



**Book-Authoring and Translation Projects
Funding Bylaws
1441 H - 2020**

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Introduction:

As supporting original thinking and encouraging academic research in applied, technical, and theoretical domains of knowledge are of the major goals of Prince Sultan University, the Translation and Authoring Center (TAC) strives to implement PSU's five-year strategic plan. TAC encourages faculty members to produce distinguished books and translations. This encouragement comes in line with the National Transformation Program that contributes to the achievement of the Saudi Vision 2030. The Center aims to provide faculty members with high-quality specialized scientific services, enhance their role in authoring and translation so that they can contribute to science and humanity.

Vision:

The vision of TAC is to become one of the leading providers of high quality authoring, translation and editing services at the local and international level.

Mission:

TAC aims to provide high quality specialized scientific services to meet the needs of PSU, local community and international partners. It also aims to promote book-authoring and translation projects amongst faculty members and students.

Article 1: (Definitions)

All terms shall have the meanings hereunder assigned to them unless specified otherwise:

University: Prince Sultan University, located in Riyadh, Kingdom of Saudi Arabia

Center: Translation and Authoring Center at Prince Sultan University

Higher Committee for Funding Book-Authoring and Translation Projects and Translation Award:

Head: Director of the Translation and Authoring Center

Members: 5 Members of PSU distinguished research-producing faculty members who have experiences in the field of authoring and translation

Responsibilities:

- Reviewing requests of book-authoring,
- translation projects,
- translation award funding,
- making decisions in accordance with the University's regulations and bylaws
- submitting recommendations to the University Council

Author: Principal or co-author in a book-authoring project

Translator: Principal translator or co-translator in a book-translation project

Referee: Researcher or expert who is designated to review the proposed or completed project

Article 2: (General Regulations)

All projects submitted to the Center for approval shall meet the following guidelines

1. The submitted project shall comply with the precepts of Shariah. It shall also comply with the regulations of Saudi Arabia and its culture
2. The Author/ Translator shall be committed to the ethics of scientific research and shall not infringe on intellectual property rights
3. The submitted project shall not be an extracted part of a scientific research or thesis or part of previously published work
4. The Author/ Translator shall be committed to use correct and clear language
5. The Author/ Translator shall be committed to use a variety of the latest scientific references that are published in the area he/ she is interested in

Article 3: (Goals of Funding)

By funding book-authoring and translation projects, PSU aims to:

1. Enrich science and knowledge across disciplines of the university in order to serve society (locally and internationally).
2. Develop scientific and practical solutions through book-authoring and translation projects commissioned by public or private organizations.
3. Transfer modern technology and participate in its development.
4. Link book-authoring and translation projects to the University's objectives, its research priorities and its development plans as well as link them to the objectives of the Saudi Vision 2030 and the National Transformation Program.
5. Achieve the university's vision and objectives as well as its research priorities which contribute to achieve the Saudi Vision 2030.

6. Foster a generation of distinguished researchers and train them to carry on book-authoring and translation projects by involving graduate students, teaching assistants, lecturers and research assistants in book-authoring and translation projects.
7. Encourage faculty members and students to be creative in book-authoring and translation projects that contribute to the enrichment of the specialized knowledge and serve the community. To achieve that, the University and the center shall:
 - a. Support authors and translators to publish their work and provide them with the techniques for academic documentation.
 - b. Find ways and channels to encourage the individuals and institutions to support book-authoring and translation projects and fund them to enhance the role of the university.
 - c. Provide up-to-date scientific means and publications that include periodicals, books... etc.

Article 4: (Specified Funds)

The Rector of the University, in coordination with the Higher Committee, shall have the right to approve requests for funding book-authoring and translation projects for specified purposes. These requests shall be submitted to the University Council at the end of each academic year.

Article 5: (Rules for Funding)

1. Book-authoring and translation projects shall be funded from the university budget that is specified for scientific research in that year in which the funding is requested. Funding can be from support provided by public, private and non-profit bodies as well as from self-funding.

2. TAC shall be responsible for receiving, reviewing, refereeing and following up with book-authoring and translation project proposals. TAC shall submit these proposals to the Higher Committee for review and provide recommendations to the University Council for approval.
3. The Principal Author/ Translator shall be an employee of the University at the time of signing the funding contract.
4. Co-authors and co-translators from outside the university can participate in a university-funded project, provided that they shall not exceed 50% of the total number of participants in that project. The Principal Author/Translator shall define the duties of each participant.
5. Author/ translator shall not be entitled to apply for funding for projects previously done.
6. If the committee finds that the author/ translator had applied for funding for a project that was previously done, the funding shall be annulled and the applicant shall be denied from funding for any other future book-authoring/ translation projects. Dishonestly of any kind shall not be tolerated and could hinder funding for future book-authoring projects.
7. Applicants shall be allowed to participate in 2 funded projects in one academic year, provided that he/she shall be a principle author/translator in one project and a co-author/ translator in the other.
8. If a faculty member applied for funding for a second project as a principle author/ translator in one academic year, he/ she shall have completed all the requirements of the first project. Therefore, he/ she shall submit a written statement from the Center to prove that.
9. Funding applications shall be submitted before the deadline set by TAC for each academic year.

10. If a project is deemed confidential, the period of confidentiality of that project shall be specified in writing to the center.
11. Proposals of book-authoring/translation projects shall be refereed by following the regular procedures in preparation for funding approval.
12. Author/translator shall not submit a funding request to another external body for a project already funded by the University, whether that project was fully or partially funded.
13. Author/translator shall not make any radical changes (changes on type, title, methodology and itemized budget) on a project. Minor changes to be approved by TAC.
14. A funded project not completed on the specified period, can be given a one-time extension, not exceeding 50% of the original proposed period. The University will not provide additional funding for the project.
15. Failure to meet any of the requirements specified in the contract, the contract shall be terminated without remuneration.
16. If an author/ a translator is no longer working at the University before completing the project, for any reason, he/ she shall be given extra time, upon his/ her request from 1-3 months. This can happen only if the percentage of the work done is around 80%, otherwise the contract shall be terminated without remuneration.
17. The Principal author/ translator shall not be permitted to dispense with any of the funded project team members without submitting reasonable justifications to the Committee. However, if one of the team members wished to withdraw from the project, he/she shall submit a reasonable excuse to the Committee. The Principal Author/Translator is entitled to submit a request to the Committee to replace a team member or complete the project with the rest of the members.

18. The Higher Committee has the right to terminate the funding contract of a project if;

- a. the referees' final report showed that the author/ translator did not comply with the project terms or timeline
- b. the project obtained less than 80% of the average opinion of referees and 70% of each referee

19. If referees request modifications to the authored/ translated book prior to its approval in the final stage, the authors/translators are given an extra time to make the required modifications within the specified period (not more than half of the original period of the project). After making the required modifications, the project shall be refereed again.

Article 6: (Copyright)

1. University shall maintain the copyright of the book for three years for its printing and marketing. After this period, the copyright shall be transferred to the author or translator.
2. Author/ translator shall have the right to market the book. He/ she shall also have any number of copies at cost, for marketing purposes.

Article 7: (Procedures for Funding Application and Project Completion)

Application for Projects Funding

1. Book-authoring/translation projects proposals shall be submitted to TAC within the specified period. The Higher Committee shall be responsible for the initial review of the applications to ensure the following:
 - a. Proposed project significance
 - b. Proposed project compatibility with the University's vision and objectives

- c. Proposed project originality and seriousness
 - d. Proposed clear project plan and timelines
 - e. Proposed project requirements appropriateness
 - f. Translator's full mastery of both source and target languages if the project is a translation project
 - g. Project sample submission (not less than 15 pages)
2. To review book-authoring proposals, TAC shall choose three or four referees from outside the university. The following shall be taken into consideration when suggesting the referees:
 - a. Appropriateness of their specialization and experience to the topic of the proposed project
 - b. Diversity of their affiliations
 - c. Their academic ranks shall be assistant professors or above
3. To review book-translation proposals, TAC shall choose three referees from outside the university. The following shall be taken into consideration when suggesting the referees:
 - a. Referees shall be specialized in the general field of the book and have already translated and published in the target language of their specialization, provided that at least one of them shall be specialized in translation or have published translated books
 - b. Diversity of their affiliations
 - c. Their academic ranks shall be of Assistant Professors or above
 - d. The opinion of two referees is required for the approval (with an approval rate of 80%) of a completed project.
4. The Higher Committee shall discuss the recommendations for the submitted project plans. The Committee will approve a list of referees to review the proposals.

5. TAC shall contact the referees who are approved by the Higher Committee to review the proposed projects.
6. TAC shall contact other referees, who meet the requirements, if the selected referees do not respond.
7. The Higher Committee, in cooperation with TAC, shall submit its recommendations, in light of the referees' reports, to the University Council. The project shall be approved for funding after receiving the approval of the majority of the referees, with a minimum average score of 80%, provided that the score of each referee shall not be less than 70%.
8. Priority funding shall be given to the projects with the highest average scores. In case of a tie, the priority shall be given to the faculty members who have not received any funding before. In case there was still a tie, the priority shall be given to the principle author's/ translator's seniority of appointment at the University.
9. For translation projects, the Higher Committee shall be responsible for receiving the formal approvals from the relevant and concerned bodies (e.g. the permission of translation and publication from foreign and Arabic publishers or the permission of drawings and illustrations). The University shall pay the fees of these approvals. This shall be done after the final approval of the University's Higher Management based on the Higher Committee's recommendations.
10. The final contract with the original publisher shall be signed after receiving the formal approvals.
11. The Higher Committee recommends that the University shall approve the funding of book-authoring and translation projects whenever they meet the requirements mentioned in the bylaws. Based on its approval, a contact

between the principle author/ translator and one of the University representatives, who is entrusted with this task, shall be signed

12. The Principal author/ translator shall submit soft copies of the final project to the Center
13. Three signed copies of the final contract shall be issued to the parties involved. These are to be produced for activation when required.

Article 8: (Projects Completion)

1. At the end of the project's specified period, the principal author/ translator shall submit a report to TAC upon completing it and fulfilling its requirements along with copies of the final version of the project.
2. TAC shall submit the referees' final decision and reports to the Higher Committee for the project's approval as well as the issuance of the project's funds. The Committee shall submit its recommendation to the University's Rector for the final approval and the enforcement of the funds.
3. To receive his/her remuneration, the principal author/ translator shall:
 - a. Provide the Center with copies of the project's final version
 - b. Provide the Center with a paper proving that the project was proofread by the one of the proofreaders approved by the Center whether from within or outside the University
 - c. Obtain a clearance from TAC
 - d. Submit an acknowledgment that the images and schedules used in the project were original or were copied upon the approvals of their authors
 - e. The Center shall submit a report on the completion of the project approved by the Higher Committee

Article 9: (Authors'/ Translators' Remuneration)

1. Remuneration:

- a. An authored or a translated book shall be considered as one unit regardless of its sections. The author shall be given 150 SR per authored page, whereas the translator shall be given 120 SR per translated page to a maximum of 50,000 SR per project, provided that one page shall equal 300 words and the whole project shall not be less than 150 page.
- b. Charts, engineering drawings and mathematical equations shall be calculated separately if they are original and not copied from another source. Every two original charts or drawing shall be equivalent to one page whereas every 10 equations shall be equivalent to one page provided that the author shall prove their originality.
- c. More than one author/ translator can participate in one project. In this case, the remuneration shall be distributed among accordingly to what is specified in the approved budget of the project, provided that the principal author/ translator shall be authorized on the behalf of the group. He/ she shall be the only one who is responsible for the project in front of the Center and University.
- d. Remuneration shall be given to the authors/ translators after the projects' final approval in accordance with the previous regulations and after the completion of the first publication experiment.

2. Author/ translator shall bear the following cost:

The costs of the proofreaders who are approved by the Center.

Article 10: (Referees' Remuneration)

The University shall bear the referees' remuneration for book-authoring/ translation projects. Each referee shall receive the remuneration as follows:

1. Initial referee: 700.00 SR and no more than 1000.00 SR
2. Final referee:

Number of Pages	Remuneration
Less than 200	1,000.00 SR
200 - 300	2,000.00 SR
301 - 400	3,000.00 SR
More than 400	4,000.00 SR

Article 11: (Authored/ Translated Books Publication Regulations)

1. The university shall complete the publication/ dissemination procedures and the issuance of required permits.
2. The university shall reserve the copyrights of the authored/ translated book for a five-year period from the completion of the project. This period is subject to be extended based on the principle author/ translator approval. By signing the contract with the University, the author or translator is waiving his/her right to republish the book or sell it for the period in which the university maintains the copyright.
3. Copyrights shall returned to the principle Author/ translator automatically after the contract period ends unless otherwise stated in writing.
4. The author/ translator shall be given 25 copies of the published book.
5. The author/ translator shall be given extra copies, at cost, if needed.

6. University shall reserve the right to republish its publications during the period stated in the contract. If the author/ translator edited the final version, a real editing that worth to be added and rewarded during that period, he/ she shall submit it to the Center. Based on what he/ she edited and after being approved by the referees, the Higher Committee shall give him/ her remuneration.

The university will decide the pricing of the final product.

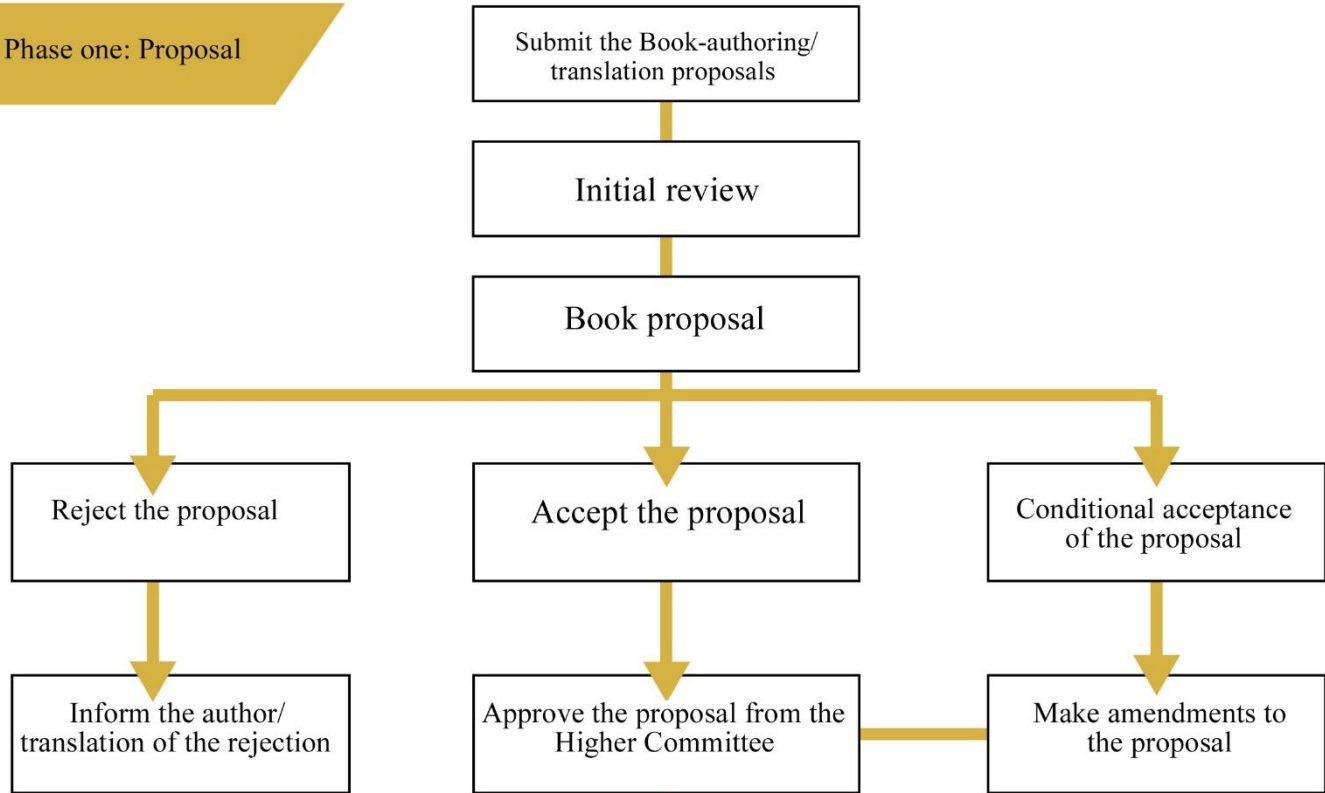
Article 12:

The Book-Authoring and Translation Projects Funding Bylaws shall be effective from the date of its approval by the University Council. Any previous bylaws that contradict with these bylaws shall be cancelled.

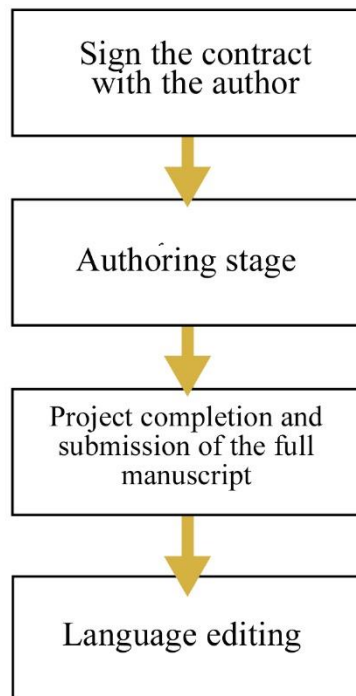
Article 13:

University Council and Higher Committee shall reserve the right to interpret these bylaws.

Phase one: Proposal



Phase two: Writing



Phase three: Implementation and printing

