

## SPECIAL ISSUE REQUIREMENT

Thank you for your interest in publishing papers in *Pertanika*. Basically, *Pertanika* has enacted a process to ensure quality of published paper.

The publishing process must be undertaken together between the Guest Editor (GE) and the Editor-in-Chief (EiC) from the initial stage of the process.

STEP	ACTION	GUEST EDITOR (GE)	EDITOR-IN-CHIEF (EiC)	CHIEF EXECUTIVE EDITOR (CEE)	NOTE
1	Select articles	To select articles and submit to EIC	To decide on the relevance of selected articles	Monitor Standard Operating Procedure (S.O.P)	<b>GE to submit selected articles to CEE</b> <b>*Articles rejected by EIC may not be processed any further</b>
2	Select reviewers	To select reviewers for each approved article. To submit list of reviewers for each article to CEE	To approve or reject choice of reviewers*	- Monitor S.O.P.	<b>EIC may request new reviewers or select them from <i>Pertanika</i>'s panel</b>
3	Review 1	GE to begin review process using the approved reviewers. To deliberate on reviewer's comment	-	- Monitor S.O.P.	
4	Review 2	To deliberate on reviewer's comment after action by authors	-	- Monitor S.O.P.	<b>EIC may decide on the 3<sup>rd</sup> cycle. May involve one or two reviewers for certain papers</b>
5	Submit documents to CEE	To submit complete documents to CEE: articles (corrected), reviewers comments and authors' responses	To deliberate on the adequacy of the reviewing process (in depth assessment, proper response from author)	To deliberate on the adequacy of the reviewing process (in depth assessment, proper response from author)	<b>If less than 10 articles are accepted, they may be published via the regular issues</b>
6	Publication	-	-	To approve	-

## IMPORTANT CRITERIA & NOTES:

### (1) Selection of Articles

- i. The authors of the selected articles must also reflect diversity and internationalisation, (at least 30% based on the main/corresponding author)
- ii. The selected articles must be within the specific scope set by *Pertanika*
- iii. The articles will be evaluated on 4 parameters which are content (relevance, validity, novelty), originality (not exceed similarity index of 20%), format, and language
- iv. Only empirical research articles, not conceptual articles are considered

### (2,3,4) Selection of Reviewers – Reviewer 1 & Reviewer 2

- i. The reviewers must also reflect diversity and internationalisation (i.e. at least 30% International and 70% local). The reviewers' criteria are as follow:
  - a. A minimum of two (2) reviewers per article (1 internal and 1 external).
  - b. Each reviewer can review up to a maximum of three (3) articles only
  - c. The Guest Editor, Editorial Board Member, Conference Committee and authors are NOT permitted to review any article of that particular issue
  - d. A double-blind review must be adhered to GE to submit Reviewer Information Form to CEE
- ii. The Guest Editor will decide based on the reviewers' reports. Some article may require improvement/corrections. After correction, a second review may be needed. The Editor-in-Chief (EiC) may also decide on the activation of internal review (appointment of a third reviewer) if the reviewer's profile or/and review quality do not meet *Pertanika*'s requirement/standard

### (5) Submission of Documents to CEE

- i. Author to submit the following (to Guest Editor):
  - a. Original article and final amended article (based on the reviewers' comments)
  - b. Table of responses to the reviewers' comments (the template will be given)
  - c. Declaration Form and Copyright Agreement (can be downloaded from from *Pertanika* website)
- ii. Guest Editor to submit the following:
  - a. All submitted documents from the author
  - b. Reviewers' reports
  - c. Preface

### (6) Publication

- i. EiC and the CEE will make the final decision on the articles that are to be published, based on the documents submitted
- ii. Minor editing can still be done by the authors (via GE)
- iii. Proof copy will be sent to the authors and GE

**Notes:**

1. **Date of Publication:** *Pertanika* cannot promise a fixed date of publication as we have a long list of Special Issue commitments. The selection and reviewing process are also dependent on the GE, EIC reviewers and the authors.
2. **Cost:** Every issue of the Special Issue must have at least 10 articles. The cost of publishing (online in full) is estimated at RM30,000.00 (~USD7,000). The maximum number of articles is 30. Any further addition will incur a cost of RM2,000.00 per article. Maximum articles per issue is 50 articles. If less than 10 articles are eventually selected, they may be published through the regular issue. The publication cost is then based on the regular issue fee (RM750.00 / USD 250 per accepted paper based on affiliation of the main or corresponding author). Hard copy printing will incur additional cost.

I hope my explanation can help you make the right decision. Please notify me if you intend to proceed with your proposal.

Thank you. Let us work together for the enhancement of academia.

ABS

June 24, 2020