

ACADEMIC PUBLICATION GUIDELINES – BOOK CHAPTERS

1.0 OBJECTIVE

This document is intended to provide guidelines on the application to publish a Book Chapters at the University level in accordance with the provisions set out in the UNIMAS Publication Policy.

2.0 GUIDELINES

- 2.1 The writing of Book Chapters is where a chapter in the book is contained in a Book Chapters and each chapter has its own author(s).
- 2.2 Each book has at least seven (7) chapters and each chapter does not exceed four (4) authors. Each chapter contains not more than 50 pages. Writing the book chapter must be maintained by at least two (2) Editors.
- 2.3 The author(s) of a chapter in a book are not allowed to write more than two (2) chapters and in a Book Chapters, the author(s) of Chapter(s) should be at least two academic UNIMAS staff, while the remaining can be affiliated outside UNIMAS.
- 2.4 Faculty Dean or Director of the Institute is responsible for choosing Editors and identify the title of the book to be published and subsequently submit the complete manuscript to the UNIMAS Publisher.
- 2.5 The appointed Editor(s) must play the roles set out below:
 - 2.5.1 the suggested titles for each chapter corresponds to the book's title
 - 2.5.2 identify the authors of each chapter to coordinate the distribution and collection of the chapter titles that have been completed
 - 2.5.3 monitor the status of writing in accordance with a predetermined period
 - 2.5.4 ensuring the author signed a letter of undertaking the authenticity of the contents of the chapter that has been contributed.
 - 2.5.5 recommend the reviewers to be appointed by the UNIMAS Publisher.
 - 2.5.6 Editor is responsible for appointing editors and proofreader or performs their own tasks.
- 2.6 UNIMAS Publisher is responsible for implementing the following:
 - 2.6.1 Issue a letter of appointment to the Editor(s) and Reviewer
 - 2.6.2 Monitoring the duration set for the reviewers to comply.
 - 2.6.3 Managing the application process for ISBN, supplier selection and layout process
 - 2.6.4 Acquisition process
- 2.7 Total quantity of printed books is solely determined by the respective Faculty/Centre/Institute.
- 2.8 The selling price is set at three (3) times its printing cost for Malaysia and ASEAN country market, while the sale of books for Non-ASEAN country will be fixed in USD, calculated at five (5) times its printing cost.
- 2.9 UNIMAS publisher is not responsible for and in what circumstances whatsoever cannot be blamed for the failure of the sale of the books that have been published.
- 2.10 A publication agreement between the author and the UNIMAS Publisher will be concluded if the author agrees to the terms set forth above.