

College of Computer and Information Sciences Publication / Presentation Approval Form

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Publication / Presentation - Process and Directions

All scientific papers must be submitted to the CCIS-MU Dean for recording and clearance processing if they resulted from work performed under the CCIS-Majmaah University affiliation.

Before Publication – the following items <u>must be reviewed by Research Committee</u> and <u>submitted to the Research Center of CCIS</u>:

- Journal papers
- Conference Presentations
- Posters / Abstracts

INSTRUCTIONS FOR AUTHORS/PRESENTERS:

NO PUBLICATIONS OR PRESENTATIONS CAN BE AUTHORIZED WITHOUT COLLEGE APPROVAL AND CLEARANCE AS PER THE FOLLOWING STEPS.

- A. Download the Publication and Patent Clearance Approval Form from our College website.
 - 1. Complete items 1-5 of the Form
 - 2. Attach the copy of your full paper/abstract
 - 3. Attach the similarity index report from Turnitin
- B. Send the completed Form with the above attachments to the Dean Office
- C. After the scrutiny results from Dean office, research center will send you an E-mail about the status
- D. Once it is approved, you can submit the paper / presentation to the respective journal / conference
- E. If it is not approved, incorporate the comments and goto STEP A