

## **ACADEMIC PUBLICATION GUIDELINES – JOURNAL**

### **1.0 OBJECTIVE**

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

### **2.0 GUIDELINES**

- 2.1 Each journal to be published by the UNIMAS Publisher, must have received approval and confirmation at the Faculty, the University Committee on Research and Innovation (JKPI) and the Senate.
- 2.2 The Chief Editor, as nominated by the Faculty, of the Journal is appointed by the UNIMAS Academic Publication Committee. While members of the Editorial Council is appointed by the UNIMAS Publisher based on recommendations of the Chief Editor. The Chief Editor will also be assisted by a Managing Editor of the Journal, who will be responsible for managing all articles accepted for publication in the Journal.
- 2.3 The role of the Managing Editor of the Journal is to manage the Journal Submission and to announce Call for Papers to all potential authors and to ensure all accepted articles are made editorial revisions and conforms to the standard format of the Journal.
- 2.4 For those journals that are to be indexed in SCOPUS or ISI Thomson must have the following criteria:
  - i. At least 40 percent of the members in the Editorial Council must be affiliated abroad.
  - ii. The Journal must consistently published at least two issues annually.
  - iii. The Journal must have its own website and displays each issue from the start to the latest showing consistency.

### **3.0 JOURNAL PUBLICATION PROCESS**

- 3.1 Overall, the process of publishing UNIMAS Journals is based on the settings of the Open Journal System or OJS. Authors wishing to submit articles to the Journal must first register to the system and then submit the article in softcopy through this system.
- 3.2 Submitted articles will be sent to the reviewers appointed by the Chief Editor. Once evaluated, the Chief Editor will decide whether to accept or reject the article. If accepted, the articles with the review comments will be sent back to the author for corrections, which is to be made within 14 days. After completion of the correction process, the article will be submitted to the Managing Editor to review the correct format.
- 3.3 UNIMAS Publisher is responsible for the application of eISSN. There is no procurement process since the journal is only published online or through Electronic Publishing.
- 3.4 A publication agreement between the author and the UNIMAS Publisher will be concluded if the author agrees to the terms set forth above.