Translation Form

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| **المملكة العربية السعودية**  **وزارة التعليم العالي**  **جامعة الملك فيصل**  **مركز الترجمة والتأليف والنشر** | E:\الحمود-العمل\شعار الجامعة الجديد.tif | Kingdom of Saudi Arabia  Ministry of Higher Education  **King Faisal University**  Translation, Authorship& Publication Center |

College: Department:

Book Title

Book Language

Book Nature

Cultural book ( ) Reference ( ) Text book ( )

Ex: Mobile: E-mail:

In case of textbooks or references, state the courses in which the book could be used?

1. 2-

3- 4-

1- If the book is a textbook, does the author enclose the course description? Yes ( ) No ( )

2- Has this book been published before in whole or part? Yes ( ) No ( )

3- Are there similar books in the same field? Yes ( ) No ( )

4- Has the department council approved the publication request? Yes ( ) No ( )

5- Has the college council approved the publication request? Yes ( ) No ( )

6- Has the book been reviewed by department examiners? Yes ( ) No ( )

If the answer is (yes), has the department included examiners' decision Yes ( ) No ( )

7- Is there an executive letter from the college dean that include University President Approval on College Council Minute? Yes ( ) No ( )

8- Is there a list of (10) referees? With one contact information at least. (It is preferable that the referees' specialties are in the same area of the book topic) Yes ( ) No ( )

9- Is/are translator/s C.V/s attached? Yes ( ) No ( )

10- A copy of the translated book is provided Yes ( ) No ( )

11- Does author obtain fund from the deanship of scientific research? Yes ( ) No ( )

12- Has the translator get enough idea about Book Application Requirements? Yes ( ) No ( )

**Translator signature…………………………….**

**Justifications of book translation and publication**

**1- 2-**

**3- 4-**

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| **Translators' Name** | **Employee Number** | **Scientific Degree** | **Major specialization** | **Minor specialization** |
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| **Recommendations of the department council:** Department Council recommended the publishing of the aforementioned book, in the session ( ) which held on …/ …/ … H |

**Department:**

**Department Head:**

**Signature:**

**Recommendations of the college council:** CollegeCouncil recommended the publishing of the aforementioned book, and named ten referees to judge the quality of it in the session ( ) which held on …/ …/ … H

**College:**

**College Dean:**

**Signature:**

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| **Recommendation of the board of directors of Translation, Authorship and Publishing Centre:**  ( ) Recommendation to publish the above-mentioned book.  ( ) Recommendation not to publish the above-mentioned book for the following reasons:   1. ………………… 2. …………………   The council also named referees (their names are enclosed) to judge the quality of the book, in session ( ) held on …/ …/ …H |

**Head of Translation,**

**Authorship and Publication Center**

**Dr. Muneer Hezam Alqahtani**