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Instructions for incentives and publishing support for research and books

Article (1): These instructions are called “Instructions for Incentives and Publishing Support for Research and Books at Al-Zaytoonah University of Jordan,” and they will be effective as of 2/29/2024 AD.

Article (2): The following words and expressions shall have the meanings assigned to each of them unless the context indicates otherwise:

University: Al-Zaytoonah University of Jordan.

President: President of the University.

Dean: Dean of Scientific Research and Innovation.

The Council: The Scientific Research and Innovation Council.

Article (3): Publishing incentives are given to faculty members at the university to those who publish research in peer-reviewed international scientific journals classified in the following databases:

A – Web of Science (provided that it has an Impact Factor).

B- Scopus.

Article 4: The University grants non-faculty members (visiting professors, part-time lecturers, administrative staff at the university, and students) a financial reward similar to faculty members to encourage publication in journals classified in the Scopus database (Q1/Q2/Q3) or in Databases (WoS-JCR), and scientific reviews are treated like research for this purpose.

Article (5): By decision of the President and upon the recommendation of the Council, publication incentives shall be disbursed provided that the researcher cites at least one research by his colleagues at the relevant university from the published research that appears in the database (Scopus) or (WoS-JCR), and if not The citation costs half the value as follows:

A – (1,500) one thousand five hundred dinars for research published in journals classified in the first category databases if the impact factor is 2 or more. (1,000) one thousand dinars for research published in journals classified in the first category databases if the impact factor is less than 2.

B- (750) seven hundred and fifty dinars for research published in journals classified in the databases (Scopus) if they are listed within the category (Q1 or Q2) and (500) five hundred dinars for research published in journals classified in the databases (Scopus) if they are listed within Class (Q3 or Q4).

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C - The highest value for publication incentives in the Scopus database is paid according to clause (b) to the journals indexed in (Q3, Q4), provided that the researcher at the university cites two or more papers from the university's journals.

D - A financial reward of (4000) four thousand dinars will be paid to faculty members who published research in distinguished journals such as (Science) or (Nature) or their equivalent in terms of impact factor.

F- A financial reward will be paid to employees and students at the university who have registered international patents in its name, registered through the university and duly granted, as follows:

-1Principal researcher (2000) dinars.

-2The rest of the participating researchers from the university (1,500) dinars, divided equally among them.

Article (6): By decision of the President and upon the recommendation of the Council, financial incentives will be disbursed to faculty members who have published books or chapters in books as follows:

A - (2000) two thousand dinars for each book published by international publishing houses with a distinguished scientific reputation and in the field of specialization of the faculty member, with a maximum of one book for every two years.

B- (500) five hundred dinars for each book published by non-international publishing houses and in the field of specialization of the faculty member, with a maximum of one book for every two years, provided that the book is evaluated by the university and that the book is distinguished by the rate of evaluations of the evaluators (85%) or more.

C - (250) two hundred and fifty dinars for each chapter or more published in a book by international publishing houses with a distinguished scientific reputation and in the field of specialization of the faculty member, with a maximum of two chapters for each year, provided that it is not published in another book.

D - An amount of (150) one hundred and fifty dinars will be paid to book referees for each reviewer for each book, so that the number of reviewers for one book does not exceed three reviewers.

Article (7): A reward of (30) thirty dinars will be paid to the translator for every thousand words, if the translation is from a foreign language into the Arabic language or from a foreign language into another foreign language and in accordance with the university's instructions.

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Article (8): Distinguished researchers from the scientific and humanities faculties are honored by decision of the University President in accordance with the standards of the distinguished researcher, so that honoring takes place at the end of each academic year.

Article (9): A financial reward will be paid to the student or group that received a research, creative, or entrepreneurial excellence award by decision of the president, the dean's recommendation, and the recommendation of the relevant dean, as follows:

A - (500) five hundred dinars for the first rank.

B- (300) three hundred dinars for the second rank.

Article (10): If the published research is taken from a thesis by a graduate student at the university, the student is entitled to financial incentives as a faculty member.

Article (11): The financial incentives mentioned in these instructions will be disbursed for research appearing in the Scopus database and on the journal page if the research is classified in the WoS-JCR database, and for books or chapters of published books, provided that the university's name is mentioned on them.

Article (12): A - Financial incentives are distributed to researchers as shown in the following table:

No. of researchers	Researchers' Ranking	Percentage of the total reward
1	Single Researcher	%100
2	First Researcher	%60
	Second Researcher	%40
3	first Researcher	%50
	Second Researcher	%30
	Third Researcher	%20
4	first researcher	%40
	Second researcher	%30
	Third researcher	%20
	Fourth researcher	%10
5	first researcher	%35
	Second researcher	%25
	Third researcher	%20
	The rest of researchers	%20 distributed equally.

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B- The percentages of researchers who do not meet the conditions for disbursing the reward (researchers from outside the university) are distributed according to the following equation:

Researcher's amount = researcher's percentage x reward value + researcher's percentage x total percentage of researchers who do not meet the conditions for disbursing the reward x reward value.

Article (13): Procedures for disbursing financial incentives:

A - The researcher submits the reward application according to the form approved by the Deanship of Scientific Research and Innovation at the university, attaching to it a copy of the published scientific production that appears in the Scopus database, or a copy of the book or chapter of a book and information about the publishing house.

B- The Dean presents the request to the Council for referral to the President to take the appropriate decision.

Article (14): Publication support for research published in listed journals and appearing in one of the following global databases:

A - Web of Science (provided that it has an impact factor).

B- Scopus.

With a maximum limit that does not exceed the incentive values in Article (5) of these instructions, and the researcher applying for the university must be a principal researcher.

Article (15): A - Requests for publishing support shall be submitted in accordance with the publishing support request form, and a copy of the research appearing in the Scopus database, a copy of the book or a chapter in a book, and information about the publishing house shall be attached to the request.

B- The Dean presents the request to the Council for referral to the President to take the appropriate decision.

Article (16): It is not permissible to combine publishing support and publishing incentives for the same scientific production, and the faculty member submits a request for one of them.

Article (17): The President and Dean are responsible for implementing the provisions of these instructions.

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Article (18): The President decides on cases in which there is no provision in these instructions upon the recommendation of the Dean.

Article (19): These instructions supersede all provisions that conflict with them and contained in any previous instructions or decisions.