

## **ACADEMIC PUBLICATION GUIDELINES – INAUGURAL LECTURE SERIES**

### **1.0 OBJECTIVE**

This document is intended to provide guidelines on the application to publish a special book in the Inaugural Lecture Series at the University level in accordance with the provisions set out in the UNIMAS Publication Policy.

### **2.0 GUIDELINES**

- 2.1 Each application to publish the special book should submit the manuscript at the latest within 30 days after receiving the letter of invitation to deliver an inaugural lecture.
- 2.2 Manuscripts submitted must be an original work and property of the author.
- 2.3 The appointment for the assessor of the manuscript will be carried out by the Inaugural Lecture Steering Committee.
- 2.4 UNIMAS Publisher will transact the editing process, design and application of the ISBN number.
- 2.5 It is the responsibility of the administration of the Faculty, Institute or Centre where the writer (Professor) is responsible for carrying out the procurement process by using provisions that have been approved by the UNIMAS Chancellery under the Promotional Vote.
- 2.6 The printing process will be carried out after the Dummy is confirmed and approved by a representative of the Inaugural Lecture Steering Committee.
- 2.7 Of the total quantity (300 copies) printed, 50 copies will be delivered to the UNIMAS Publisher for promotion and sales, 50 are submitted to the writer (Professor), while 200 copies are distributed during the Inaugural Lecture ceremony.
- 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.