



PUBLICATION POLICY

Universiti Malaysia Sarawak

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1.0 INTRODUCTION

This policy serves as guidelines for academic publication in the form of a book. All book publication (digital and print) should be clearly identified as publications of UNIMAS by imprinting of UNIMAS Publisher's logo on the front or back cover of the book.

- 1.1 Academic Publication refers specifically to scholarly books and journals published under the brand name UNIMAS Publisher.
- 1.2 Review and approval for publication of academic material is the responsibility of the Academic Publication Committee.
- 1.3 UNIMAS Publisher is responsible for the publication and printing of UNIMAS academic materials.
- 1.4 Except for Conference Proceedings or Periodic Scholarly Journals which has its own Editorial Committee, UNIMAS Publisher is responsible for managing or coordinating book manuscripts or related materials to be edited, typeset and proofread for printing. Manuscript Publication Manual is referred.
- 1.5 Allocation for academic manuscript publication is supported by UNIMAS Publication Fund.

2.0 ROLES AND FUNCTIONS

2.1 Academic Publication Committee (APC)

The main aim of the Academic Publication Committee is to amend policy and oversee the task of the university's academic manuscript publication activities.

2.1.1 Objectives

- a. To assess all UNIMAS academic manuscript publication.
- b. To uplift UNIMAS image as a public academic institution in line with its mission to be a university of exemplary stature in the fields of education, research and scholarship at the national and international level.
- c. To realise the university's standing as a centre for the distribution of information and knowledge through high quality scholarly publication.

2.1.2 Roles and Functions of APC

- a. Advise and assist in all academic publication, that include among others, books, journals and monograph in the aspects of title, content and quality.
- b. Encourage writing, translation and publication of academic material among staff for the purpose of teaching and enriching the knowledge corpus in the related disciplines.
- c. Give direction in the management of academic material publication intended for groups from outside of UNIMAS.
- d. Suggest academic publication material sponsored by the university.
- e. Assist in planning and executing other tasks related to academic publication.
- f. Appoint reviewer/assessor for academic manuscript.

2.2 UNIMAS Publisher

UNIMAS Publisher is principally responsible for the management of Academic Publication in UNIMAS. It is accountable to the Deputy Vice Chancellor (Research and Innovation) and the Academic Publication Committee.

2.2.1 Vision

To be the Catalyst for Scholarly Publications in Borneo.

2.2.2 Mission

To encourage and publish academic material of high quality; one that would provide new insights to the knowledge corpus and serve the need of scholars in the relevant field or the enlightenment of the general public.

2.2.3 Roles and Functions

- a. To provide an avenue for scholars, within and outside of this region, to publish their academic/research findings.
- b. To serve as the administrative secretariat to the UNIMAS Academic Publication Committee.
- c. To forward all applications to publish a manuscript to the APC for approval.
- d. To facilitate and organise the publications of academic material under the brand name UNIMAS Publisher or *Penerbit UNIMAS*.
- e. To promote writing culture among the staff of UNIMAS.
- f. To organise relevant training programmes (both internal and external) on a regular basis to enhance the capability, especially of new academic staff, in academic writing activities.
- g. To undertake other responsibilities/tasks as assigned to UNIMAS Publisher by the University management from time to time.

3.0 PUBLICATION OF MANUSCRIPTS

Publication by UNIMAS are divided into two:

3.1 Solicited Manuscript

The areas or titles of books would be decided by UNIMAS Academic Publication Committee. Suitable candidates would be solicited to write such books.

3.2 Unsolicited Manuscript

UNIMAS welcomes its staff, especially the academic staff, to publish their writing with UNIMAS. The decision to publish, however, lies with the Academic Publication Committee.

Suggestions are also accepted from any individuals/organisations interested in funding such publications.

3.3 Publish Material Category

Books and journals published by UNIMAS, first and foremost, will take into account its importance in highlighting the research and scholarly activities in Borneo. Books published by UNIMAS Publisher will serve not only the needs of scholars and students, but also function to educate and enlighten the general public.

Among the books published by UNIMAS Publisher are:

3.3.1 Borneo Series

UNIMAS must exploit its position in Borneo, an island rich with history, culture, flora and fauna, politic, anthropology and sociology. Here lies a huge potential that can be reaped by researchers and scholars. Through The Borneo Series, UNIMAS would be able to provide a knowledge corpus for such series, and one day emerge as the powerhouse for publications related to Borneo. The guideline on publishing Borneo Series is in Appendix 1.

3.3.2 Professional Reference Books

Such books are suitable as reference for students and professionals in their related fields. Among books that fall in this categories are technical books and other scholarly material. The market for such books is limited but the objective here is to produce books for scholarly purposes, not profit.

3.3.3 Public Reference Books

Such books are suitable as references for the general public. Books that fall in such categories are guidebooks or reference on such matters which should serve to improve specific knowledge for the public; to provide intellectual enlightenment to the community and country as a whole.

3.3.4 University Text Book / Teaching Module

Such books are suitable as references and text for undergraduate students at UNIMAS and other local institutions. Such books are popular academic books which have market potential. Such books would be a joint-publication between UNIMAS Publisher and the relevant faculties. The copyright, however, will be held by UNIMAS Publisher. The guideline on publishing University Text Book/Teaching Module is in Appendix 2.

3.3.5 Working Paper Series/Proceedings

Many of the faculties and institutes at UNIMAS hold conferences, seminars, symposiums and workshop in and off campus. The working papers/proceedings produced through such proceedings contains valuable information which can be edited for publications. The guideline on publishing Proceedings is in Appendix 3.

3.3.6 Monograph

Through such series, UNIMAS can disseminate its scholars' work of a particular knowledge disciplines or a particular figure. It serves to strengthen the standing of UNIMAS as a scholarly institution. The guideline on publishing Monograph is in Appendix 4.

3.3.7 Inaugural Lecture

Through such series UNIMAS can expose its professors' expertise in a particular knowledge or research discipline. It serves to highlight the academic or research standing of UNIMAS professors. The guideline on publishing Inaugural Lecture is in Appendix 5.

3.3.8 Journals

These are published for specific research areas in UNIMAS. Such publications are witnesses to the standing of UNIMAS as an institute of research excellence in the country. The guideline on publishing Journals is in Appendix 6.

3.3.9 Translated Material

The Academic Publication Committee will decide on the title and types of book that are suitable for translation and publication by UNIMAS. The selection of books will be based on its contribution to a particular knowledge corpus.

4.0 SALES AND DISCOUNTS

UNIMAS Publisher sells its book to individuals, any governmental agency or statutory bodies and private companies based on cash term, payment in advance or consignment. Proceeds from such transaction will be deposited into the UNIMAS Publication Fund.

4.1 Consignment to government agency or statutory bodies and private companies.

UNIMAS Publisher fixes 30% to its consigned books. However, at the discretion of the Director of UNIMAS Publisher, discounted prices at 40% could be given should the copies of per titles books has been sold at ten (10) copies in one transaction.

4.2 Consignment to Authors

UNIMAS Publisher fixes 30% to its consigned books.

4.3 Sales of Outdated Stock

Sale of outdated stock depends on the field of research of the published books.

- a. A published book which falls under Engineering and Information Technology field will be sold off at 50% discount after three (3) years from the year of publication and subsequently, 65% discount after five (5) years. Upon seven (7) years after publication, the Academic Publication Committee may, with recommendation of the Director of UNIMAS Publisher, authorize the sale of the outdated stock at a maximum price of RM3 per book.
- b. A published book which falls under Pure Science of non-Engineering and Information Technology, Social Sciences and Arts will be sold off at 50% discount after five (5) years from the year of publication and subsequently, at 65% discount after seven (7) years. Upon nine (9) years after publication, the Academic Publication Committee may, with recommendation of the Director of UNIMAS Publisher, authorize the sale of outdated stock at a maximum price of RM3 per book.

4.4 Complimentary Copies

Each author or group of authors will receive ten (10) complimentary copies of their printed books while translator receives 1 (Unless specifically explained there is a necessary for more than one translator appointed).

5.0 PRINTING

5.1 Books published by UNIMAS Publisher will be contracted to private printing companies.

5.2 UNIMAS Publisher will seek the printing companies to solicit their quotations.

5.3 The number of prints will be based on the category of books as follows:

- | | |
|-------------|---|
| Category A: | University Text Books or Teaching Module
Under this category the number of books prints is based on the number of students as determined by the authors. |
| Category B: | Professional Reference Books |
| Category C: | Public Reference Books and Translated Materials
Under these two categories, the number of books prints is limited to fifty (50) copies by digital printing, and authors are allowed to request for extra prints should there be justified market and authors will be responsible in selling the books. Based on author's justification, the number of extra prints will be decided by the Director of UNIMAS Publisher |
| Category D: | Borneo Series, Working Paper Series, Proceedings, Monograph, Inaugural Lecture Series and Journal
Under this category the number of prints and source of financing is solely borne by the respective Faculty, Centre and Institute, while UNIMAS Publisher shall assist in the editorial, layout and procurement processes. |

6.0 OWNERSHIP

It is the author's responsibility to obtain all permissions for the use of copyrighted material—both text and illustrations—and to submit written proof of permission when the manuscript is delivered. Obtaining permissions can take months, so requests should be submitted while manuscript is being prepared. Refer to the Manuscript Publication Manual for a model letter requesting permission to reprint copyrighted material and for elaborations on copyright issue.

6.1 UNIMAS Publisher Responsibility

- 6.1.1 A publisher may legally print a manuscript only when it has obtained the right to produce or publish and obtain the right to distribute or sell it to the general public. This right is obtained through a signed Memorandum of Agreement between the author and UNIMAS Publisher.
- 6.1.2 UNIMAS Publisher Memorandum of Agreement will, among others, contain publisher's and author's responsibility, signed by witnesses before the author formally transfer their copyright to the publisher.
- 6.1.3 UNIMAS publisher will manage for the author matters related to copyright such as additional rights' management, copyright registration, and the deposits of volumes needed by law.

6.2 Author's Responsibility

- 6.2.1 The author will sign the Memorandum of Agreement with UNIMAS publisher after the Academic Publication Committee accepts the manuscript.
- 6.2.2 Upon signing the Memorandum of Agreement with UNIMAS publisher, the author gives the assurance that the manuscript is original and has never been published or if it has been published, permission letter for reproduction for the original author must be produced.

- 6.2.3 The author will ensure that all the content use for the manuscript whether text, preliminaries, end sections, tables, figures, photos, charts, maps etc are not bounded by copyrights ownership of other parties and if there is such binding, permission letter or release letter must be obtained prior to delivery or manuscript.

7.0 UNIMAS PUBLICATION FUND

The UNIMAS Publication Fund (*Tabung Penerbitan UNIMAS*) was set up in 2002 to provide a working capital to generate and promote academic publications in UNIMAS.

7.1 Governance

- 7.1.1 UNIMAS Publication Fund is governed by the Office of the Deputy Vice Chancellor (Research and Innovation) and payment made using the fund must be accompanied by the signed approval of the Deputy Vice Chancellor (Research and Innovation).
- 7.1.2 Monetary transactions involving UNIMAS Publication Fund will be monitored by the Bursary Office who will update UNIMAS Publisher with the record of transactions records on a quarterly basis.
- 7.1.3 Where purchase is made based on advanced payment, the Bursary Office will provide UNIMAS Publisher with receipt record to confirm that payment has been made to the university and therefore sales may proceed.

7.2 Payments Involving UNIMAS Publication Fund

7.2.1 Royalty

- a. Royalty is paid to books published by UNIMAS Publisher. Author will be paid according to the following formula:

$$\text{Royalty} = 15\% (\text{Sale Price} - \text{Printing Cost})$$
- b. The sale price quoted is the selling price affixed for each book in terms of Ringgit Malaysia.
- c. 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.
- d. Royalty will be paid based on the number of books actually sold per year **except for outdated stock**.
- e. In the case of multiple authors, the royalty will be distributed based on an agreed breakdown among the authors as indicated in a signed agreement.
- f. In the case of Book Chapters, where a book is a collection of articles compiled and edited by an editor, the royalties will be distributed at a 25:75 where 25% goes to the editor and 75% to the writers.
- g. Author of Monograph/ Inaugural Lecture Series will only be given an offprint.
- h. Authors and editors of journals will be given an offprint.
- i. **The total sum which royalty is payable.**

The concept of a royalty is that the author receives a percentage of the revenue for each book been sold for every counting years. However, in respect of which the sum has been calculated for the counting year is less than RM30.00 (Ringgit Malaysia Thirty) for each of authors; the Director of UNIMAS Publisher has the right to bring forward the amount to the next counting year.

j. Duration of royalty payments.

In the event when the author is not available to be contacted for the royalty payment, UNIMAS Publisher shall issue warning letter for at least three (3) times to the author within the counting year before action is taken in accordance with the Unclaimed Monies Act 1965 (*penyerahan kepada Jabatan Akauntan Negara selaras dengan Akta Wang Tidak Dituntut 1965.*)

7.2.2 Translation Work

The rate for translation work is five (5) to ten (10) cent per word and is based on the number of words in the original book. The rate will be decided by the Academic Publication Committee.

7.2.3 Editorial Work

UNIMAS Publisher pays RM2.00 (Ringgit Malaysia Two Only) to RM3.00 (Ringgit Malaysia Three Only) per page for each manuscript to an appointed independent editor.

7.2.4 Typing Work

UNIMAS Publisher offers services for typing manuscript for republished books. The typing service is only given to books approved by the Academic Publication Committee. To do typing work out of the normal working hours, the typist must first gets the approval from the Director of UNIMAS Publisher.

Where necessary, the typing work can be outsourced and the appointment can be made by the Director of UNIMAS Publisher. The rate is RM1.00 (Ringgit Malaysia One Only) per page of A4 size, font Times New Roman and double spacing.

7.2.5 Reviewer

a. Category B, C and D (except Journals)

UNIMAS pays between RM200.00 (Ringgit Malaysia Two Hundred Only) to RM500.00 (Ringgit Malaysia Five Hundred Only) to manuscript reviewer. The rates are RM200.00 for a manuscript for 200 pages or less, RM300 for a manuscript with pages between 200-300; and RM500.00 for manuscript that is more than 300 pages. Payment is made only after the review report is submitted within the stipulated time.

b. Category A

A reviewer will be paid RM150.00 for a complete manuscript. Payment is made only after the reviewing report is submitted within the stipulated time.

7.2.6 Digitizing Services

eBooks published by UNIMAS Publisher will be contracted to private digitizing companies.

UNIMAS Publisher will seek the digitizing company to solicit their quotations.

8.0 POLICY IMPLEMENTATION

- 8.1 The Deputy Vice Chancellor (Research and Innovation) is responsible for the promulgation and administration of the publication policy. These include policy compliance, interpretation, and maintenance.
- 8.2 Compliance with the policy will be monitored and reported to the Vice Chancellor on a regular basis.
- 8.3 Implementation of the processes and procedures that enact the publication policy is the responsibility of UNIMAS Senate Committee to whom the internal stakeholders normally report.

9.0 CONTROLS AND REGULATION

9.1 Content Owners

- 9.1.1 It is the responsibility of all individuals creating publications on behalf of the university and its units to communicate responsibly.
- 9.1.2 Information distributed by university representatives must hold to the highest level of accuracy in content and must abide by the Consumer Protection Act 1999.
- 9.1.3 According to the Consumer Protection Act 1999, it is illegal to use misleading or deceptive conduct or to make false representations in relation to goods and services supplied.

9.2 Policy Compliance

- 9.2.1 The DVC Office (Research and Innovation) have the authority to withhold or withdraw the right to publish or to withdraw from circulation any material whatsoever until such time as it complies with the publication policy.
- 9.2.2 This authority may be exercised without prior notice if the nature of the non-compliance is such as to place the university at serious risk, but a procedure and timeframe will be established with the content owner for suitable amendments to be made. It is the responsibility of the content owner in the first instance to take any corrective action.
- 9.2.3 The University reserves the right to institute disciplinary or legal action if it has reasonable grounds to believe that non-compliance with this policy and its associated procedures exposes the University to risk of significant loss, disadvantage or detriment to its good standing.

10.0 COPYRIGHT ISSUES

- 10.1 According to the Copyright Act 1987, copyright automatically arises upon creation of an original work and is intended to protect the work from plagiarism, and unauthorised copying and distribution to the public.
 - 10.1.1 Copyright specifically includes literary works, music, artworks, sound recordings and film. Copyright may extend to graphs, compilations, photographs, logos etc.
 - 10.1.2 It is illegal to make or distribute copyright material without the specific authorisation from the copyright owner.

- 10.2 It is the responsibility of the author to obtain all permission for the use of copyrighted material (both text and illustrations).

11.0 AMENDMENT AND REVISION

This Policy is subject to be amended and revised from time to time base on regulation and rules and as the University deem fit to do so.

12.0 ENFORCEMENT DATE

This Policy shall become effective and valid as approved by the

..... from

13.0 REFERENCES

University web pages on research policy from which this policy document has liberally borrowed from:

Massey University (<http://policyguide.massey.ac.nz/massey/fms/PolicyGuide/Documents/University%20Management/Publications%20Policy.pdf>)

University of Oklahoma (http://www.ou.edu/content/publicaffairs/mediacenter/_jcr_content/main_content_par/download_5/file.res/Publication%20Policy.pdf)

Memorial University (<http://www.mun.ca/policy/site/policy.php?id=153>)

General sources of guidance on publication policies:

London University (<http://www.gold.ac.uk/media/Guide%20for%20Authors%20of%20academic%20publications%20under%20the%20College's%20imprint.pdf>)

Specific source of guidance on payment for royalties, editing, proofreading/reviewing:

Penerbit USM (http://www.penerbit.usm.my/pen2009/mklmtam_aktiviti.php)

Penerbit UTHM (<http://www.uthm.edu.my/pt/borang/KADAR%20BAYARAN%20KERJA.pdf>)

Guidelines on manuscript preparation:

Penerbit Universiti Malaya (<http://qamu.um.edu.my/qamu/Disp2.qmu?Doc=UM-PT06-PK01-AK012>)

Guidelines for Brand Manual:

Massey University (http://www.massey.ac.nz/massey/fms/Comm%20and%20Marketing/documents/marketing/Brand%20Guidelines_2009.pdf)

University of California, Los Angeles

(<http://www.identity.ucla.edu/graphicstandards/UCLASStandardsManual0904.pdf>)

California State University, Northridge (<http://www.csun.edu/graphic-standards/CSUNGSM.pdf>)

University of Minnesota (<http://www.brand.umn.edu/standards/pdf/basics.pdf>)