's recommendation.
- 6-The reviewer must submit a detailed report that includes an evaluation of the suitability of the draft book to be published by the University, the necessary changes, and then fill in Form (5).
- 7-The Scientific Council shall consider the reviewers' reports. In case of approval of the Scientific Council on the draft book, Chair of Scientific Council shall send the rules and specifications of publishing at the Saudi Electronic University, and a copy of the reports of the Examination Committee to the author (s) to make the changes or not due to justifications mentioned there.
- 8- The Publishing Committee shall submit the draft book to the representative of the author's college at the Scientific Council to form a committee, headed by him, to review the book.
- 9-The Review Committee report shall be submitted to the Chair of the Scientific Council, along with a hard and soft copy of the draft book – after modification according to the University publishing specifications.
- 10-The draft book shall be submitted to the Publishing Committee at the Scientific Council to review the Review Committee report, propose the number of copies to be printed, and estimate the author/authors, the editor, and the Review Committee rewards.
- 11-The Scientific Council shall consider the committee's recommendation, and in case of approval of the draft book, it shall be submitted to the Department of Scientific Publishing.
- 12-The author / authors must coordinate with the Department of Scientific Publishing to finalize the book in accordance with the publishing rules and specifications followed at the Saudi Electronic University, and it is not allowed to make any modifications to the content of the book (whether by adding, deleting or changing paragraphs) after receiving it at the Department of Scientific Publishing, except after referring to the Publishing Committee.
- 13-The reward determined by the Scientific Council for the author / authors of the book shall be paid after completing the final printing process, and then the Department of Scientific Publishing shall prepare a report to enable the reward to be paid.

## Procedures for Publishing a Textbook

**Publishing textbooks goes through the same procedures of translating specialized books, preceded by the following additional procedures:**

- 1- The translator / translators submit a request to publish the textbook to the department council and fill in Form (1).
- 2- In the event that the department approves the textbook project, five expert reviewers shall be nominated to examine the book's material, as well as fill in Form (4), and attaching the course description form. The department must use such textbook for the particular course, at least three years from the date of issuing it by the printing press.
- 3- The college council approves the department council's recommendation, and the college dean shall submit the two decisions to the Chair of the Scientific Council.

## Procedures for Translating a Specialized or Reference Book:

- 1- The translator / translators shall apply to translate the specialized or reference book to Vice-President for Graduate Studies and Scientific Research, filling in Form (3).
- 2-The Scientific Council shall ensure the importance of the book and the significance of its translation.
- 3- The work shall be submitted to the Publishing Committee, and in case of approval, the translator / translators shall be notified of the initial approval.
- 4-The Department of Scientific Publishing shall correspond with the publisher to obtain the publication permission and an original copy of the book's figures. The University shall bear all costs.
- 5-The Department of Scientific Publishing - after gaining the publication permission – shall sign a contract with the translator / translator including the obligations of each party.
- 6-The translator / translators are obligated to fully translate the contents of the book, including the introduction, explanation of figures, and the appendices, ... etc., taking into account that they have to write an introduction to translation and other requirements that the Department of Scientific Publishing determines.
- 7-After completing the translation project, the translator / translators submit three copies of the translated book, three copies of the original book, and one softcopy on a CD to the Department of Scientific Publishing.
- 8-The Publishing Committee shall form a committee to examine the translated book, consisting of: two principal reviewers, and an alternative reviewer. In the event that one of the principal reviewers recommends not to publish the draft book, the work shall be submitted to the alternative reviewer, and his decision shall be final.
- 9-The reviewer must submit a detailed report that reviews the suitability of the draft book to be published by the University, the necessary changes, and then fills Form (5).
- 10-The Publishing Committee shall consider the reviewers' reports. In case of its approval of the work, the Chair of the Publishing Committee shall send the rules and specifications of publishing at the Saudi Electronic University, and a copy of the reports of the Examination Committee to the translator / translators to make the changes or provide justification if they choose not to make the suggested changes.
- 11-The Publishing Committee shall submit the work to the translator's college representative at the Scientific Council to form a committee, being headed by him, to review the book.
- 12-The Review Committee shall submit a report for the Publishing Committee, along with a hard and soft copy of the work – after amendment according to the University publishing specifications.
- 13- The hard and soft copy of the work, the original version of the figures, and a copy of the contract letter with the publisher shall be submitted to the Scientific Council. Then, the Publishing Committee at the Scientific Council shall propose the number of copies to be printed, estimate the

reward for author/authors, proof-reader, and the Review Committee.

14-The Scientific Council shall consider the committee's recommendation, and in case of approval on the work, it shall be submitted to the Department of Scientific Publishing.

15-The translator / translators must coordinate with the Department of Scientific Publishing to finalize the book in accordance with the publishing rules and specifications followed at the Saudi Electronic University, and it is not allowed to make any modifications to the content of the book (whether by adding, deleting or changing paragraphs) after receiving it at the Department of Scientific Publishing, except after referring to the Publishing Committee.

16-The reward determined by the Scientific Council for the translator/translators of the book shall be paid after completing the final printing process. Then the Department of Scientific Publishing shall prepare a report to enable the reward to be paid.

## Procedures for Translating a Textbook

**Translating textbooks goes through the same procedures as translating specialized books, preceded by the following additional procedures:**

1-The translator / translators submit a request to publish the textbook to the department council and fill in Form (1).

2-In the event that the department approves the textbook project, five expert reviewers shall be nominated to examine the material of the book, as well as filling in Form (4), and attaching the course description file. The department must use such textbook for that course, at least three years from the date of issuing it by the printing press.

3-The college council approves the department council's recommendation, and the college dean shall submit the two decisions to Chair of the Scientific Council.



#### Fourth: Copyright

1-The author or translator shall sign a contract with the Department of Scientific Publishing at the Saudi Electronic University to obtain all rights related to the work to the University, including copyright and all subsequent editions in all forms and languages for the term of the rights (five years) and in case of reprints and additions all over the world.

2-The Saudi Electronic University shall own all the previous rights, including rights of reprinting, publishing, selling, and distributing, by choosing any of the ways, which include: printing, online, visual, or audio-visual photocopying, etc., and the University has the right to translate the work, give a license, and authorize others to do all aforementioned.

3-The Saudi Electronic University logo shall be placed clearly on the title page of the work or by any way that preserves the right of the University.



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