

## Translation Form

Kingdom of Saudi Arabia  
Ministry of Higher Education  
**King Faisal University**  
Translation, Authorship & Publication  
Center



المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة الملك فيصل  
مركز الترجمة والتأليف والنشر

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<sup>g</sup>

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|----|----|
| 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

**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:** College Council 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:**

**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**