**Project Proposal:**

**A Codicology Study**

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| **How to submit a project to Al-Furqān Islamic Heritage Foundation?** |
| Al-Furqān Islamic Heritage Foundation’s key objective is to document the vast Islamic written heritage-Islamic manuscripts in particular, exploring the means to catalogue, conserve and preserve this heritage, and to facilitate access, critical editing, studying and publishing using scientific methods. For this purpose, we are pleased to inform you that the Foundation is granting the opportunity to submit project proposals in the area of “**Codicology of Manuscripts**”.Furthermore, the Foundation does not typically publish Masters or Doctoral dissertations, unless these are highly exceptional, representing novel and extraordinary contribution and benefits. For your project to be considered, then please complete all the fields in this form, and submit to the following e-mail: **projects@al-furqan.com** |

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| **Important guidance for project proposers to abide by:** |
| 1. The complete book to be published must be sent to the Foundation, if it has been completed. If the project is not yet finished, then send a sample (25-30 pages) of the critical edition.
2. The proposed project must meet the specifications of a scientific, innovative, precise and documented work; it must possess high academic value, and must satisfy the conditions of originality, breadth, depth, objectivity, and sound methodology.
3. The proposed project must observe the commonly agreed standards of academic scientific submissions, in regards to rules of correct writing, applying the scientific standards in quoting and paraphrasing, text arrangement in terms of form, organisation, and logical presentation, proper referencing of sources, references, and extracts, sound punctuation and numbering, fully referencing Noble Prophetic *ḥadīth*s, and any other traditions. The Foundation will send the instructions for preparing a print-ready version of the book for those projects that are accepted.
4. The submitted work must be ready to print, and well-finished, and supported by high resolution images, as well as any illustrations or diagrams, where applicable. A full bibliography must also be created, following accepted academic standards.
5. Al-Furqān Foundation is not a publishing house, and it is a rule that the proposed project shall not have been previously published. If it has been published or presented to another institution to publish, then Al-Furqān Foundation is not obliged to accept it, unless there are clear reasons and justifications for it to be published again (give clear examples).
6. We wish to inform you that simply submitting a project proposal does not mean it has been accepted. It will be presented to committees of specialists and experts in the Foundation’s Boards of Experts for review at their meetings (held once every two or three years). We also draw your attention to the fact that the project submitted must have all the required detail provided on the forms. As such, a project will be rejected outright, if the submission is incomplete, lay outside the domain of manuscript codicology, or was not to the required standard. Also note that we are not obliged to provide the details of the response of the Board of Experts to the applicant, if the project is not accepted.
7. If the Board of Experts approves your project, the Foundation will contact you to execute their decision and process the project contract. If the Foundation does not contact you, then this is for one of two reasons: either the Board of Experts has not met, or the project has not been accepted.
8. The project proposer will be remunerated after completing the work; this will be decided after the work is accepted for publishing.
9. Each project owner, whose work has been accepted, will have the right to receive 20 free copies of the printed book.
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| **Important reminder: project proposers must read the guidance carefully before proceeding to fill-in this form** |

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| **Project Proposal Form** |

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|  | **Date:** |

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|  | **Project title:** |

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|  | **Name of project proposer:** |

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|  | **Brief academic resume:** |
|  | **Current job or post** |
|  | **List of books you have authored in the same domain** |
|  | **List of published works** |

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|  | **E-mail address:** |

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| **Fax No:** | **Mobile No:** | **Telephone:** |

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| **The Project** |

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|  | **Full overview of the study: importance, benefit, and value** |

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|  | **List of contents of the proposed study:** |

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|  | **What is the project’s size (number of pages or volumes)?****What is the estimated size of the project, if unfinished (number of pages or volumes)?** |
|  | **Has this work been published before? If yes, what are the reasons and justification for publishing again (give clear, convincing examples)? What are the novel contributions of the proposed project?** |

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|  | **Work plan and study methodology:** |
|  | **Has the study been updated with new explanations and commentaries?** |
|  | **Principal sources for the study (bibliography):** |
| **When will the project end?** | **When will the project start?** | **Duration of project execution:** |

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| **Summary of the proposed project (no more than 500 words)** |