

GUIDELINES FOR PAYMENT OF SPECIAL HONORARIA FOR COMPLETED BOOK

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The following criteria will be adopted to determine the honorarium.

1. **Nature of the book:** (Any book will fall into one or more of the following categories)
 - a. **Scientific Education:** The book can be used in teaching one scientific subject or more at the university level
 - b. **Literature Education:** The book can be used in teaching one Literature (Arabic and Islamic) subject or more at the university level
 - c. **Reference/ Research Monograph:** The book can be used as a reference for one subject or more at the university level
 - d. **General Knowledge and education development:** The book does not fall in any of the above categories but it is directed for educating general audience and spreading the culture.
2. **Quality of the book:** (This can be determined, for any book, through the following)
 - a. Quality of contents
 - b. Added value to the Arabic library if the book is in Arabic
 - c. Quality of writing, drafting and finishing
 - d. Quality and nature of supporting material such as manuals, web, ...

Those can be evaluated through the feedback of the reviewers of the proposal and final report if the book was funded through a DSR project or otherwise, the book may have to be evaluated by a local expert in order to evaluate the above sub-criteria.

3. **The work efforts:** (Authoring and translation can be determined according to Table 1)

| Number of pages | | | | | |
|-----------------|-------|---------|-------|------------|-------|
| <150 | | 150-250 | | >250 pages | |
| Max | Score | Max | Score | Max | Score |
| 30% | | 35% | | 40% | |

In addition, the nature and quality of the book can be determined according Table 2.

| | Quality of the book | | | Nature of the book | | | |
|--------------------|---------------------|---------|------|----------------------|----------------------|-----------|-------------------|
| | Excellent | V. Good | Good | Scientific Education | Literature Education | Reference | General knowledge |
| Writing | 30% | 25% | 20% | 30% | 25% | 20% | 15% |
| Translation | 30% | 25% | 20% | 30% | 25% | 20% | 15% |
| Editing | 30% | 25% | 20% | | | 20% | 15% |

Table 3 is used to assign a final number out of 100

| Type/ Rating | Work Effort | Quality of the book | Nature of the book |
|--------------------|----------------------|----------------------|--------------------|
| Writing | According to Table 1 | According to Table 2 | |
| Translation | | | |
| Editing | | | |

The compensation criteria has been revised to accommodate the changes in the evaluation of the book quality and will be calculated according to Table 4

| Percentage | Compensation |
|------------|--------------|
| 90 – 100 % | SAR 50,000 |
| 85 – 89 % | SAR 45,000 |
| 80 – 84 % | SAR 40,000 |
| 75 – 79 % | SAR 35,000 |
| 70 – 74 % | SAR 25,000 |
| 60 – 69 % | SAR 20,000 |
| <60% | SAR 15,000 |