16. **Text Book & Monograph Writing Scheme (TMWS)**

Program # HEC/R&D/TMWS/P-016
Application Form # HEC/R&D/TMWS/ F-016 A
Application Form # HEC/R&D/TMWS/ F-016 B
Application Form # HEC/R&D/TMWS/ F-016 C
Application Form # HEC/R&D/TMWS/ F-016 D

**Approving Authority:**

**Overview**

The Higher Education Commission has launched this program to facilitate and support researchers and faculty members from public, private sector universities and R&D organizations to promote the culture of research and publishing.

**Program Objectives**

- To promote the writing skills.
- To provide a platform for writers to explore and share their ideas and information.
- To prepare and establish a solid team of authors at tertiary level.
- To make available low-cost textbooks and reading material to university and college students and teachers.

**Eligible Institutions**

The researchers and faculty members from HEC recognized public, private sector universities and research & development organizations.

**How to Apply?**

One set of hard copy and soft copy along with all mandatory documents must be submitted directly to the Office of Director Library HEC, Islamabad.

**Mandatory Documents:**

Following documents are mandatory to be attached with the application form at the time of submission of the proposal:

- Proposal submission form.
- Bio data form of author.
- Bio data form of co-author, if any.
- Outline of the proposal.
- Developed table of contents of the textbook/monograph.
- Two chapters.
- Turnitin report of the proposal.
Review Process

- Research grants are awarded to the author/s on the recommendations of reviewers. HEC has a list of some top experts in all disciplines / sub disciplines who will review the proposals.
- HEC sends the proposal for review directly to two experts after taking their consent. The reviewer/s may accept the proposal at their level or send it back to HEC for revision. The reviewer/s may also reject the proposal if it is not considered suitable for funding/publishing. In case one report is positive but the other is negative the proposal is sent to the third reviewer.
- Comments of reviewer/s are considered as final decision
- There are two review rounds, i.e. Round-I (For two chapters only) & Round II (For complete manuscript).
- Following are the recommendation options for Reviewers:

Round-I

- Proposal accepted in current form (positive).
- Proposal remarked for revision; needs revision from author and resubmission for final decision (accept or reject).
- Research proposal rejected (negative).

Round-II

- Proposal accepted in current form (positive).
- Proposal remarked for revision, needs revision from author and resubmission for final decision (accept or reject)
- Proposal rejected (negative).

Following formula is applied for acceptance or rejection of the proposal in both rounds:

i.  Accepted + Accepted  Accepted
    ii. Accepted + Rejected  proposal is sent to the third reviewer.  
    iii. Accepted + Revision  (author may be asked to revise and resubmit). If revised proposal is rejected then, same revised proposal is sent to the 3rd reviewer. 
iv. Rejected + Rejected  Rejected
    v. Rejected + Revision  Rejected
    vi. Revision + Revision  author may be asked to revise and resubmit. If both reviewers accept it then it is accepted. If both reject it then it is rejected. If one is positive and 2nd is negative then the revised proposal is sent to the 3rd reviewer.

Award of project

- Award letter will be issued to the writer if two reports are positive in Round I. After issuance of the award letter, the writer is asked to write the manuscript.
• After submission of the manuscript by the writer, same manuscript is evaluated by the same reviewers. Same procedure is adopted as in Round I.
• If accepted in Round II, then HEC takes further steps for publishing of the Book.