

ACADEMIC PUBLICATION GUIDELINES – TEACHING MODULE

1.0 OBJECTIVE

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

2.0 GUIDELINES

- 2.1 The Teaching Module is published as a source of reference for UNIMAS students. The publishing process needs to go through the process of evaluation and approval of the University Academic Publication Committee represented by the Director of UNIMAS Publisher. In accordance with the original purpose of this publication, each application to publish this module has to go through the approval and confirmation of the Dean of the Faculty/Centre.
- 2.2 UNIMAS publisher will be responsible for carrying out the selection and appointment of Assessor in the relevant field to make an assessment of the manuscript.
- 2.3 The author is responsible for carrying out the process of editing, revision and proofreading of the technical terms and uniformity, before being sent to UNIMAS Publisher for printing process and the application for ISBN.
- 2.4 It is the responsibility of the author to determine the quantity of copies to be printed based on the students' needs. The author is responsible for ensuring that each copy is sold to the students based on the total quantity requested. The author also is responsible for collecting the proceeds of the sale of the book in a period that has been agreed with the UNIMAS Publisher.
- 2.5 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.
- 2.6 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.
- 2.7 A publication agreement between the author and the UNIMAS Publisher will be concluded if the author agrees to the terms set forth above.