

## ACADEMIC PUBLICATION GUIDELINES – CONFERENCE PROCEEDINGS

### 1.0 OBJECTIVE

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

### 2.0 GUIDELINES

- 2.1 Any Faculty/Institute/Centre (F/I/C) who intends to publish the Proceedings of a Seminar/Conference, should be made through UNIMAS Publisher with the intention to record it as the University's publications.
- 2.2 The application to publish the Conference Proceedings must be sent to UNIMAS Publisher with the approval of the Dean/Director and attaching together a copy of the approval letter in organizing the seminar/conference. The publishing of the Proceedings does not need to be sent to an independent assessor but have to go through a reviewing process by the Conference Proceedings Editorial Committee only.
- 2.3 Applicants must submit the camera-ready material in hard copy and soft copy to the UNIMAS Publisher. UNIMAS Publisher will be responsible for the layout process and the application of ISBN.
- 2.4 The author is given the right to check and proof of the publication material until the final dummy is reached before the printing process is executed. Once the material has been reviewed and approved with the stamped 'Ready for Print' by the Conference Proceedings Editorial Committee then UNIMAS Publisher will proceed to the next course of action.
- 2.5 For the acquisition process, only UNIMAS Publisher is allowed to call the bid for printing price, the selection of suppliers and manage the print process. The printing cost is borne by the F/I/C itself (using the Vot Conference) through the write transfer method to account E14027 Publishing Fund.
- 2.6 The number of copies printed is subject to the provisions of the Conference Proceedings Editorial Committee. UNIMAS Publisher will be allocated twenty-five (25) copies for purpose of distribution as complimentary and archives. The remaining copies will be delivered to the applicant. UNIMAS publisher will also help in promoting and selling the Conference Proceedings to the general public (if necessary).
- 2.7 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.
- 2.8 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.
- 2.9 A publication agreement between the author and the UNIMAS Publisher will be concluded if the author agrees to the terms set forth above.