

Pertanika: *Special Issue 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 papers or **subsequent delay** or **cancellation of the proposed Special Issue**. The timeline provided must be **followed strictly**.

Publication Process in Brief

For “**Special Issues**”, procedure is very simple and straightforward. i.e. usually a **maximum of 20-25 papers** can be accommodated in **one** issue arising from symposiums, conferences or are based on a particular subject area or a theme. Each paper should **not exceed 15 printed pages** or 8,000 words. Manuscripts with **less than 8 pages are not acceptable**. **Only empirical research papers** are accepted. *Conceptual papers are **not** within the scope of Pertanika special issues.*

- The proposed issue **must** have a Guest Editor from the Seminar or Symposium (usually the Chair of the Scientific Committee of the Seminar/Symposium/ Congress). The Guest Editor and the guest editorial board which he/she will appoint to assist in the publication process are **responsible for collecting the papers** which should as per 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** paper.
- When the reviews are in, the Guest Editor and the Guest Editorial Board are again responsible for the approval of the papers for publication. At all times, our policy of **blind peer-review and approval by at least 2 or 3 reviewers** (*with at least 1 external reviewer*) **for each paper accepted are to be strictly adhered to**. The reviewing process **must be complete** in all aspects.
- The peer-reviewed papers and the corrections recommended done by the authors thereafter are examined by the Guest Editor for the 2nd round of review if suggested by the reviewer(s) or for **provisional approval**. The final approval is given subsequently by the Journal’s Editor-in-Chief.
- The final decision along with the complete documentation is then handed over to the Chief Executive Editor’s office for further processing and file keeping, and follow up action.

Manuscript Format

a) MANUSCRIPT STRUCTURE, STYLE, AND CONTENT

Scholarly Manuscripts intended for publication in Pertanika must be written in the **IMRAD** format. The minimum length of an article must not be less than 8 pages *excluding* references.

b) MANUSCRIPT MAIN TEXT

Articles must be in competently written and argued 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 for intended publication in Pertanika.

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 articles 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 must use the **APA naming convention**. E.g. *Abu Bakar Saleh and Tan Soon-Guan could be written as Saleh, A.B., and Tan, S.G., respectively.*

Manuscript Originality

Pertanika **does not accept** any submission of papers that have been published **in full** in a conference proceeding as **novelty is an important criterion** in the selection of papers.

The manuscript must be of **high research quality** and not have 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 articles 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 any application program such as **TurnItIn** or any other software before sending it out for review, and has to submit the full reports of the **Similarity Index** for each manuscript to the Chief Executive Editor to substantiate the originality. Pertanika does not accept any article whose similarity index **exceeds 30%**.

SIMILARITY INDEX	CATEGORY
< 30 %	Pass
31 – 40 %	Resubmit <i>revised</i> MS
> 40 %	Reject

Author-policy

Pertanika permits up to a **maximum of 3 articles by the same author** in one publication provided the author sequence differs in each articles. 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 1st author.
- Same author may appear in 3rd MS provided authorship sequence differs.

Manuscript Review-Process

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

It is the responsibility of the **Chair** of the conference to have his/her own Guest Editorial Board who would be responsible for the entire peer-review process.

Reviewers selected should be experts in the scientific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge. The reviewers should provide written assessment of the **strengths** and **weaknesses** of 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 a manuscript 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 **review process must be complete** for each manuscript. i.e. once the author has revised the manuscript in accordance with the comments provided by a reviewer, the **revised manuscript must then be returned to the reviewer for 2nd/3rd round** (Review Cycle-2 or 3) to confirm that the *revised* manuscript is finally **acceptable for publication**, with no further comments from any of the two reviewers.

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

The complete peer-review process can alternatively be handled by Pertanika Editorial Office, in which case, names of at least 3 potential reviewers for each manuscript who are qualified to review the submitted articles must be provided to the Chief Executive Editor by the Guest Editor.

Acceptance of Manuscripts

The papers submitted to Pertanika must be peer-reviewed as per our mentioned criteria above, and the initial acceptance or approval of papers 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 two options for the publication of special issues.

1. **Stand-Alone.**
2. **Mixed Category.**

STAND-ALONE: This involves publication cost (*to be borne by the Conference committee*) or the organizing party interested in publishing under this category. The issue is **totally-dedicated** to the concerned conference, and will have names of Guest Editors printed on the Journal's Cover. This option is flexible and allows its publication at any time of the year subject to the availability of a free-slot in our publication schedule. The publication under this category is independent of Pertanika's quarterly publication frequency.

MIXED CATEGORY: This does not involve any major cost but only a minimal service / handling cost (*to be borne by the Conference committee*) or the organizing party interested in publishing under this category. This option is not-flexible as it does not permit publication at any time of the year but is linked with the frequency of our regular issue of the journal. **Strict timeline limitations apply.**

This option allows up to a **maximum of 10** selected manuscripts to be published along with our regular issue papers depending upon the space availability. If there are 10 manuscripts received, these may be split into **two batches** for publishing in *two consecutive issues* of Pertanika. The final publication of accepted articles however depends upon how many papers we have in queue at the time of printing. *This option is seldom available as most times our regular issues run to its full capacity!*

Publication Fee

STAND-ALONE: The publication cost for a stand-alone issue is *estimated* to be **RM29,000** (Ringgit Malaysia Twenty Nine Thousand) *excluding 6% GST, to be added.*

The cost is however depended upon two scenarios:

- a) **RM 29,000** (6% GST to be added): 500 printed copies with a maximum of 270 pages per book.
- b) **RM 25,000** (6% GST to be added): 100 printed copies (*minimum print-run*) with a maximum of 270 pages per book.

The above are minimum basic prices which include *type-setting, Language editing and printing costs*. There would be an additional surcharge if the number of pages exceed 270. The prices **do not include delivery** charges. The exact amount is usually indicated once the quotation is prepared based upon the exact number of pages determined by the Press at the time of type-setting. The amount must be **paid in full** prior to the release of the online (PDF) version of the issue.

MIXED CATEGORY: This does not involve any major cost but only a minimal service cost of RM600 per article (*with a maximum of 10 articles*) is payable.

How to Request a Special Issue?

To request a Pertanika Special Issue, you need to write and submit a **proposal letter** along with the completed **Form 6a**.

A sample of the proposal letter, and the Form 6a can be obtained by writing to the Chief Executive Editor, or you may downloaded these at:

< <http://www.pertanika.upm.edu.my/downloads.php?type=2> >.

Submission Process

FORMS: The Guest Editors handling submission of articles, peer-review process and for making a decision on the suitability of an article **must** use Pertanika's forms.

Soft-copies of all the forms can be obtained from the Chief Executive Editor or can easily be downloaded from < http://www.pertanika.upm.edu.my/special_issues.php >.

The Guest editors are responsible for receiving the manuscripts from the authors. The **authors must provide** the following:

1. **Cover Letter** (to be signed by the author; refer to Manuscript Submission Guide)
2. **Manuscript Submission KIT** (special issue)— to be completed by the author
3. **Copyright Agreement** (to be completed & signed by the author)

For the Author:

Articles 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 to the following:

1. **Pertanika Fact-Sheet** (Ver.5-[Rev.17 Feb 2017]) (About the Journal)
2. **Instructions to Authors** (for Manuscript preparation)
3. **Manuscript Submission GUIDE** (for author)
4. **Manuscript Reviewing GUIDE** (for reviewers)

The **Guest Editors** must submit the following to the Chief Executive Editor:

a) PROPOSING A SPECIAL ISSUE:

Please complete and submit the following:

1. **Proposal for a Special Issue Letter** — to be submitted by the Guest editor (*Sample available*)
2. **Special Issue Agreement form** (*FORM 6a* to be signed & submitted by the Guest Editor)

b) UPON APPROVAL, FINAL SUBMISSION OF DOCUMENTS:

Final manuscripts (*reviewed and amended by the authors*).

1. **TurnItIn Reports** — to substantiate Similarity Index for *each* manuscript
2. **Reviewer Information form** (*FORM 6b* to be submitted by the Guest Editor for *each* manuscript)
3. **Manuscript Reviewing KIT** (for each cycle) — to be completed by *each* of the reviewers
4. **Decision Form** (special issue)— to be signed & submitted by the Guest Editor for *each* manuscript)
5. **Manuscripts** — *Both ORIGINAL and REVISED (final copy).*

All documents submitted must be **both** in **soft-copies** as well as in **printed copies** (*Soft-copies must be the Mirror copies of the print-outs*). Soft-copies can be submitted in a CD/ DVD or in a pen-drive.

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.

Pre-Press Time

Once you have submitted all the **final** (*reviewed and ready manuscripts*) along with the **complete documentation** to the Chief Executive Editor, it will enter the DOC-CHECK process by our office. This process will require at least **1-2 months** to complete.

Each document you have submitted will undergo scrutiny and will be inspected for any discrepancies, during this period. If any of the guidelines have not been adhered to, or the documents with discrepancies, the Pre-Press Officer will notify the Guest Editor(s) for their further action.

This will cause *delay* in our publication schedule. It is for this reason, we seek full cooperation of the Guest Editors to **ensure** that all our above mentioned guidelines are thoroughly followed and there are no inconsistencies at the first place. This will ensure smooth processing of your submission at our end and will ensure **timely publication**.

Once the doc-check is complete, the Pre-Press flow will begin. This will require at least **2 months' time** to have the publication ready for posting the issue **online** and subsequently, printing.

E.g. **if you submit the accepted manuscripts say by end of Dec 2017, you can expect to have a “standalone” issue ready by Mar 2018.** If the review process is to be managed by the Pertanika editorial office, you need to add another 3 months to this process.

Questions?

If you require any additional information, please contact the Chief Executive Editor via email at <nayan@upm.my>.

GUEST EDITOR'S CHECKLIST	
	AUTHORS TO SUBMIT
<input checked="" type="checkbox"/>	<ul style="list-style-type: none">• Cover Letter• Completed Manuscript Submission Kit• Completed and Signed Copyright Agreement
	MANUSCRIPT FORMAT
<input checked="" type="checkbox"/>	<ul style="list-style-type: none">• IMRAD format• APA Style (<i>In-Text citations and References to be strictly as per APA Style</i>)• Minimum Length (<i>Minimum article length not less than 8-pages</i>)
	GUEST EDITORS TO SUBMIT
<input checked="" type="checkbox"/>	<ul style="list-style-type: none">• Proposal Letter• Form 6a (<i>Special Issue Agreement Form</i>)• Form 6b (<i>Reviewer Information Form</i>)• TurnItIn Report (<i>Similarity Index report for EACH manuscript</i>)• Manuscript Reviewing Kit (<i>Review process MUST be complete. FINAL review cycle from all the Reviewers to indicate “ACCEPT AS IS”.</i>)• Decision Form (<i>pen-to-pen Signed by the Guest editor for EACH approved manuscript</i>)• Manuscript (<i>Both Original and Revised Version</i>)