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AGRICULTURE • INNOVATION • LIFE

PERTANIKA JOURNALS UPM PRESS

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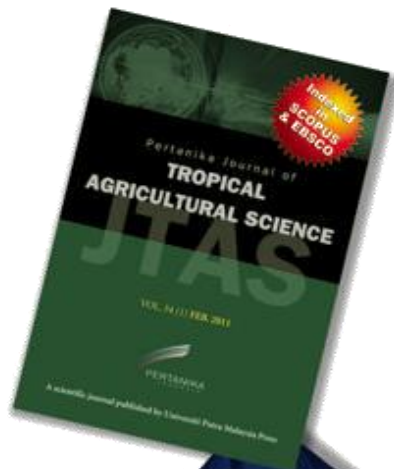


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PROPOSAL FOR A SPECIAL ISSUE

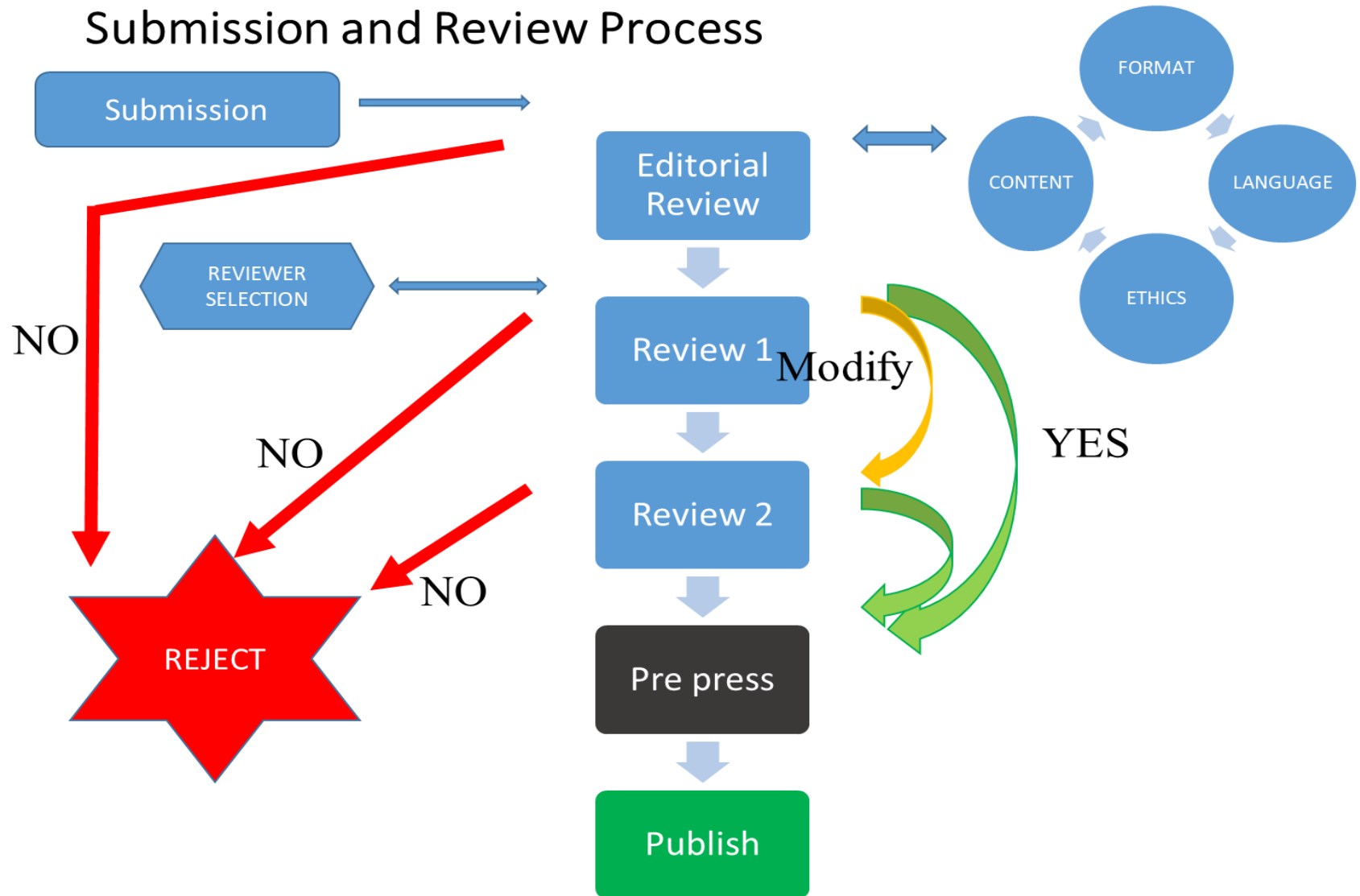
Submission of a proposal for a Special Issue must include the following:

- The title of the Special or Thematic Issue/Conference/Symposium/Event/Special Project.
- The date of the Conference/Symposium/Event/Special Project.
- The name of the Organizer/Proposer and the organization.
- The total number of papers expected to be published.
- The scope(s) of the papers (briefly explain how the issue fits with the scope of the journal)
- Rational (500 - 800 words) explaining the intended focus, significance, and novelty of the proposed Special/Thematic Issue).
- List of possible topics in the proposed Special Issue.
- The name(s) of the Guest Editor(s) (names, titles, affiliations and contact information). For cases of more than one Guest Editors, a Chief Guest Editor will need to be identified, The Chief Guest Editor will be responsible for handling all papers of the special issue with the help of the other Guest Editors.

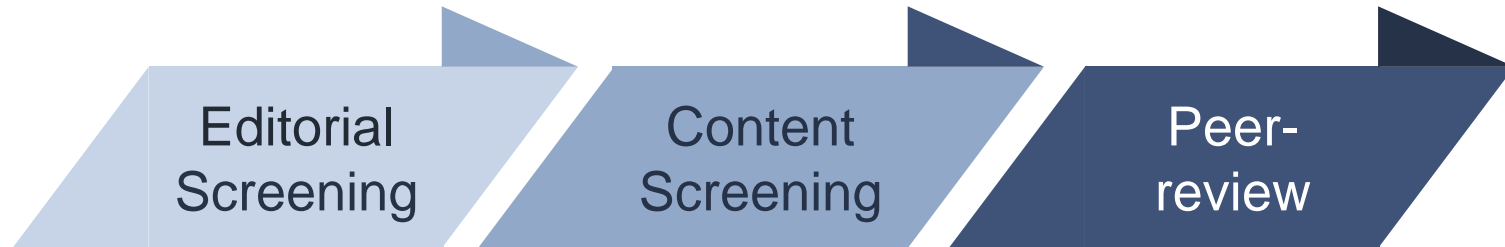
AGREEMENT FOR SPECIAL ISSUE

- **Guest Editor Responsibilities**
- **Disclosure of Conflict of Interest**
- **Publishing Policy & Ethics**
- **Publication Cost** (*Stand-alone*)
- publication cost :**RM30,000** per issue based on 10 to 30 papers. Subsequence addition will incur a further RM2,000 per accepted paper.
- If the number of papers is less than 10? The papers may be published in the regular issue. The charge is according to the regular issue

Submission and Review Process



REVIEW PROCESS



1. SUBMISSION OF PAPERS: To Guest Editor (GE)

- Editorial Screening

EDITORIAL SCREENING

CONTENT SCREENING (GUEST EDITOR)

- . Documentation
- . Format
- . Originality
- . Language
- . Relevance of the Content
- . Novelty
- . Validity
- . Language

EDITORIAL SCREENING

The editor 'examines' each submission to determine whether it may be appropriate for inclusion in the journal.

Some manuscripts will be rejected outright at the editorial screening because the editor deems the submission unsuitable for the journal.

It may be **outside the scope of the journal**, **not conforming to the requirements of the journal**, poorly written or simply ring some alarms

DIVERSITY OF AUTHORSHIP

There must also be diversity in authorship

(Based on corresponding author)

- International contributors - different continent / same continent (*depending on individual affiliation or collaboration*): minimum 30% (*except for specific areas of study that are specific to a country*).
- National Contributors - from various institutions: maximum 70%.
- Contributors need to fully comply with ethics of authorship (*authenticity, no plagiarism, papers are not filed to other journals*).

SCREENING BY GUEST EDITOR

Refer to Instruction to authors:

[http://www.pertanika.upm.edu.my/Resources/special_issues/Instructions%20to%20Authors%20\(Special_Issues\).pdf](http://www.pertanika.upm.edu.my/Resources/special_issues/Instructions%20to%20Authors%20(Special_Issues).pdf)

DOCUMENTATION

- Declaration Form
- Manuscript

FORMAT

- 3-PAGE RULE
- IMRAD
- Table / Figure
- Citation and References (APA format)

LANGUAGE

- English
- Grammar
- Sentence Structure
- Spelling

ORIGINALITY

- Turnitin
- > 20%)

REJECT

LANGUAGE

- The author(s) is/are totally responsible for the language
- Poor language may result in early rejection
- Even after acceptance the author may be asked to correct language errors to the satisfaction of the Chief Executive Editor (CEE).

CONTENT: REVIEWING CRITERIA

Relevance

(Scope, Reliable sources)

Individual articles, should be of finite size and stay focused on a small number of topics for ease of reading and navigation.

Validity

The validity of something such as a result or a piece of information is whether it can be trusted or believed.

Novelty

The quality of being new, original, or unusual.

Language

Language accuracy refers to how correct the authors use the language system, including their use of grammar, sentence structure and spelling.

SUBMISSION TO CEE

- Original documents
- Screening reports
 - Turnitin 20% limit
 - Format
 - Language
 - Content

Manuscripts may be accepted or rejected by the EiC

2. REVIEW PROCESS (Guest Editor)

PEER-REVIEW

Once the selected manuscripts are approved by EiC, The Guest Editor will typically solicit **expert review** and begins the peer review process.

Peer review comments on the **importance of the work, the fitness of the methods, the validity of the results and the balance and logic of the discussion.**

REVIEWING PROCESS

Journal practice:

- Each paper should be reviewed by at least 2 field experts.
- Name of the author(s) and the reviewers must be kept secret from each other. **Double-blind review**
- Panel of reviewers should exhibit diversity at national and international levels (*The names of the referees used are listed in every Pertanika issue*).
- The reviewers must also reflect diversity and internationalisation (**i.e. at least 30% International**). The reviewers' criteria are as follow:
- A **minimum of two (2) reviewers** per article (1 internal* and 1 external or both external). (*Internal :within the same institution)
- Each reviewer can review up to a maximum of three (3) articles only
- The Guest Editor, Editorial Board Member, Conference/Project Committee and authors are **NOT permitted to review any article of that particular issue**

REVIEWERS

Each reviewer should be **an expert** in the scientific topics addressed in the article they review.

They should have a minimum qualification to be Pertanika reviewers

A reviewer is expected to be **professional, honest, courteous, prompt, and constructive**

must treat the received manuscript as **confidential** as they are privileged communication

detecting plagiarism in the submitted manuscripts

A reviewer is expected to provide written assessment of the **strengths** and **weaknesses** of written research

improving the reporting of research

identifying the most appropriate and highest quality material for the journal

≥ 2 reviewers are needed to make decision

Allocated time for reviewing = 3 weeks



SELECTION OF REVIEWERS

- Selection by GE

Panel of reviewers must be submitted to CEE

- Approval by EiC

3. Peer-Review Process

- Fundamental to the scientific publication process
- The dissemination of sound science
- **Thorough, objective and fair**
- **Double-blind peer-review** process
 - ▷ authors do not know reviewers and *vice versa*

GE(s)' Decision Making (≥ 2 Review Reports)

- Accept as is – Will be considered for publication
- Minor Revision – Amendment is required by the author(s)
[Duration time for correction = 1 week]
- Major Modification – Amendment is required by the author(s) [Duration time for correction = 2 weeks]

Amendment of Manuscript(s)

- Make the correction according to reviewer(s)' suggestion, respectively
- GE makes the decision – if there is any necessity of undergoing the second cycle of review
- Second round reviewing process
 - **SAME** reviewer(s) (*if possible*)
- Reviewing time = 3 weeks per manuscript
- After receiving the amendments or review report(s), GE(s) make the decision again – a) Accept; b) Reject; c) Minor Revisions (no further review required)

SUBMISSION TO CEE

- Amended papers
- Review reports
- Authors' responses to reviewers

Approval for publication

- The CEE and the Editorial office audit the process and advise the EiC
- The EiC and CEE will decide on the final acceptance of the manuscripts for publication

NB: There must be a minimum of 10 manuscripts approved before a Special Issue is published

PUBLICATION

The Editorial Office

- Format checking
- Language editing
- Layout
- Proof reading
- Uploading to website



THANK YOU

