

ACADEMIC PUBLICATION GUIDELINES – MONOGRAPH

1.0 OBJECTIVE

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

2.0 GUIDELINES

- 2.1 Monograph is a written specialized work that should reflect on a comprehensive and detailed research studies conducted at the Faculty, Centre and Institute.
- 2.2 Each application to publish a monograph must be confirmed and approved by the Dean of the Faculty or Director of the Centre or Institute
- 2.3 The applicant must submit a copy of the manuscript in soft copy and hard copy.
- 2.4 The procurement process will be carried out by the UNIMAS Publisher, which includes call for the bid price and the selection of suppliers. Faculty/Centre/Institute is advised to use the proceeds of their Grant or other resources that have been allocated to them to finance the cost of printing. Then, UNIMAS Publisher will send a memo for the payment charges to the Faculty/Centre/Institute for the Vote transfer process to the Publications Fund.
- 2.5 The process of publishing such as appointment of Reviewers, Editorial and Layout will be managed by UNIMAS Publisher.
- 2.6 The application for ISBN numbers will be implemented by the UNIMAS Publisher. Twenty Five (25) copies of the book will be allocated to UNIMAS Publisher as complementary for the purpose of circulation and archival records, while the rest will be delivered to the author. UNIMAS Publisher will also assist in the promotion and marketing of the book concerned and in the meantime it is the responsibility of the author to perform the same task.
- 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.