



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— أمانة المجلس العلمي —
The Secretariat of the Scientific Council

Publication of the scientific output at Imam Abdul Rahman bin Faisal University Executive and Procedural Rules

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MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

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First: Definitions

- **Principal researcher:**

He is a faculty member, or the like, who represents the group participating in the research and undertakes the supervision and management of the group.

- **Co-researcher:**

He is a faculty member, or the like, who participates with a group of researchers to complete the study of a subject.

- **Scientific research:**

it is the achievement that depends on the recognized scientific foundations and is done as a result of individual efforts or joint efforts or both.

- **University:**

means Imam Abdul Rahman bin Faisal University.

- **Neighboring rights:**

There are “related” or adjacent rights to copyright, and these rights are usually referred to by the abbreviation “Neighboring Rights.” Like the rights of media organizations in all their forms, the protection of the rights of those who help innovators to convey their messages and publish their work to the public is achieved through the neighboring rights.

- **The President**

It means the head of the scientific council.

- **Scientific Theses:**

The theoretical and applied scientific studies are prepared by graduate students to obtain a master's or doctoral degree.

- **The verified book:**

It is the book that deals with a science or a branch of it, and its original material is often in manuscript, its sources are documented and its words are removed or its expressions are ambiguous, and the rules and principles of scientific investigation are strictly observed.

- **Manuscript books:**

Manuscripts are the kind of books that were written by hand because there was no printing at the time of their writing. Manuscripts represent primary sources of documented information, and they are related to the study of multiple topics, and some researchers depend wholly or partially on the information contained in the manuscripts.

- **The Permanent Committee for Research and Scientific Publishing:**

It is the Committee for Authoring, Publishing, and Translation. The problem is formed by the decision of the university president. It is concerned with what is presented to the university in terms of production for publication.

- **Council:**

means the scientific council of the university.

- **Arbitrator:**

means a committee (individual or individuals) asked to do the scientific evaluation (the arbitrator) and to clarify his opinion regarding the work, its scientific content, and its suitability for printing and publishing.

- **Work:**

Every literary, practical, or artistic production or work of any kind, method of expression, importance, or purpose of classified it according to what was listed in Article (21).

- **Executive and procedural rules:**

They mean the executive and procedural rules for writing and publishing for the University of Imam Abdul Rahman bin Faisal for the year 1432 AH.

- **Appendices:**

They are materials of a special nature with which the author supports his book, and they include what was used to clarify the information and include maps, picture boards, painted figure boards, or graphs.

- **Scientific Encyclopedia:**

An organized summary of human knowledge in all fields or a field specialized in a particular field, arranged according to a specific method such as alphabetical or classified order in order to facilitate researchers' access to the information they want.

- **The author:**

Means a person or several persons, entities, or institutions that have been asked to place work or have voluntarily submitted a work to the committee to publish the work under his name or attributed to him by any of the methods used in attributing the works to their author or in a way that will be invented in the future unless evidence to the contrary is established.

- **Scientific publishing:**

A licensed scientific product and intellectual contribution for a faculty member and the like, whether inside or outside the university, whose publication is adopted by the Deanship of Scientific Research at the university following Articles (22) and (24).

- **The scientific paper:**

The meanings and ideas related to the topic that was addressed in it. written topical concepts study case reports and others.

- **Scientific Publishing Center:**

A scientific research center that operates under the umbrella of the activities of the Vice-Deanship for Graduate Studies and Scientific Research at the university. It prints and publishes every scientific product recommended by the Scientific Council for publication after arbitration under the rules of arbitration and publication at Imam Abdulrahman bin Faisal University.

Second: Publishing aims

1. to encourage faculty members to carry out their responsibilities towards supporting the movement of scientific research and authorship at the university and community level.
2. Upgrading the scientific research system to enrich science and specialized knowledge in all areas is beneficial to community service.
3. Raising the level of distinguished and innovative research output to place Imam Abdulrahman bin Faisal University in the first rank of globally ranked universities.
4. Supporting faculty members in publishing their scientific output and confirming their affiliation with Imam Abdul Rahman bin Faisal University in the published works.
5. Enriching scientific libraries and scientific knowledge sites with research and studies of Islamic thought.
6. Supporting and developing the distinguished competencies of faculty members to develop a new generation of researchers interested in the scientific publishing movement.
7. Establishing an information base for published materials for university faculty members.
8. Contribute to the dissemination of scientific production related to development goals in the Kingdom of Saudi Arabia.

Third: Articles of the Unified Regulations for Scientific Research in Universities for the Dissemination of Scientific Production

Article (21)

The production submitted for publication at the university includes the following:

1. Theses.
2. Scientific research.
3. Methodological textbooks.
4. Library literature and references.
5. Translators of references, textbooks, or others.
6. investigations.
7. Scientific encyclopedias and dictionaries.
8. What the Scientific Council deems appropriate for publication and consistent with the university's objectives.

Article (22)

It is permissible, after the approval of the Scientific Council, to publish some master's and doctoral theses whose publication is of general scientific benefit, or is related to the goals of development in the Kingdom

Article (23)

If the thesis is written in a foreign language and the Scientific Council sees the importance of publishing it in the Arabic language, the Council shall decide on a financial reward for translation.

Article (24)

It is permissible for publication to consider publishing theses that have been approved by other universities inside or outside the Kingdom if they serve the objectives of the university

Article (25)

A reward of (8000) eight thousand riyals shall be paid to the thesis holder in return for publishing a master's thesis, and a reward of (15,000) five Ten thousand riyals for publishing a doctoral thesis.

Article (26)

The Scientific Council considers the production submitted to it for publication in the name of the university in research, authorship, translation, or investigation, provided that it is consistent with the university's objectives and is original

Article (27)

The production submitted for publication is subject to arbitration. The scientific council sets the rules and detailed procedures for the arbitration, examination, and review system.

Article (28)

The scientific council sets the detailed rules and controls for publishing any of the elements of scientific production mentioned in Article (21) of these regulation

Article (29)

is given to authors and investigators. Translators have a reward estimated by the Scientific Council based on the arbitrators' reports according to the subject of the book, its scientific value, and the efforts made in it provided that the reward does not exceed the amount of (50,000) fifty thousand riyals for one book.

Article (30)

The rewards for authoring or translating encyclopedias and encyclopedic books are determined according to the plan and the procedures approved by the Scientific Council, provided that the reward for each volume does not exceed (50,000) fifty thousand riyals.

Article (31)

A reward of no more than (2000) two thousand riyals shall be paid to whoever is assigned to examine or arbitrate written, verified, or translated books, whether from inside or outside the university, for one book.

Article (32)

A reward of not more than (2000) two thousand riyals per book shall be paid to the proofreaders of the book published by the university.

Article (33)

A person who participates in the arbitration and examination of scientific production submitted for promotion to a scientific degree shall be paid a reward not exceeding (500) five hundred riyals for each research and not exceeding (3000) three thousand riyals for the entire scientific production submitted.

Article (34)

The owner of the production submitted for publication must correct the trials of printing and prepare the complete indexes and give the owner of the production one hundred copies of what the university prints for him.

Article (35)

In the case of translated production, the following conditions are required:

1. The translated work must be of scientific feasibility or practical application.
2. That the translated work is subject to arbitration by one or more reviewers.
3. The translator and the reviewer must be fully proficient in the two languages from which he is being translated and the one into which he is being translated.
4. The translator is obligated to consider the notes of the references and the suggested amendments.
5. Obtaining the right to translate and publish from the designated authorities before starting that.

Article (36)

The consideration for the right to publish is considered a waiver by the author of his right to print the book he authored, achieved, or translated for a period of five years from the date of approval by the Scientific Council to print it

Article (37)

When reprinting works published by the university, their owners are treated according to the following:

1. If the works were completed as part of scientific projects that the university spent on them, purchased their copyrights permanently, or were completed by professors who were emptied by the university to complete them, then their owners have no new financial rights upon reprinting.
2. The works prepared by their owners and the university purchased from them the publishing rights, they shall be paid - upon reprinting - a reward not exceeding what was paid to them the first time.

Article (38)

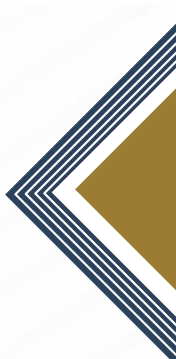
The university reserves the right to republish its publications for a period of five years. If the owner of the production adds something important to the edition, the Scientific Council shall estimate a special reward for what he added after obtaining approval from the arbitrator (Examiner

Article (39)

The production submitted for publication is subject to the arbitration of specialists, and the Scientific Council places Rules and detailed procedures for the system of arbitration, examination, and review

(40)

After five years have passed from the approval of the Scientific Council to print the product, the right to re-publish it in full shall be transferred to its owner or his heirs, and the re-publishing shall be by special agreement with the university.



(Article) From the unified list of scientific research in universities to publish scientific production,

The authority responsible for publishing scientific production at the university:

The Vice-Deanship for Graduate Studies and Scientific Research at Imam Abdul Rahman bin Faisal University, to which the Scientific Council is affiliated, is the authority authorized for all matters related to the establishment of a publishing center in the name of Imam Abdul Rahman bin Faisal University Faisal, or contracting with a publishing center from outside the university so that the publishing center takes over all the productions approved by the Scientific Council of production submitted for publication at the university, by Article (28) subparagraph (3) - (f) from the system of the Higher Education Council, and the Deanship of Scientific Research will assume the tasks of the publishing center currently until the completion of the establishment of the authoring, translation and publishing center at Imam Abdulrahman bin Faisal University.

• Procedures for the work:

Regarding the content:

1. the work must be scientifically accurate and linguistically sound.
2. The subject matter of the work should be related to the author's specialization.
3. The work must not have been previously published in any scientific journal or publishing center.
4. That the work is characterized by comprehensiveness and originality.
5. That the work serves as a scientific methodological or reference material for a scientific subject for one of the educational and teaching courses at the university, and fills a shortage in the scientific library.
6. The work must not be extracted from a master's or doctoral thesis or part of it in the event of a promotion request.
7. The title of the work should be clear and comprehensive to its internal content.
8. In the case of figures and graphics extracted from websites or references, the publisher's permission must be obtained.
9. Obligation to return the quoted information, attribute it to its owners, and document it using recognized scientific methods.
10. That the work does not contain any material that harms or violates the rights of others or confidentiality, that the work does not contain false information to the knowledge of the author, and does not contain any information, materials, instructions, or data that bring risks to users of the work.
11. The university is not responsible for any violation or risks arising from any of the above.



Concerning formatting and output:

1. The work should be written on one side of A4, with double spacing, with a margin of 2.5 cm from the top and edge of the page, and with a margin of 3.5 cm from the bottom of the page and on the packaging side, or it should be delivered in an electronic framework specified with the university on a plastic disk, a cylinder, or tape or another finger.
2. The work should be written in (Times new roman) font, size 12 for the English letter, and size 14 for the Arabic letter font (Traditional Arabic).
3. The tables and figures shall be numbered according to their appearance in the workbook.
4. Each table (in the above) is given a number and a simplified name unique to it, and it is indicated by its number in the body of the work.
5. Each figure (at the bottom) is given a number and a simplified name unique to it, and it is indicated by its number in the body of the work.
6. The figures are drawn acceptably on drawing paper or by computer, and the original drawings, figures, and pictures are attached.
7. Delivers original graphics, figures, photographs, maps, etc. in a photo-ready format.
8. References and sources are arranged and numbered in alphabetical order according to the priority they appeared in the work, and they are referred to within the text of the work and its text by the reference or source number, taking into account that it is written in the correct scientific manner, whether it is a research, book, or other by the Vancouver <http://www.library.uq.edu.au/training/citation/vancouv.pdf> This method is used to display the references and scientific sources used in the work from any type of information vessel by the control of the legal documentation of the vessel

- **considered in the research published in Scientific journals:**

Write the author's name, year of publication, the title of research, journal name and number, volume number, and page numbers.

- **In scientific books,**

write the name of the author, the year of publication, the name of the book, the name of the publisher, the place of publication, and page numbers (if necessary).

- **In the research published in scientific conferences and symposia:**

The author's name, year of publication, the name of the research, the name of the conference (or symposium), the place of the conference (or symposium), the date of the conference (or symposium), the organization organizing the conference (or symposium), and the conference's research book. (Or seminar), page numbers, name of the publisher, and place of publication (if any).

9. Attach the appendices after the references, if any.

10. The workbook is numbered from the beginning of the introduction to the last page of references.



- **Arbitration rules:**

1. The work submitted for publication is subject to two arbitrators specialized in the same field of work and a third reserve arbitrator, preferably with the rank of professor or associate professor
2. The scientific work is confidentially sent to the arbitrators without mentioning the name of the researcher or evidence of his personality.
3. Attached with the scientific work to be judged is a form (3/3) for an arbitrary evaluation of the work, which includes a list of criteria in the light of which the evaluation is carried out.
4. The work is accepted if two of the three arbitrators agree to authorize the work for publication.
5. The scientific work shall be published if it passes arbitration following the recognized scientific regulations and fulfills the rules and conditions of publication, and it is excused from publishing it if this is not achieved.
6. The Council of the Authoring, Translation and Publishing Center recommends the nomination of arbitrators who have published and previously arbitrated works in


Guidelines for the Author:

1. The author must abide by the executive and procedural rules for publishing in force at Imam Abdulrahman bin Faisal University.
2. That the author abides by a production that does not conflict with religion, or any law or regulation of authorship and publication controls in the Kingdom that is agreed upon scientifically, regionally, and globally, and that the author applies the laws in force in the Kingdom of copyright and related rights, the press and censorship of literary and artistic works, or any subsequent laws, and local regulations and global related.
3. The author shall sign a guarantee that all subjects and other materials included in the work, figures, drawings, tables, and other supplementary materials are original and authored by him, except for the parts he obtained permission to reprint, use, localize, translate or quote.
4. Attaching the permission to reuse any scientific material from another work in the work in its form in the language in which it is issued and for all subsequent versions, and for the author or translator to specify the percentage used from another work if he took several parts of it when requesting permission.
5. The author has the right to extract or refer to work from within the work to prepare topics or scientific papers in scientific journals, for teaching purposes, and for holding meetings, seminars, and scientific conferences if he presents the appropriate reference pointing to the work and the publisher.
6. The author has no right to participate in preparing, publishing, assisting, or using the work in any work or project that could compete or harm the sales of the work.
7. The author ensures and undertakes that he has no obligation with any other publisher, whether a person or legal entity, and has not assisted in the preparation of another work that directly competes with the work, or affects the performance of the agreement concluded with the publisher, or harms the marketing and sale of the work.
8. The author shall notify the publishing center of any circumstances that prevent the completion of the work and its delivery in accordance with the agreed time plan. If the author fails for any reason to complete his work and is interrupted, the publishing center has the right to cancel the agreement after writing to the author and announce it for a period of thirty days without incurring any financial or legal obligations or burdens.
9. The university is not obligated to bear any financial or administrative burdens because of breaching the terms of the contract.
10. The author shall make the final reading of the draft work, specifying the repairs, and return the work to the university or publishing center according to the specified schedule. That the publishing center deducts the costs from the author's financial rights.

Obligations of the Scientific Publishing Center at Imam Abdul Rahman bin Faisal University:

• Commitment to the following:

- a) The publishing center has the right to preserve any material that conflicts with the values of religion, belief, noble beliefs, good behavior, public morals, or authorized and valid regulations in force in the Kingdom.
- b) The publishing center pays the costs of completing the classification of the scientific material (Index) included in the work when necessary.
- c) The publishing center may give the author permission to reuse scientific material upon request, or the translated material, within a limit not exceeding ten percent of the work.
- d) The publishing center has the right to revise the draft of the book about the authorized presentation and numbering method.
- e) The publishing center works on improving the work and accurate linguistic revision upon certification of printing the licensed work.
- f) The author or translator signs a publishing contract with the publishing center about copyright, and the publishing center has the right to withdraw the work from circulation, publish or copy the work by any means, or distribute the work and broadcast the work through various contacts, and this includes the right of sub-works splintered from the original work (such as translations and quotations arrangements and modifications).
- g) The publishing contract with the author includes the author's remuneration including the transferred right, the duration and location of the work's exploitation, the author's remuneration amount, and any other necessary conditions.
- h) The publishing center works to obtain a local deposit number for the book from the competent authorities if any, and an international serial number (ISBN) from the National Library or the authorities concerned with the subject by the regulations in force in the Kingdom.
- i) The publishing center works to consider complaints submitted by those affected by the publication of materials to settle disputes.



j) The publishing center shall publish the work in the appropriate format and framework.

k) In the case of the participation of more than one author in authoring the work, the publishing center has the right to choose the name of the author most involved in preparing the new version or the new edition according to the schedule he deems appropriate, and the author must notify the publishing center within a period not exceeding forty-five days of accepting or rejecting participation in the new version or edition.

l) The publishing center has the right to choose an alternative for the author to participate in the preparation of a new version of the work in any of the following cases:

1. **The death of the author or his permanent disability.**
2. **The author failed to notify the publishing center of accepting the assignment within forty-five days.**
3. **When the author voluntarily decides not to participate in the production of a new version of the work.**
4. **The author failed to carry out the assignment within the agreed period.**

m) If the publishing center, based on the author's performance, decides that he is not qualified (to prepare the new publication or participate in it, the economic rights due to the author shall be transferred to his successor or alternative in the cases mentioned above).

n) In all cases, the publishing center must inform the Scientific Council of what is done with the author regarding the last two paragraphs.

Obligations of the Scientific Publishing Center at Imam Abdul Rahman bin Fei University :

Commitment to the following:

- o) The publishing center has the right to preserve any material that conflicts with the values of religion, belief, noble beliefs, good behavior, public morals, or the authorized and valid regulations in force in the Kingdom.
- p) The publishing center pays the costs of completing the classification of the scientific material (Index) included in the work when necessary.
- q) The publishing center may give the author permission to reuse scientific material when he requests it or the translated material within a limit not exceeding ten percent of the work.
- r) The publishing center has the right to revise the draft of the book concerning the authorized presentation and numbering method.
- s) The publishing center works on improving the work and accurate linguistic revision upon certification of printing the licensed work.
- t) The author or translator signs a publishing contract with the publishing center about copyright, and the publishing center has the right to withdraw the work from circulation, publish or copy the work by any means, or distribute the work and broadcast the work through various contacts, and this includes the right of sub-works splintered from the original work (such as translations and quotations arrangements and modifications).
- u) The publishing contract with the author includes the author's remuneration including the transferred right, the duration and location of the work's exploitation, the author's remuneration amount, and any other necessary conditions.
- v) The publishing center works to obtain a local deposit number for the book from the competent authorities if any, and an international serial number (ISBN) from the National Library or the authorities concerned with the subject in accordance with the regulations in force in the Kingdom.
- w) The publishing center works to consider complaints submitted by those affected by the publication of materials to settle disputes.

x) The publishing center shall publish the work in the appropriate format and framework.

y) In the case of the participation of more than one author in authoring the work, the publishing center has the right to choose the name of the author most involved in preparing the new version or the new edition according to the schedule he deems appropriate, and the author must notify the publishing center within a period not exceeding forty-five days of accepting or rejecting participation in the new version or edition.

z) The publishing center has the right to choose an alternative for the author to participate in the preparation of a new version of the work in any of the following cases:

5. The death of the author or his permanent disability.

6. The author failed to notify the publishing center of accepting the assignment within forty-five days.

7. When the author voluntarily decides not to participate in the production of a new version of the work.

8. The author failed to carry out the assignment within the agreed period.

aa) If the publishing center, based on the author's performance, decides that he is not qualified (to prepare the new publication or participate in it, the financial rights due to the author shall be transferred to his successor or alternative in the cases mentioned above).

bb) In all cases, the publishing center must inform the Scientific Council of what is done with the author regarding the last two paragraphs.

- **Copyright:**

The following copyrights follow:

1. The author or translator signs a contract with the publishing center affiliated or contracted with Imam Abdulrahman bin Faisal University to grant the university all rights related to the work, including copyright and all subsequent editions in all forms and languages throughout the rights period (For five years) and in the case of reprints and additions in all the world.
2. All previous rights are in the name of the publishing center at Imam Abdul Rahman bin Faisal University, and these rights include, without limitation, the right to reprint, publish, sell, distribute and choose in any form, which includes: printing, photocopying, electronic, visual, or audio imaging and other means, and he has the right to translation and other derivatives related to the work and the right to grant a license and assign a third party to carry out all the aforementioned.
3. The publishing center puts the logo of Imam Abdul Rahman bin Faisal University clearly on the main cover of the work or in any way that preserves the right of the university in addition to the name of the publishing center.

Fifth: Procedures for publishing a workbook

Applicant procedures :

1. Fill out the publication forms according to the electronic system and it is possible to print them on paper when needed according to Form (3/1).
2. Submit an electronic copy and three initial hard copies of the work, with the addition of the original translated foreign book or copies thereof.

Department procedures :

1. The department considers the application according to Classified Evaluation Form No. (3/2).
2. The department proposes the names of five arbitrators whose scientific rank is not less than (Associate Professor).
3. Attached is a copy of the department council approval report on the publication request.
4. The section of the department shall be filled out in the competent authority's form.

College procedures :

1. The college council considers the book review request based on the department council's recommendation and completes the filling of form No. (3/2).
2. The college council nominates five arbitrators who were nominated by the department council or from others to consider the book arbitration request.
3. Attached is a copy of the college council approval report on the publication request.
4. The part of the college is filled out in the competent authority's form.
5. The request shall be submitted to the Center for arbitration to determine its validity for publication.

Procedures of the Board of Directors of the Scientific Publishing Center:

1. The work is presented to the Board of Directors of the Center, and if approved, a recommendation is made to the Scientific Council to approve its publication and printing at the expense of the university.
2. The Center's Council recommends to the Scientific Council a request to approve the author's license and the remuneration so that the Scientific Council coordinates with the Publishing Center.
3. The Center's Council recommends disbursing the author's remuneration according to Articles (29) ,(25), and (30).
4. The part of the publishing center council shall be filled out in the competent authority's form.
5. In the event of the approval of the Scientific Council after the arbitration of the work, the Center shall review it according to the observations made by the arbitrators and sign the contract with the author or translator to prepare for its publication.

Procedures of the Scientific Council:

1. Sending the unreviewed work to the arbitration committee specialized in the relevant subject from inside or outside the university for review to write a printed report containing all observations, opinions, and directions and to fill out Form No. (3/3) within a period not exceeding eight weeks from receiving a draft Classified according to the form prepared for this.
2. Reviewing the arbitrators' reports and the general form of the work, then informing the publishing center to notify the author of making the final amendments for a period not exceeding three months from receiving the draft amendment, and if it is not returned within this period, the application is withdrawn and not re-sent as a new application.
3. The part of the Scientific Council shall be filled out in the Competent Authorities form to issue the decision.
4. If the work is rejected in its final form by the arbitrator and the Scientific Council is convinced of this, it is handed over to its owner while preserving the confidentiality of the report, with a recommendation to pay a reward of no less than (5,000) riyals according to paragraph (8) of the executive and procedural rules of the Deanship of Scientific Research at Imam Abdul Rahman bin Faisal University in the interpretation of Article (27) of the articles of the unified regulation for scientific research in universities.

Sixth: Financial

provisions Benefits: are paid as follows:

- a) The Scientific Publishing Center pays the financial obligations related to the revision, revision, and production units of the work and its industry.
- b) The Scientific Publishing Center certifies the advertisement and distribution, determines its extent, and pays its costs.
- c) The Scientific Publishing Center has the complete right to determine the selling price of the work and the number of copies authorized for marketing.
- d) The Scientific Publishing Center is obligated to pay %12 to the author of the copies sold or translated, and from the proceeds of using parts of the work for others.
- e) The Center for Scientific Publishing sends a detailed report on the sale of the work to the author at the beginning and end of each year with payment of the amounts due to the author.
- f) If the author receives amounts over his rights from the publishing center for any reason, the publishing center has the right to deduct these amounts from the author's balance with it.
- g) The Center for Scientific Publishing, following Article (34), provides (100 copies) of the work to the author free of charge, and the author has the right to obtain a %25 reduction from the price of the work for copies for his personal use throughout the publication of the work.
- h) print it.

- Rewards:

- a) The Scientific Council shall pay an estimated reward of around (2000) two thousand riyals to the arbitrator after writing his report on the work within limits commensurate with the number of pages of the work.
- b) The Scientific Council decides the following:

- **In the case of a book:**

1. Approving the author's reward or according to the committee's recommendation, not more than (50,000) riyals,
2. and not less than (25,000) riyals, (according to Article (29) and its executive rule for the Deanship of Scientific Research at the University of (Dammam)
3. In the absence of approval by the Scientific Council Based on the arbitrators' reports on the publication of books that the competent departments require the specialists to the author or achieve to cover a course, the author is awarded an estimated reward of not less than (5,000) riyals. The procedures for the Deanship of Scientific Research at Imam Abdul Rahman bin Faisal University)

- **In the case of a thesis:**

1. If a letter is submitted for publication, a reward is paid according to Article 25.
2. And in the case of translated messages (Master's - PhD), a reward of a maximum of (15,000) riyals is paid. ((According to the interpretation of Article (23) in the executive and procedural rules of the Deanship of Scientific Research at Imam Abdul Rahman bin Faisal University))

- **In the case of another production:**

and in the case of submitting another production submitted for publication, the Scientific Council shall estimate the value of the reward

- a) . And the reward to the competent authorities for conducting an It is necessary to ratify and implement the payment to the author provided that %50 of the work reward is paid to the author after concluding the contract and the other %50 after completing the printing process. ((According to the interpretation of Article (27) paragraph (7) in the executive and procedural rules of the Deanship of Scientific Research at Imam Abdul Rahman bin Faisal University)).
- b) When considering re-publishing a production previously published by the university, it should be considered that the Scientific Council approves a reward that does not exceed what was paid to them the first time.
- c) When re-publishing and adding the owner of the production an important addition to the edition, the Scientific Council estimates a special reward for what was added, provided that the added part is approved by the arbitrator.

Seventh: General Provisions

1. The contract concluded through these executive and procedural rules with the concerned authorities is a binding contract that includes all obligations and commitments for the author and the Scientific Publishing Center.
2. The agreement and the concluded contract are binding on the author, the scientific publishing center, their heirs, agents, successors, and guardians, except for what cannot be implemented by custom.
3. The author is obligated (at the expense and cost of the Scientific Publishing Center without obtaining other compensation) to implement and send identification papers and additional equipment needed to complete the work optimally.
4. The author has the right to participate in or obtain the assistance of any individual or entity at his own expense without being affiliated with the Scientific Publishing Center in any way.
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