

## Pertanika: Special Issues Guidelines Updated Ver 9 | 13/10/2020

This guide is prepared in the best interest of the Guest Editors. It should be read thoroughly and implicitly. Failure to adhere to our guide will lead to rejection of manuscripts or subsequent delay or cancellation of the proposed Special Issue. The timeline provided must be followed strictly.

### Publication Process in Brief

For “**Special Issues**”, the procedure is very simple and straightforward. Usually, a **maximum of 10-30 manuscripts** in **one** issue arising from symposia, conferences or are based on a particular subject area or a theme. Each manuscript should **not exceed** 6,000 words (excluding the abstract, references, tables, and/or figures). **Only empirical research manuscripts** are accepted. Conceptual manuscripts are **not** within the scope of *Pertanika* Special Issues.

- The proposed issue must have a Guest Editor not exceeding three (3). The Guest Editor may appoint the Guest Editorial Board to assist in the publication process and is **responsible for collecting the manuscripts** which should be by the *Pertanika* format (*refer to Pertanika web page for the latest version of Submission forms*), as well as for identifying the **3 reviewers** (*one of whom must be an external reviewer*) for each manuscript. The selection of the manuscripts and reviewers must be approved by the Editor in Chief of the respective journal.
- At all times, our policy of **double-blind peer- reviewing by at least 2 reviewers** (*at least 1 external reviewer*) **for each manuscript must be strictly adhered to**. The reviewing process **must be complete** in all aspects. The Guest Editor is responsible.
- If needed, a second review cycle may be activated. The peer-reviewed manuscripts and the corrections recommended done by the authors thereafter are examined by the Guest Editor and the decision to accept or reject made. The complete documentation is then handed over to the Chief Executive Editor's Office for approval and further processing. The final approval is by the Journal's Editor-in- Chief and Chief Executive Editor.

### Manuscript Format

#### a) MANUSCRIPT STRUCTURE, STYLE, AND CONTENT

**Scholarly Manuscripts intended** for publication in *Pertanika* must be written in the **IMRAD format**. Maximum length should not exceed 6,000 words excluding the abstract, references, tables, and/or figures.

## b) MANUSCRIPT MAIN TEXT

Manuscripts must be in competently written in **clear** and **concise grammatical** English. **Linguistically hopeless manuscripts will be rejected straightaway.** It is highly recommended that the authors have their manuscripts read by a professional English editor before submitting to *Pertanika* for intended publication.

**Every citation** in the text should be listed in the reference list, and *vice versa* using the **APA reference style (6th Edition)**. Ensure that **in-text (Citation)** references are quoted also as per the APA in-text citation style. Note that online sources should be cited in the same manner as print sources (i.e., author and date in parentheses). References must be listed in alphabetical order by the first author's last name.

**References must strictly be in the above prescribed style, failing which the manuscripts will not be accepted for publication.** You may refer to the Publication Manual of the American Psychological Association for further details (<http://www.apastyle.org/>).

Authors listed in the manuscript should be named in full without academic titles.

### Manuscript Originality

*Pertanika* **does not accept** any submission of manuscripts that has been published **in full** in any types of publication including a conference proceeding or are being considered for publication else where as **novelty is an important criterion** in the selection of manuscripts.

The manuscript must be of **high research quality** and have not been previously published or accepted for publication elsewhere, either in whole (including book chapters) or in part (including paragraphs of text or exhibits), whether in English or **another language**.

All manuscripts received must undergo the initial screening for originality before being sent for peer review. For special issues, the Guest Editor should check all the manuscripts for **possible plagiarism** using **Turn-It-In** before sending them out for review and has to submit the full reports of the **Similarity Index** for each manuscript to the Chief Executive Editor to substantiate its originality. *Pertanika* does not accept any manuscript with similarity index **exceeding 20%**.

SIMILARITY INDEX	CATEGORY
≤20%	Pass
>21%	Reject

### Author-policy

*Pertanika* permits up to a **maximum of 3 manuscripts by the same author** in one issue provided the author sequence differs in each manuscript. i.e. Author A must be second or third or fourth author in the **second** manuscript (must **not** be first author in the subsequent manuscripts within the same publication). e.g.,

**Manuscript 1:** **John**, Jamal, Ibrahim & Wahid.

**Manuscript 2:** Jamal, **John**, Wahid & Ibrahim.

**Manuscript 3:** Ibrahim, Jamal, **John** & Wahid.

- Same author cannot appear > 2 times as the 1<sup>st</sup> author.
- Same author may appear in 3rd manuscript provided authorship sequence differs.



ELSEVIER  
Scopus



Google Scholar



MYCITE  
malaysian citation index



ASEAN  
CITATION  
INDEX

Microsoft Academic



## Manuscript Review Process

*Pertanika* believes in a stringent and thorough **double-blind peer review**, as it is the backbone of the highest quality research, globally. Full details can be found in *Pertanika's* Code of Ethics.

Reviewers selected should be experts in the scientific topic addressed in the manuscripts they review and should be selected for their objectivity and scientific knowledge. The reviewers should provide written assessment of the **strengths** and **weaknesses** of the written research, with the aim of improving the reporting of research and identifying the most appropriate and highest quality material for the journal.

**Some basic conditions are:**

1. It is recommended that **three (3) reviewers** be appointed for each manuscript. A manuscript must be reviewed by a **minimum of two reviewers**. Of which, at least one must be an **external reviewer**. The external reviewer must be from a different institution other than the host institution of the authors listed in the manuscript or the event site to avoid any conflicts of interest.
2. The reviewers selected by the Guest Editor(s) **must not be the authors** listed in the same issue of the journal to avoid conflict of interest.
3. The Guest Editor must ensure that the reviewers are also not members of organizing committee of the event from which the manuscripts are sourced. Once the author has revised the manuscript in accordance with the comments provided by a reviewer, a decision may be made by the Guest Editor or the **revised manuscript is returned to the reviewers for the 2nd round** (review Cycle 2) to confirm that the revision is **acceptable publication**.
4. The reviewers must also reflect diversity and internationalisation (i.e. at least 30% International and 70% local) and each reviewer can review up to a maximum of three (3) manuscripts only.

For Special Issues, *Pertanika* does not pay the reviewers engaged by the Guest Editor.

## Acceptance of Manuscripts

The manuscripts submitted to *Pertanika* must be peer-reviewed as per our mentioned criteria above, and the initial acceptance or approval of manuscripts must be done by the Guest Editor(s) appointed. **The final decision on any manuscript is however reserved by the Journal's Editor-in-Chief and Chief Executive Editor.**

## Options for Publishing Special Issues

*Pertanika* currently offers one option for the publication of special issues.

**SPECIAL ISSUE:** The minimum of **10** manuscripts up to **30** manuscripts. If the manuscripts selected are less than 10 it may be considered for publication in the regular issue. The charge will according to the regular issue rate.

## Publication Fee

**SPECIAL ISSUE:** The publication cost for a special issue (10 to 30 manuscripts) is **RM30,000** (Ringgit Malaysia Thirty Thousand).

The cost is however dependent upon two scenarios:

- a) **RM 30,000:** minimum 10 and maximum 3 manuscripts.
- b) **RM 2,000** (additional manuscript over 30, RM2000 per manuscript): with a maximum of 50 manuscripts per issue.

The *Pertanika* journal is totally Online. There is no hard copy. Any requirement for Print/hard copy will incur extra charge. The exact amount is usually indicated once the quotation is prepared based on the exact number of manuscripts accepted by at the time of typesetting. The amount must be **paid in full** prior to the release of the online (PDF) version of the issue.

## How to Request a Special Issue?

To request a *Pertanika* Special Issue, you need to fill in the **proposal form** and submit to the Chief Executive Editor via e-mail at [executive\\_editor@upm.edu.my](mailto:executive_editor@upm.edu.my). If accepted, special issue agreement must be completed and signed by both parties to formalize the process.

## Submission Process

**FORMS:** The Guest Editors handling submission of manuscripts, peer review process and for making a decision on the suitability of a manuscript **must** use *Pertanika's* forms. Soft-copies of all the forms can easily be downloaded from [http://www.pertanika.upm.edu.my/special\\_issues\\_guidelines.php](http://www.pertanika.upm.edu.my/special_issues_guidelines.php)

The Guest Editor is responsible for receiving the manuscripts from the authors. The **authors must provide** the Declaration Form and Copyright Agreement.

### For the Authors:

Manuscripts must be in competently written and argued in **clear and concise grammatical** English. **Linguistically hopeless manuscripts will be rejected straightaway.** The authors and Guest Editors need to refer the Pertanika Fact-Sheet, Instructions to Authors and Manuscript Reviewing Guide.

The **Guest Editor** must submit the proposal form and special issue agreement, manuscripts (both original and revised version), originality report, Reviewer Information Form, Manuscript Reviewing Kit, Tables of Responses to Reviewers' Comments, Decision Form, and preface to the Chief Executive Editor.

All documents must be submitted in **soft-copies** via e-mail at [executive\\_editor.pertanika@upm.edu.my](mailto:executive_editor.pertanika@upm.edu.my)

### NAMING OF THE FILES:

Please note, for the softcopies, the names of the files should correspond to their respective printouts and must be named accordingly.

e.g.

Manuscript **FILES** belonging to an **Author X**, should be named as:

*Author X (MS org) - <date>*  
*Author X (MS amended) - <date>*

The **FORMS** should be named as:

*Author X (Manuscript kit) - <date>*  
*Author X (TurnItIn Report) - <date>*  
*Author X (Reviewer 1) - <date>*  
*Author X (Reviewer 2) - <date>*  
*etc.*

## Questions?

If you require any additional information, please contact the Chief Executive Editor via e-mail at [executive\\_editor.pertanika@upm.edu.my](mailto:executive_editor.pertanika@upm.edu.my)

<b>GUEST EDITOR'S CHECKLIST</b>	
<b>AUTHORS TO SUBMIT</b>	
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Declaration Form (to be completed and signed by the corresponding author)</li> <li>• Copyright Agreement (to be completed and signed by the corresponding author)</li> </ul>
<b>MANUSCRIPT FORMAT</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• IMRAD format</li> <li>• APA Style (In-text citations and References to be strictly as per APA Style)</li> <li>• Maximum Length (not exceeding 6,000 words; excluding the abstract, references, tables and/or figures)</li> </ul>
<b>GUEST EDITORS TO SUBMIT</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Proposal Form</li> <li>• Special Issue Agreement</li> <li>• Originality Report</li> <li>• Reviewer Information Form</li> <li>• Manuscript Reviewing Kit</li> <li>• Table of Responses to Reviewers' Comments</li> <li>• Decision Form (original pen-to-paper signature of the Guest Editor for EACH approved manuscript)</li> <li>• Manuscript (<b>Both</b> Original and Revised Version)</li> <li>• Preface</li> </ul>