



Al-Quds University

University By-Laws

(6)

Scientific Research By-Laws and Regulations

Al-Quds University Scientific Research By-laws

- Article (1):** These by-laws shall be titled "Al-Quds University 2003 Scientific Research By-laws 2003" and shall come into force as of the approval date by the University Council.
- Article (2):** For the purposes of these by-laws, the phrase (scientific research) shall mean every regulated scientific effort that aims at the development of the human knowledge.
- Article (3):** These by-laws aim at regulating, encouraging, and supporting the scientific research affairs using different material, moral, human, time means, giving priority to the scientific research related to the development purposes in Palestine and the Arab world.
- Article (4):** The scientific research dean in the University shall be vested the following powers and responsibilities:
- a. Regulate, coordinate, support, and encourage the scientific research affairs in the University.
 - b. Prepare the scientific research annual budget draft.
 - c. Carry out and publish the University's policy of the scientific research.
 - d. Collect information on the scientific research inside and outside the University.
 - e. Any other matters related to the scientific research.
- Article (5):**
- a. The University's Scientific Research Council shall comprise the Dean of Scientific Research as the council's head, and a representative for each faculty in the University as members, provided that such members shall be PhD holders, and preferably with a rank not less than Associate Professor.
 - b. The University Council, mandated by the Scientific Research Council, shall be entitled to add one or two non-faculty members to the Scientific Research Council for one annual renewable term. Such members shall not have the resolution voting right.
 - c. The Scientific Research Council invite any person to attend its sessions to partake in its studies and discussions without having the right to vote its resolutions.
 - d. Shall be a member for two years.
- Article (6):** The Scientific Research Council shall:
- a. Submit proposals on the University scientific research general policy and its means of application and prepare the University scientific research plan draft.
 - b. Prepare drafts of the instructions required for the regulation, encouragement, coordination, support, following up, evaluation, and publishing of the scientific research affairs.
 - c. Establish the bases and conditions required to preserve the University and researchers rights related to scientific research and the results thereof.
 - d. Discuss the annual scientific research annual budget.
 - e. Any other matters related to the encouragement of scientific research.
- Article (7):** The Scientific Research Council shall have the right to order the University Council, following coordination with the faculty dean, to, partially or fully, making available a faculty member to conduct specific scientific research. Such decision shall be issued by the University President himself.
- Article (8):** The Scientific Research Council shall recommend the University Council to offer encouraging recognition awards for the valuable scientific research. The University may provide support to and publish the valuable literature.
- Article (9):** The Scientific Research Council may issue one or more journals specialized in publishing the peer reviewed scientific research, and may publish bulletins and periodicals for the same purpose.
- Article (10):** The University Council shall be entitled to issue the instructions required to apply the provisions hereof.

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**Instructions on Scientific Research Regulation and Support in Al-Quds University
Issued by Virtue of the Scientific Research By-laws**

- Article (1):** These by-laws shall be titled "Al-Quds University 2003 Instructions on Scientific Research Regulation and Support " and shall come into force as of the approval date by the University Council.
- Article (2):** The following phrases and terms shall have the following meanings save where the context otherwise requires:
University: Al-Quds University
President: University President
Faculty: Any Al-Quds University faculty
Center/ Institute: Any scientific center/ institute in the University.
Dean: Scientific research dean
Researcher:
Council: The Scientific Research Council
- Article (3):** Al-Quds University shall provide the proper atmosphere and capabilities necessary to ameliorate scientific research by giving the faculty members time to perform scientific research in addition to the provision of the facilities, apparatus, office services, and any other scientific research requirements.
- Article (4):** Al-Quds University supports all types of scientific research along with care for scientific research that serves the University purposes.
- Article (5):** Al-Quds University shall prepare a work plan for the scientific research under a mandate given by the Scientific research Council to the University Council.
- Article (6):**
- a. The University shall regulate, coordinate, encourage, support, follow up, and publish the scientific research papers. Moreover, it shall provide the faculty members free for the performance of research with financial support.
 - b. The University shall encourage cooperation between researchers in the department, faculty, center, or other faculties and centers to carry out joint research. It also shall encourage the formation of scientific research teams specialized in different domains.
- Article (7):** The scientific research financial support in the University shall have two sources:
- a. The University scientific research budget.
 - b. Grants specified for the scientific research given by sources other than the University's budget.
- Scientific research support from the University's scientific research budget (Articles from (8) shall apply.**
- Article (8):** The faculty dean, or center/ institute manager, shall prepare draft annual budget for the scientific research in the faculty, center, or the institute, to be submitted to the scientific research dean.
- Article (9):** The dean shall prepare draft annual budget for the scientific research guided by the scientific research draft annual budgets submitted by faculty deans, center managers, or institutes. Such draft shall be presented to the Scientific Research Council for consideration, and passed to the President to be presented to the University Council and take the appropriate decision.
- Article (10):** University Council shall allocate an annual scientific research budget at 3% of the annual budget (the budget shall be distributed among different faculties in the University to encourage the members to continue scientific research).

Article (11): The Council shall prepare a scientific research support application form including:

- a. Researcher's name, specialization, and the University appointment date.
- b. Description of the research project it wished to perform.
- c. A brief description of the achievements in the research subject showing the result the researcher is willing to come out with.
- d. The researcher's expertise in the research project field.
- e. A list of the sources, references, apparatus, materials, and facilities required by the project showing which is available at the University and which is not showing the costs, time of use, expenditure categories, and a schedule of the project execution stages.

Article (12): Scientific research project support shall be on annual basis. In case a researcher requires more than one year, it shall submit a financial request for the next year stating sufficient justification.

Article (13): Project financial support shall include the following:

- a. Researcher assistants' remuneration.
- b. Secretarial services and printing expenses.
- c. Technical services provided in the University.
- d. Reference and apparatus prices.
- e. Requirements and consumables.
- f. Travel and accommodation expenses.

Costs may be transferred from one category to the other, Assistant remuneration, services, references, apparatus, and other materials provided by the University departments to the faculty members and workers in the academia within its regular programs and services shall not be included in the above support. They rather shall be paid by the University. The Deanship of Scientific Research shall state them in its annual report. Research and lecturing assistants and master's students may be used.

Article (14): All references, requirements, and apparatus purchased using the scientific research support money shall be owned by the University. They may be lent to the researcher until not needed anymore as long as he/ she is still working in the University.

Article (15): The researcher shall submit its research to the scientific research dean support request as per the administrative hierarchy.

Article (16):

- a. A researcher may request the travelling and accommodation costs to be covered using its research allocations if he / she does not request it its original request. It shall state its need to travel for research purposes to the dean.
- b. A researcher shall attach with its request a letter addressed by its destination approving its receipt and providing facilities. c. Such decision shall be taken by the mission and conference committee upon a recommendation by the Dean.

Article (17):

- a. Support given to the research subject travel shall be confined to the following: Contribution in the ticket price. Contribution in the accommodation costs provided that it does not exceed two weeks. One researcher in case such researcher is an associate researcher. Conference fees.
- b. The total of the amounts to be paid to the researchers for the travel and accommodation for one academic year shall no exceed (30%) of the total amount allocated for the scientific research support in the University.

Article (18): A researcher may apply to the Council for additional allocations for its research project.

Article (19):

- a. Requests shall be submitted to the head of the department, faculty dean, and the Deanship of Scientific Research for assessment.
- b. The Council shall refer the requests to the competent persons at its discretion to evaluate such projects.
- c. The Council shall consider the projects submitted, and decide the support amount for each guided by the competent committees recommendations.

Article (20): a. Financial support for a scientific research project shall be approved upon a resolution by the President based on the direction of the dean.
b. The Scientific Research Council shall allocate an amount of no more than 5% of the scientific research budget for each project. Such percentage may be increased based on the number of the submitted research papers and as per the discretion of the Scientific Research Council.

Article (21): A researcher shall use the amount allocated thereto in article (20) above as needed provided that such spending is within the categories decided within the research project. Such spending shall be approved by the dean as per the By-Laws, and administrative and financial decisions applicable in the University.

Article (22): A researcher shall submit semi-annual reports -as a condition to renew the grant- on its research or its achievement to the dean and the head of department, faculty dean, or the center / institute manager.

Article (23): a. A researcher shall send a copy of the research outcomes when finished to the dean and the head of department, faculty dean, or the center/ institute manager.
b. A researcher shall be entitled to publish its research outcomes the way it deems proper stating the University support of the research.

Article (24): The dean shall submit to the Council an annual report on the scientific research in the University. The final report approved by the Council shall be submitted to the President.

Scientific research support from sources other than the University budget: shall be governed by Articles from (25) to (32).

Article (25): This resource shall include:
a. Unconditional grants awarded to support the scientific research performed inside the University.
b. Grants awarded to the University conditional upon performing scientific research in specific departments, subjects, or fields.
c. Grants awarded to a research to perform a specific research, managed by the University that shall undertake to allow the researcher to use its references, apparatus, and other facilities.
d. Grants awarded to a researcher to perform a specific research not managed by the University that shall undertake to allow the researcher to use its references, apparatus, and other facilities.

Article (26): Grants stipulated by clause (b) of article (25) above shall be added to University scientific research budget and governed by provisions of Articles (11-24) above. The University may not deduct any amounts thereof for the administrative expenses or the expenses of University facility usage.

Article (27): a. Grants stipulated in clause (b) of Article (25) above shall be governed by Articles (12-17) and Article (21) above (as long as they do not conflict with the granter conditions accepted by the University) and Article (22-24) above.
b. The dean shall consider the proposals of the faculties concerned with the scientific research awarded such grant and shall provide the Scientific Research Council its recommendations showing:
1. Researcher name, rank, department, and appointment date.
2. The financial support proposed to be provided to every researcher.
3. Any other recommendations it deems necessary for the grant conditions.
4. The University shall deduct of such grant a 10%-20% amount of its total value for the administrative expenses and the University facility use expenses.

- Article (28):**
- a. Grants stipulated in clause (c) of Article (25) above shall be governed by provisions of Articles (14-17) and Article (21) above (as long as they do not conflict with the granter conditions accepted by the University) and Article (22-24) above.
 - b. The University shall receive an amount of 15% - 20% of the total value of the grants for the use of its facilities as decided by the Scientific Research Council, and upon the data submitted by the researcher, accounts, or reports submitted by the administrative entities in the faculty, institute, center, or University, provided that that shall not conflict in any way with the granter requirements accepted by the University.
- Article (29):**
- a. Expenses of grants stipulated in clause (d) of Article (25) above shall be governed by the granter's requirements and by provisions of Articles (22-24) above.
 - b. The University shall receive an amount of 10% - 20% of the total value of the grant for the use of its facilities as decided by the Scientific Research Council, and upon the data submitted by the researcher, accounts, or reports submitted by the administrative entities in the faculty, or University.
- Article (30):** The share of the main researcher(s) of the total value of the grant allocated for the supported research shall be 1% thereof for the main researcher(s) (10% for them all) provided that such value shall not exceed the salary of 24 months for the main researcher(s).
- Article (31):** In case the grant includes allocations to pay a percentage of the researcher's salary in return for full or partial availability, the following shall apply:
- a. The approval of the council of the academic researcher's department and of the faculty dean on its availability for the performance of such research.
 - b. The contribution allocated in the grant to replace the researcher's shall be deemed part of the University's income and budget, and his / her salary shall be disbursed in full, and all his / her rights for the availability period shall be reserved is the saving and end of service benefits, service remuneration, appointment precedence, rank, permanence entitlement, medical insurance, and all the other permanent rights, and those acquired rights of the available faculty members, lecturers available throughout their tenure inside the University, and for their term there.
 - c. In case the researcher is completely available, such period shall not be deemed a leave without pay.
- Article (32):** The University may entice, or accept contracts from, external entities to perform research and studies for such entities or on their behalf. Moreover, it may entice faculty members and emeritus lecturers to participate in these research and the studies, or entrust them to such participation.
- Article (33):** The President and dean shall both be responsible for the application hereof.

Al-Quds University Scientific Research and their Results Right Reservation

- Article (1):** These by-laws shall be titled "Al-Quds University 2003 Scientific Research and their Results Right Reservation" and shall come into force as of the approval date by the University Council.
- Article (2):** The following phrases and terms shall have the following meanings save where the context otherwise requires:
- University: Al-Quds University
 - Research Affairs Research Affairs Regulation Directions in Al-Quds University
 - Regulation Directions:
 - Researcher: A person performing scientific research in the University or using support governed by the Research Affairs Regulation Directions.
 - Research: A research performed inside the University or supported by any of the means stipulated in the Research Affairs Regulation Directions.
 - Book: A study, literature, translation, or peer reviewed text based on scripts or printed material separately issued in a volume or separate volumes.
- Article (3):** The University may reserve all its material and moral rights in every research and research results.
- Article (4):** The University rights mentioned in the Article (3) shall include:
- a. Commercially valuable products.
 - b. Its share and rights in the revenues of report, book, photograph, drawing, movie, recording, document authoring, sale, and the commercial remuneration therefor.
 - c. Its right in patents and its share in the income generated thereby.
- Article (5):** All commercially valuable products made thanks to a research related to the University, including all agricultural, industrial, and manufactured products. The University may pay the author of the research a financial reward by the conceded faculty dean or the scientific research dean after consultation with the concerned faculty deans in case the research was performed faculty, or after consultation with the Scientific Research Council if the research was conducted outside the faculties, on the condition that such reward shall not exceed 30% of the sale profits after deducting all the production costs, that the total of the rewards permissible under Article (17) of Research Affairs Regulation Directions, and on the approval of the University President.
- Article (6):** The University may take a share of the revenues and profits of publishing, sale, compensation, reward, and the revenue of any commercial transaction, or any other revenue-generating action caused by the reports, books, photographs, drawings, films, recordings, documents, and all similar materials authored, performed, collected, obtained by the researcher through performing its research.
- a. A researcher may dispose of any of the above-mentioned materials as shown above only upon the approval of the University that shall solely have the right to conclude any related agreement
 - b. The Scientific Research Council shall decide the University's right to practice its right of choice to take a share of the revenues, remuneration, or reward of such disposal. The Council shall decide the share of the University shall be from 25% to 50% of the total revenue, compensation, reward value, on the condition that such decision shall be ratified by the University President in both cases.
 - c. The University shall be entitled to be responsible for the publication of the material stated herein, either directly or through a subsidiary institution, and pay to the author the revenues of authoring rights as per Research Affairs Regulation Directions applicable in the University.
- Article (7):**
- a. In case a researcher, thanks to its research, comes up with an invention, innovation, or a scientific result with practical applications, either realized or can be realized, it shall

obtain therefor a local or international patent, or both, and the University shall contribute in the fees and expenses of the invention registration and the patent obtaining with a contribution of its share of the patent income under clauses (b and c) of this Article,

- b. Without prejudice to the provisions of clause (c) of this Article, the University shall receive (50%) of the income generated by a patent of the type mentioned in clause (a) hereof.
- c. In case the grants stipulated by Articles (27-31) of the Research Affairs Regulation Directions are governed by a condition giving a researcher the right to have a share of the patents income, then the income remaining after such share is deducted shall be governed by clause (b) of this Article.
- d. The University shall allocate, of the income of the patent, a percentage of at most 50% for the scientific research budget, and the Scientific Research Council shall allocate a part of the scientific research budget for its purposes in the fields related to the patent.

Article (8): On the publishing of any research, report, or a book, produced, prepared, authored, or published by a full or partial support of the University, University contribution thereto shall be clearly stated.

Article (9): University President, Dean of Scientific Research, Dean of Graduate Studies, and the University faculty deans shall apply the provisions hereof, each in its respective area..

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Scientific Research By-laws in AI-Quds University

- Article (1):** These by-laws shall be titled "Al-Quds University 2003 Scientific Research By-laws" and shall come into force as of the approval date by the University Council.
- Article (2):** The following phrases and terms shall have the following meanings save where the context otherwise requires:
- University: Al-Quds University
 - Author: One or more faculty member or University worker who apply to have the support to publish a research or a book.
 - Research: Any material published in a review, periodical, or scientifically recognized series.
 - Book: A study, literature, translation, or text based on manuscripts or printed material, independently issued in one volume or separate volumes.
 - Cover price: The retail sale price of one copy of the book usually printed on its cover.
- Article (3):**
- a. Al-Quds University works on supporting publishing research and books of University authors.
 - b. The University shall allocate of the annual scientific research University a sum(s) to support the scientific research in the University.
 - c. The scientific research and postgraduate research dean shall advise the University President the expenditure aspects of the University scientific publishing provided that such expenditure shall be subject to the financial and administrative By-Laws applicable in the University.
- Article (4):** The Scientific Research Council shall prepare the "publishing support application form" showing:
1. Author's name, specialization, and the University appointment date.
 2. Title of the research or book whose publishing it wishes to be supported.
 3. The actual or estimated expenses for the research or book publishing supported by an estimation or statement of the publisher or a publishing expert.
- Article (5):** The Scientific Research Council: the entity that receives the publishing support applications and decides the support amount and type within the stipulation of the financial by-laws.
- Article (6):** In case an author applies to have a research publication supported before being published in a scientifically recognized review, periodical, or series, and the publishers thereof request a contribution in the research printing and publishing. Such contribution shall be given to the publishers as decided by the Scientific Research Council.
- Article (7):**
- a. In case an employee applies for a book publishing support, it shall attach to its request three copies of the draft of the book in its final form.
 - b. The Scientific Research Council shall refer the book to at least two evaluators form outside the University of high scientific stature and expertise in the book subject.
 - c. The evaluator shall receive a remuneration of USD 50 for a research evaluation, and USD 100 for a book.
 - d. Evaluators are required to express their opinions on the following:
 1. The novelty, authenticity, presentation, and classification of the research or literature,
 2. The scientific value of the original translated text, the quality thereof, and the accuracy of the translation.
 3. The scientific value of the text that is based on manuscripts or printed materials, the author's knowledge of the text's origins, the accuracy of the text, the text assessment, the soundness of the notes, the sufficiency of the deductions, the author's proficiency and soundness of its opinions stated in the introductions or examinations that might be added to the text.

- e. The Scientific Research Council shall take its decisions on the publishing requests guided by the evaluators' reports to whom the book copies are referred.

Article (8): The University shall be entitled to entrust a writer with writing a book and may present it to evaluators to decide it being appropriate to be published.

Article (9): Book publishing shall be supported as follows and as decided by the Scientific Research Council:

- a. The University may carry out the whole publishing process by itself or by an adjunct establishment.
- b. A publisher from outside the University may carry out the process, with the University, incurring a percentage of the estimated or actual expenses of the printing and binding expenses, or any other expenses included in the cover price expenses.

Article (10): In case the University carries out the publishing process itself, or by an adjunct establishment under clause (a) of Article (9) above, the copyrights shall be paid as follows:

- a. In case the University entrusts the author to write the book and approved its publication, it shall pay it returns at 15% of the cover price for all the sold copies save those sold to the students under clause (a) of Article (11) below.
- b. In case the University does not entrust the author with writing the book, it shall pay it returns at 10% of the cover price for all the sold copies save those sold to the students under clause (a) of Article (11) below.
- c. The Scientific Research Council shall determine the cover price at no less than two times full cost of a book printing. However, it may, upon the approval of the University President, offer a discount for institutions and book seller of no more than 45% of the cover
- d. In case the University incurs the costs of the book material preparation, photos, drawings, or any publishing requirements other than the costs incurred under the scientific research support in Al-Quds University, it may add such costs to the printing and binding costs on the calculation of the cover price.
- e. In both cases, copies given as a gift or exchanged by the University shall be calculated as sales in case they do not exceed 50 free copies, while copies sent for review to the scientific reviews or periodicals shall be excluded.
- f. The University shall give the author 50 free copies.

Article (11):

- a. In case the University publishes a book that was later on approved in a course of one of its faculties, such book shall be sold to such course students via the University bookstore at the cost price in addition to administrative expenses and 5% for the author.
- b. The University may sell its publications to its employees unless the provisions of clause (a) of this Article at a reduced price provided that such reduction shall not exceed the cover price reduction permitted by the universities to for book sellers.

Article (12): In case the book is published by a publisher from outside the University, and the University incurs a specific percentage of the estimated or actual costs of the printing and binding costs under clause (b) of article (9) above, the following rules shall apply:

- a. The University shall receive a share from the publishing returns in proportion to its contribution to the actual printing and binding costs and author rights based on the cover price for the sale of the first two thousand copies, or until it receives an amount equivalent to its actual contribution, whichever occurs first.
- b. The University shall receive 100 free copies for gifting and exchange. It may not offer them for sale them inside or outside the University.
- c. The author and publisher may be offered 100 copies for gifting and for provision for review in a journal or periodicals.
- d. Copies stipulated in clauses (b and c) of this Article shall not be included in the sales of the first two thousand copies stipulated in clause (a) of this Article.

- Article (13):** If the University contributes in the publication of a book whose author works in the University, and such was decided to be studied in a course in a University faculty, and was sold to the students in the University bookstore, the University shall waive its share in the returns of the copyrights. The author, in its turn, shall renounce 75% of its share in the copyright returns.
- Article (14):** All administrative and financial transactions related to the publishing support and resulting from these by-laws shall be governed by the regulations and by-laws, and administrative and financial decrees applicable in the University.
- Article (15):** University President, Dean of Scientific Research, and the University faculty deans shall apply the provisions hereof, each in its respective area.

Journal, Periodical, Series, and Scientific Book Publishing By-laws

- Article (1):** These by-laws shall be titled "Al-Quds University 2003 Journal, Periodical, Series, and Scientific Book Publishing By-laws" and shall come into force as of the approval date by the University Council.
- Article (2):** The following phrases and terms shall have the following meanings save where the context otherwise requires:
- University: Al-Quds University
 - Publication: A journal, periodical, or scientific series, or special books issued by Al-Quds University.
 - Editor-in-chief: A publication editor-in-chief.
 - Editorial board: A publication editorial board.
- Article (3):**
- a. The University shall issue publications in scientific fields as directed by the University Scientific Council to the University president.
 - b. The Scientific Research Council shall consider issuing publications by the University based on proposals of the scientific research dean, graduate studies dean, any University faculty dean, or upon the request of no less than ten faculty members and Professors Emeritus of the scientific field of the proposed publication. The issuance of every publication shall be upon a decree of the University President.
- Article (4):**
- a. The University shall allocate an amount(s) of the scientific research budget for the University publication issuance.
 - b. The Scientific Research Council shall determine the budget annually allocated for publishing, of the research budget, to cover: 1. Printing expenses; 2. Wages and services, including the secretary expenses and assistants wages for the actual hours worked, 3. Residents' remuneration, if applicable.
 - c. The University President may delegate the publication editor-in-chief to disburse of the publication budget within the determined expenditure categories, provided that such disbursing shall be subject to the by-laws and financial and administrative decisions applicable in the University.
- Article (5):**
- a. The title of each publication shall include "Al-Quds University", and the external or internal title pages, or both, shall show the phrase "journal/ periodical/ scientific series of issued for Al-Quds University every...".
 - b. The publication may be issued on a monthly, quarterly, or semiannually basis in case of journal and periodicals. Series may be consecutively published without any temporal restrictions.
- Article (6):**
- a. Each publication shall have an editorial board comprising an editor-in-chief and six members, at least four of which are faculty members and emeritus professors, and at maximum two of which are from outside the University. All of such members shall be specialized and experienced in the scientific publishing field.
 - b. The Scientific Research Council shall choose an editor-in-chief based on its competence in the scientific publishing field and its publishing experience. The scientific research dean shall recommend it to the University President, following the approval of the faculty dean. It then shall be appointed by virtue of a decree by the University President for four renewable years.
- Article (7):**
- a. The Scientific Research Council shall choose the editorial board members as per the requirements of clause (a) of Article (6) above in consultation with the editor-in-chief. The scientific research dean shall issue an appointment decree following the approval of the deans of faculties they work for. Editorial board members shall be appointed for three renewable years.
 - b. Neither the editor-in-chief not the editorial board members shall receive remunerations, The University President may, upon the recommendation of the dean of the faculty for which the editor-in-chief works, issue a decree waiving it from part of its academic work or some of its other duties in the University.

- c. The editor-in-chief shall be entitled to be offered secretary services entrusted with clerical work required for the editor-in-chief.

Article (8): An editor(s) shall be appointed in the Deanship of Scientific Research entrusted with printing the publication following the specifications of the editorial board. The editor-in-chief shall be entitled to use them and directly entrust them with all that is related to the execution.

Article (9): The research papers in the publications shall be in Arabic, and may be published in any language accepted by the editorial board. In such case, a summary for the research paper shall be published in Arabic.

Article (10): Research papers by the University researchers, and from researchers from outside the University, shall be accepted for publication, based on the instruction of each publication determined by the editorial board.

Article (11): No remuneration shall be paid for the publication of a research paper in the publication, while the book and literature reviewers shall have the right to keep them after the publication provided that such books shall be sent by the publishers or authors to the publication for review publishing.

Article (12):

- a. The editor-in-chief shall present the research papers to the board receives. In case of a preliminary acceptance, it shall be sent to reviewers specialized and experienced in the research paper subject to determine its authenticity, novelty, the results value, method of presentation, and its clarity. The editorial board shall issue a decision of publishing or returning the research paper according to the opinion of the reviewer(s).
- b. The editor-in-chief shall notify the research papers authors of the receipt of such paper at the time of receipt, and of its acceptance for publication, or shall apologize for its publication in case of deciding so by the editorial board.
- c. On the publication of a research paper in the publication, a clear part thereof shall show the receipt by the editor-in-chief date and the date of the publication decision.

Article (13): The evaluator shall receive a discretionary remuneration of USD 50 for a scientific research paper and USD 100 for a book.

Article (14): Each researcher who has a research paper published in the publication shall be given - free of charge- twenty copies of its research. A researcher may receive more copies upon payment of its price.

Article (15): The following phrase shall be written in the inside of the cover and title page, in Arabic and in a foreign language as decided by the editorial board: "The views and opinions expressed in this publication are those of the authors and do not necessarily reflect the editorial board opinions or Al- Quds University policy".

Article (16):

- a. The editor-in-chief shall, following the approval of the editorial board, the annual subscription of the publication, the issue or volume price, and may determine the subscriptions, or determine to give the faculty members, professors emeritus, students, and other University employees reduced
- b. The number of copies dedicated for gifting shall not exceed 50 copies of each publication.
- c. The University may buy the publication copies it wishes provided that they are solely used for being put in the University libraries and for exchange.
- d. The copies excess for the subscription, sale, and gifting copies shall be kept in the storehouse. A register specified thereto shall be kept and may be gifted or sold only upon the permission of the editor-in-chief provided complete groups of each publication's issues shall be kept.

Article (17): University president and the scientific research dean shall apply the provisions hereof