



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011432

# Publication Rewards

Researcher Guide

## Introduction:

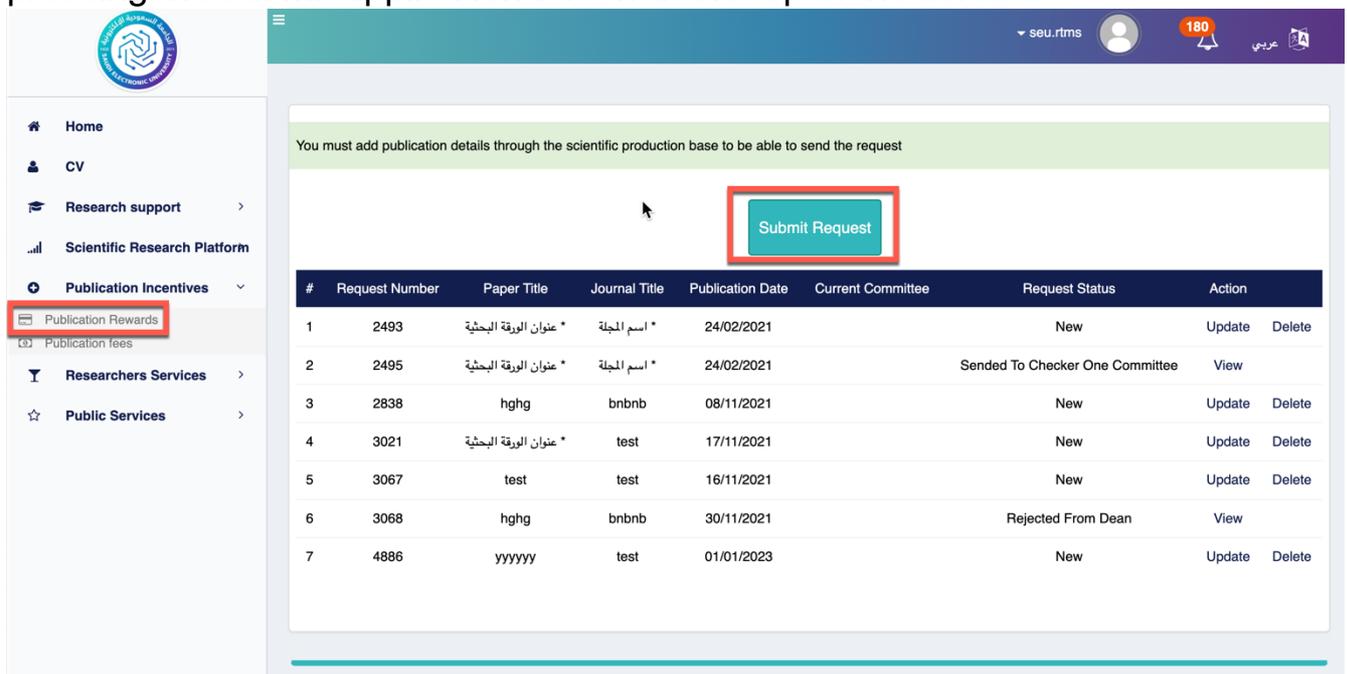
The purpose of this document is to present User illustrations of how to Submit applications for publication incentives Where the screens will be displayed to describe the operation in a basic form and explain ways to deal with these interfaces.

### 1. Applying for publishing incentives:

#### 1.1- Applying for a publication award request.

- The researcher can post details research through the scientific research platform to be able to send the request by the following steps:

1- When clicking on publication rewards from the side menu, a list of research papers that the researcher submitted a request for a publication reward appears or saved without sending it. Showing the status of the request and the possibility of modifying or deleting the research if the request has not been submitted yet. The researcher can also apply for a new application by pressing the submit application button at the top of the scree



The screenshot displays the 'Publication Rewards' section of the application. On the left, a navigation menu includes 'Home', 'CV', 'Research support', 'Scientific Research Platform', 'Publication Incentives', 'Publication Rewards' (highlighted), 'Publication fees', 'Researchers Services', and 'Public Services'. The main content area features a 'Submit Request' button and a table of requests. A message at the top states: 'You must add publication details through the scientific production base to be able to send the request'.

#	Request Number	Paper Title	Journal Title	Publication Date	Current Committee	Request Status	Action
1	2493	عنوان الورقة البحثية *	اسم المجلة *	24/02/2021		New	Update Delete
2	2495	عنوان الورقة البحثية *	اسم المجلة *	24/02/2021		Sended To Checker One Committee	View
3	2838	hghg	bnbnb	08/11/2021		New	Update Delete
4	3021	عنوان الورقة البحثية *	test	17/11/2021		New	Update Delete
5	3067	test	test	16/11/2021		New	Update Delete
6	3068	hghg	bnbnb	30/11/2021		Rejected From Dean	View
7	4886	yyyyyy	test	01/01/2023		New	Update Delete

n.

2- When you click on the Submit Request button, research that has been added by the researcher will appear, for which no previous application has been

submitted.

You must add publication details through the scientific production base to be able to send the request

#	Request Number	Paper Title	Journal Title	Action
1	21	yyyyyy	test	<a href="#">Publication Reward Request</a>

- 3- When you click on the publication reward request button, the submission form appears With the data that the researcher previously filled in, in addition to some other required fields. Then the request will be saved.



## Important Note

### Note: To add co-authors please do the following

- 1- Fill all the information needed in this form
- 2- Click save
- 3- Click All requests
- 4- Click update, you will be able to add the names of your co-authors

### Request Type \*

Publication Award

### Paper Title \*

yyyyyy

Are the magazine SCOPUS?

Are the magazine ISI?

Are the magazine Refereed National?

### ISI Classification \*

Q1

Q2

Q3

Q4

### Journal Title \*

test

### Journal Field \*

### ISSN \*

1234-1234

### Page numbers \*

### Applicant's location in list of authors \*

### Publication Date \*

Hijri

Gregorian

### Is the research supported by the Deanship of Scientific Research? \*

Yes

No

Yes No

### Was the research published? \*

Yes

No

Yes No

### Is in scholarship? \*

Yes

No

Yes No

Do you have co-authors ?

### Please upload the journal paper. \*

Browse

Save

All Requests

4- After saving the request, and clicking on the All Requests button, the request that was saved in the previous step will appear. Then the researcher presses the edit button and submits the search.

- [Home](#)
- [CV](#)
- [Research support](#)
- [Scientific Research Platform](#)
- [Publication Incentives](#)
- [Researchers Services](#)
- [Public Services](#)

You must add publication details through the scientific production base to be able to send the request

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1	2493	عنوان الورقة البحثية *	اسم المجلة *	24/02/2021		New	Update Delete
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4	3021	عنوان الورقة البحثية *	test	17/11/2021		New	Update Delete
5	3067	test	test	16/11/2021		New	Update Delete
6	3068	hghg	bnbnb	30/11/2021		Rejected From Dean	View
7	4886	yyyyyy	test	01/01/2023		New	<span style="border: 2px solid red; padding: 2px;">Update</span> Delete

**Applicant's location in list of authors \***

2

**Publication Date\***

Hijri
 Gregorian

2021/11/16

**Is the research supported by the Deanship of Scientific Research? \***

Yes
 No

**Was the research published? \***

Yes
 No

**Is in scholarship? \***

Yes
 No

Do you have co-authors ?

**Please upload the journal paper.**

To add, view or modify the file, click on the following link

[Download File](#)

Browse

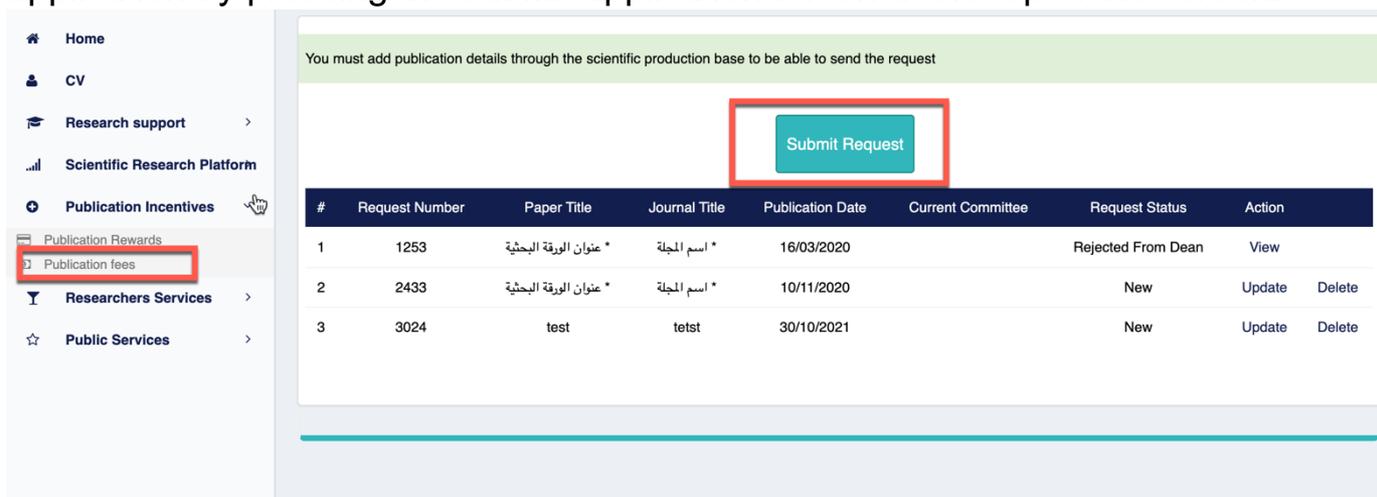




## 1.2- Submitting a request for publishing fees.

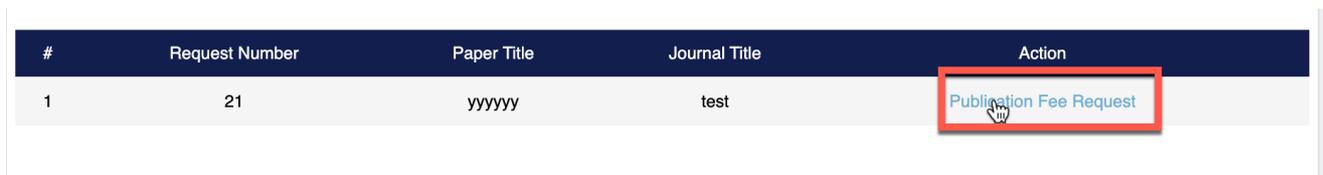
- The researcher can post details search Through the scientific production base To be able to send a request for Publication fee via the following steps:

1- When clicking on publication fees from the side menu, a list of research papers for which the researcher submitted a request for publishing fees appears or he saved them without sending them. Showing the status of the request and the possibility of modifying or deleting the search if the request has not been submitted yet. The researcher can also apply for a new application by pressing the submit application button at the top of the screen.



#	Request Number	Paper Title	Journal Title	Publication Date	Current Committee	Request Status	Action
1	1253	عنوان الورقة البحثية *	اسم المجلة *	16/03/2020		Rejected From Dean	View
2	2433	عنوان الورقة البحثية *	اسم المجلة *	10/11/2020		New	Update Delete
3	3024	test	tetst	30/10/2021		New	Update Delete

2- When you click on the Submit Request button, research that has been added by the researcher will appear, for which no previous application has been submitted.



#	Request Number	Paper Title	Journal Title	Action
1	21	yyyyyy	test	Publication Fee Request

3- When you click on the Request Publication Fee button, the submission form appears with the data that the researcher previously filled in, in addition to some other required fields. Then the request will be saved.



### Important Note

**Note: To add co-authors please do the following**

- 1- Fill all the information needed in this form
- 2- Click save
- 3- Click All requests
- 4- Click update, you will be able to add the names of your co-authors

**Request Type \***

Publication Fees

**Paper Title \***

yyyyyy

Are the magazine SCOPUS?

Are the magazine ISI?

Are the magazine Refereed National?

**ISI Classification \***

Q1

Q2

Q3

Q4

**Journal Title \***

test

**Journal Field \***

**ISSN \***

1234-1234

**Page numbers \***

**Applicant's location in list of authors \***

**Publication Date \***

Hijri

Gregorian

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Yes

No

Yes

No

**Was the research published? \***

Yes

No

Yes

No

**Is in scholarship? \***

Yes

No

Yes

No

Do you have co-authors ?

**Please upload the journal paper. \***

Browse

**Bill \***

Browse

- 4- After saving the request, and clicking on the All Requests button, the request that was saved in the previous step will appear. Then the researcher presses the edit button and submits the search.

You must add publication details through the scientific production base to be able to send the request

[Submit Request](#)

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Do you have co-authors ?

Please upload the journal paper.

To add, view or modify the file, click on the following link

[Download File](#)

[Browse](#)

Bill

To add, view or modify the file, click on the following link

[Download File](#)

[Browse](#)

Save

All Requests

**Send**