



# SPECIAL ISSUES GUIDELINES

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

The procedure for Special Issue is 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

### 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.

### 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** (7th 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. The Guest Editor(s) and authors need to refer the Instruction to Authors.

### 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 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, Bahasa Malaysia or any other 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). The authors of the selected manuscripts must also reflect diversity and internationalisation (at least 30% based on main/corresponding author).

### Example:

**Manuscript 1:** Jamal Ibrahim, Chin Yan Tee, Ravi Kumar & John Smith. }  
**Manuscript 2:** Chin Yan Tee, Jamal Ibrahim, John Smith & Ravi Kumar. }  
**Manuscript 3:** Ravi Kumar, John Smith, Jamal Ibrahim & Chin Yan Tee. }

- Same author cannot appear more than once.
- Same author may appear in a 3rd manuscript provided authorship sequence differs.

## 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. The Guest Editor(s) and reviewers need to refer the Manuscript Reviewing Guide.

### 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.
4. The reviewers **must also reflect diversity and internationalisation** (at least 30% International and 70% local) and each reviewer can review up to a maximum of three (3) manuscripts only.

5. GE's decision making based on  $\geq 2$  review reports:
  - i. Accept as is – will be considered for publication
  - ii. Minor Revision – amendment is required by the author(s). Duration time for correction is 1 week
  - iii. Major Modification – amendment is required by the author(s). Duration time for correction is 2 weeks

Once the author has revised the manuscript in accordance with the comments provided by the reviewer(s), a decision may be made by the Guest Editor or the revised manuscript is returned to the same reviewers (if possible) for the 2nd round review to confirm that the revision is acceptable publication.

*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:** Each issue must have a minimum of **10** manuscripts. If the manuscripts selected are less than 10, they 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 30 manuscripts.
- b) **RM 2,000** (*an additional fee of RM2000 will be imposed for each manuscript exceeding 30. Each issue as a maximum of 50 manuscripts*).

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. The amount must be **paid in full** prior to the release of the online (PDF) version of the issue.

## How to Request for 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 and processing of manuscripts **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)

### For Guest Editor

The Guest Editor must submit the proposal form and special issue agreement, originality report, Reviewer Information Form, Manuscript Reviewing Form, Decision Form, all submitted documents from the authors, and preface to the Chief Executive Editor.

### For the Authors

The authors must submit the manuscripts (both original and amended version), Table of Responses to Reviewers' Comments, Declaration Form, and Copyright Agreement to the Guest 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.

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

Author X (MS ORG) - <date>  
Author X (MS AMENDED) - <date>

The **FORMS** should be named as:

Author X (Originality Report) - <date>  
Author X (Declaration Form) - <date>  
Author X (Copyright Agreement) - <date>  
Author X (Reviewer Information Form) - <date>  
Author X (Reviewer 1-1st Cycle) - <date>  
Author X (Reviewer 2-1st Cycle) - <date>  
Author X (Table of Responses) - <date>  
Author X (Decision Form) - <date>

## 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"/>	• Declaration Form (to be completed and signed by the corresponding author)
<input type="checkbox"/>	• Copyright Agreement (to be completed and signed by the corresponding author)
<input type="checkbox"/>	• Table of Responses to Reviewers' Comments
<input type="checkbox"/>	• Manuscript (Both Original and Amended Version)
	<b>MANUSCRIPT FORMAT</b>
<input type="checkbox"/>	• IMRAD format
<input type="checkbox"/>	• APA Style (In-text citations and References to be strictly as per APA Style)
<input type="checkbox"/>	• Maximum Length (not exceeding 6,000 words; excluding the abstract, references, tables and/or figures)
	<b>GUEST EDITOR TO SUBMIT</b>
<input type="checkbox"/>	• Proposal Form
<input type="checkbox"/>	• Special Issue Agreement
<input type="checkbox"/>	• Originality Report
<input type="checkbox"/>	• Reviewer Information Form
<input type="checkbox"/>	• Manuscript Reviewing Form
<input type="checkbox"/>	• All submitted documents from the authors
<input type="checkbox"/>	• Preface
<input type="checkbox"/>	• Decision Form (original pen-to-paper signature of the Guest Editor for EACH approved manuscript)