Submission of In-house Book

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| **PART I: General Information** | | | | |
| **Department** | **Course Title/Company Name, if applicable** | **Course Code** | **Contact Hours/Week** | **Number of Weeks** |
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| **Book for:** | | | **Required for:** | | **Development status:** | |
| Theory(√) | Practical (√) | Both (√) | Regular program (√) | Special program (√) | Upgrade (√) | New (√) |
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| **PART II: Submission checklist** | |
| 1. Completed continuous improvement form as per QP 709 if the developed book is for existing regular program |  |
| 1. Justification for developing in-house book in case of Special Programs |  |
| 1. Hard and soft copies of the book in addition to the previous version if upgraded |  |
| 1. Course description and contents (F700 – 1) and course semester plan (F700 – 14), or course outlines and pacing schedule for Special Programs |  |

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| **PART III: Compliance checklist** | |
| **A: The Theory Book** | |
| 1. Topics are in line with the course description |  |
| 1. Contents address topics appropriately |  |
| 1. Contents complement one another and do not duplicate |  |
| 1. Provides information appropriate to the contact hours |  |
| 1. Accounts for the level and background of students /trainees |  |
| 1. Uses reputable source materials |  |
| 1. Uses multiple sources of information |  |
| 1. Provides a plenary review at the end of each chapter to include: | |
| * 1. Summary |  |
| * 1. Variety of tasks such as exercises and assignments |  |
| * 1. Few blank pages to write notes |  |
| 1. Conforms to the Kingdom’s Copyright Law |  |
| 1. Excludes materials regarded as culturally offensive or intrusive |  |
| 1. Is free from spelling, grammar and punctuation errors, and typos |  |
| 1. Is reviewed by a subject matter expert |  |
| **B: The Practical Book** | |
| * 1. List of experiments match with the course descriptions and contents. |  |
| * 1. Provides introduction, lab safety procedures and codes with hazard symbols and equipment/tools if applicable |  |
| * 1. Outlines clear objectives of each experiment |  |
| * 1. Discusses theory and principles required to conduct experiments in simple language and easy to follow |  |
| * 1. Provides the list of tools, equipment and materials to be used in the experiment |  |
| * 1. Lists and discusses all safety precautions and follows all safety operational procedures |  |
| * 1. Describes clear guidance to conduct the experiment: | |
| 1. Provides the procedure to obtain measurements data and calculations |  |
| 1. Presents clear guidelines on how to discuss results and arrive at conclusions of the experiment |  |
| * 1. Includes post-laboratory questions |  |
| * 1. Conforms to the Kingdom of Saudi Arabia’s Copyright Law |  |
| * 1. Excludes materials regarded as culturally offensive or intrusive |  |
| * 1. Is free from spelling, grammar and punctuation errors, and typos |  |
| * 1. Is reviewed by a subject matter expert |  |
| **C**: **Formatting and style** | |
| 1. Layout | |
| 1. Uses standard cover page (provided by CU) |  |
| 1. Includes list of contents |  |
| 1. Includes introduction |  |
| 1. Contains chapters or experiments |  |
| 1. Includes references |  |
| 1. includes appendices |  |
| 1. Format | |
| 1. font type: Times New Roman, |  |
| 1. size: 12 for body text, 14 (Bold) for headings/titles and 12 (Bold) for subtitles. |  |
| 1. interline spacing: 1.5 |  |
| 1. page numbering: centered at footer |  |
| 1. page size: letter size (8.5”x11”) |  |
| 1. page margins: top, bottom, & right: 1.0”; left: 1.25” |  |
| 1. figures/illustrations: numbered according to chapters/ experiments |  |
| 1. tables: numbered according to chapters/ experiments and titles should be top left justified |  |
| 1. exercises numbering: numbered according to chapters/ experiments |  |
| 1. Illustrations | |
| 1. includes good quality illustrations |  |
| 1. illustrations are properly located and referred to in the text |  |
| 1. illustration uses short legends |  |
| 1. Presentation | |
| 1. includes short and easy to understand paragraphs/clear bulleted steps |  |
| 1. excludes introduction which is too wordy and has long paragraphs |  |
| 1. uses logical sequence of ideas (chapters/sections) |  |

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| **PART IV: Staff Contribution** | | | | | | |
| **S. no.** | **Staff ID** | **Name** | **Department** | **Type of contribution\*** | **Contribution (%)** | **Signature** |
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**\*Type of contribution: developer, editor, reviewer**

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| **PART V: Chairman’s Approval** | | | | | |
| Name |  | Signature |  | Date |  |