

# ***KISR Policy Rules & Regulations for Publications***

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## Outline

- *Introduction*
- *Guidelines “Scientific” Publications*
- *Guidelines “General” Publications*
- *“PMO” Role & Responsibilities*

## *Introduction*

- KISR has established a mechanism where research staff can publish scientific findings resulting from all types of research activities in the Research Centers, in addition to derived ideas not related to any research activity, referred to as “General” Publications (GEN).
- This policy will govern the process of all types of scientific publications (i.e. books, referred journals, conferences ....etc.).
- Project Management Office “PMO” is reviewing & monitoring all these publications according to KISR-Policy Rules & Regulations.
- The quality and quantity of scientific publications are important key indicators for the success of KISR in fulfilling its mission.

## ***Guidelines “Scientific” Publication:***

- Author submits the approved Checklist with the following attachments:
  - Abstract
  - Client approval Letter ( If Needed), except for KFAS only needs Acknowledgment.
  - Official letter from other party permitting there staff contributions (if any)
  - Conference acceptance letter
  - Consultant Agreement (if any)
  - Journal Categories Quartile should be specified, [Q1, Q2, Q3, Or Q4](#).
  - Author names should be listed in [approved](#) KISR Version Proposal “KVP”
  - Scientific Publications is only limited to research activities with status [Ongoing, Final Report Due, Or Completed](#).

### Checklist

#### Scientific Paper Publication Approval Form(Journal and Conferences)

## ***Guideline “General” Publications:***

- A KISR staff can publish a scientific publication under “General” category within the following guideline:

The author receives invitation (i.e. reputed Organization, international/Regional conferences) The author should provide :

- The abstract and the approved checklist
- The invitation letter (i.e. email)
- [Declaration from the Non-KISR participants](#)
- The author order should match with checklist
- Journal Categories Quartile should be specified, [\(Q1, Q2, Q3, Or Q4\).](#)

### **Checklist**

#### **General Scientific Paper Publication Approval Form**

# PMO - Role & Responsibilities

- PMO will receive the signed checklist from the research Center (i.e. Activity Leader/Main Author, PM,OD, STD/ED)
- PMO, review to ensure adherence to KISR rules & regulations.
- PMO-approval is a must before sending any article for publishing.
- Editing Before submission to the Concerned Journal/Conference is “*optional*”.
- PMOL issue a record for the Scientific Paper Recording Sheet (SPRS) and prepare a routing slip/IOC to the concerned STD/ED of Research Center, with stating the **acceptance/rejection**, and submits to PMO/OH for signature.
- Conference (presentations & Posters), attach letter of attendance/Certificate to allow issuing KISR Number.
- The author will provide the [Publication Approval Sheet \(PAS\)](#) and approved Checklist with the 1<sup>st</sup> page of the published article to PMO to issue KISR number.

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*Thank you*

