

UNIVERSITI SAINS MALAYSIA

APPLICATION FOR NEW JOURNAL PUBLICATION

Please prepare a proposal for the application to publish a new journal based on the details listed below. The proposal will be presented to the Jawatankuasa Penerbitan Universiti (University's Publication Committee) for consideration and approval. The opinion of external reviewers regarding the effectiveness of publishing a new journal based on the proposal could be acquired.

1. Background

- Information about the journal's field and future development.
- Explanation about the scope of the field in detail.

2. Title of the journal (include suggestion of name)

3. Aim and scope

The explanation about the editorial aim and scope of the journal that comprise the details as follows and/or other related information.

- The purpose of publishing the journal
- The disciplines covered (or overlap/cross-disciplines)
- Content
- The speciality of the journal

4. The rationality of publishing the journal

- Why does this journal need to be published?
- What is the difference or superiority of this journal compared to the existing journals published by Penerbit Universiti Sains Malaysia?
- What is the difference or superiority of this journal compared to existing related and well-established journals available in the market?
- Who are the potential readers of this journal?
- This journal is encouraged to have authors and referees from different institutes and regions: Specify the strategies that will be used to generate the submission of high-quality articles that fulfil this criterion.

5. Structure of the Editorial Board

Have at least 30% international membership in line with the guidelines to publish journal by Pusat Sitasi Malaysia (Malaysia Citation Centre).

- Suggest candidates for Editor-in-Chief
- Suggest candidates for Editorial Board Members and state their affiliations
- Suggest the journal's management flow
- Present/state the manuscript submission system that will be used

6. Content/Submission

Submissions by authors from developing countries are highly encouraged.

- List examples of titles that will be published in this journal
- State the types of publication that will be published in this journal. For example: research paper, review paper, case study, short communication, letter, conference report, etc.

7. Marketing

The evaluation of the publication effectiveness of the journal also depends on its marketability.

- Is there a market for this journal?
- Who will subscribe to this journal?
- What is their field?
- What is the size of the whole market that is expected to subscribe to this journal, in terms of the number of individuals and institutes (such as library, organisations, etc.)? Please list them out.
- Please provide a list of the international market.
- Is that market subject to only the market at the academic level or encompass the professional level? Please describe if there is a non-academic market.
- Please provide suggestions on how the international market for this journal can be penetrated.
- What is the most relevant type of conference attended by future readers?
- What is the type of association relevant with future readers?

8. Publication

- Suggest the frequency of publication for this journal (issue/year)
- Suggest the format and particular size needed
- Will this journal be published in printed or online format or both?
- Does this journal require special typography and design features?
- Does this journal require illustration and photographic materials?

9. Evaluation process

Please suggest and provide the name, email address and postal address of four or five experts from the relevant field who can give their opinion on the journal's field. These experts can also be Editorial Board Member candidates. Please take note that not all the suggested experts will be contacted, and possibly those not listed will also be contacted.

UNIVERSITI SAINS MALAYSIA JOURNAL PUBLICATION GUIDELINES

1. Peer-reviewing

USM will only publish peer-reviewed journals. Each manuscript requires at least two reviewers, and the blind peer-review process is followed. The Editorial Board is responsible for:

- selection of suitable reviewers
- managing the reviewing process
- determining the suitable deadlines
- confidentiality
- ensuring that the manuscript is thoroughly reviewed

The Editorial Board must prepare a complete review report form that clearly states the reviewing criteria, for example, informative review comments.

2. Timeliness

Each journal must be published at the fixed time and frequency.

3. International Publication Standards

Each journal must adhere to the international publication standards as follows:

- complete bibliographic data
- correct grammar
- correct usage of terms
- consistent style as agreed by Penerbit USM with the journal's Editorial Board
- readability

4. Language

USM will publish journals with articles in bahasa Malaysia and English. It is compulsory for articles in Bahasa Malaysia to have the title, abstract, keywords and reference list translated into English.

5. Quality of the Journal's Content

Have a clear objective and scope, that is publishing articles based on research and scholarly study. High quality articles based on factors as follows must be considered for publication:

- validity
- importance
- originality
- contribution to knowledge
- accuracy
- credibility

It is encouraged to have avenues for retractions, comments and dissenting opinions.

6. Responsibilities of the Editor-in-Chief

The Editor-in-Chief has responsibilities as follows:

- determine the policy and development of the journal
- perform acquisition of high-quality articles relevant with the scope and aim of the journal
- select articles impartially without bias or external pressure
- do not have conflict of interest
- select reviewer and manage the reviewing process
- determine the ethical standards in terms of plagiarism, duplicate publication and falsified results

7. Editorial Board Members

Editorial Board Members are experts in their field and display international diversity. The board is headed by the Editor-in-Chief who is trustworthy and has made outstanding contributions in his/her field. The Editor-in-Chief will be appointed by the Vice Chancellor for three years based on the performance and commitment towards journal and also recommendation of the Dean or Jawatankuasa Penerbitan Universiti.

8. Annual Editorial Audit

As a step to monitor the journal's quality, the Editor-in-Chief must report the annual editorial audit to the Jawatankuasa Penerbitan Universiti in terms of:

- total number of manuscripts received
- receiving rate
- average turn-around time needed for a manuscript from submission to acceptance/rejection
- average turn-around time needed for the publication of an article

9. Copyright Transfer

Authors must sign the Licence to Publish form. Penerbit USM will protect authors' intellectual property rights through the licence.

10. Indexing into the Web of Science and/or Scopus databases

Journals published by the Schools must be indexed in the Web of Science and/or Scopus databases, or databases that are acknowledged to be equal, within five years since inception. If this is not achieved within that period, Jawatankuasa Penerbitan Universiti recommends that the journal is ceased from publication or merged with other USM journals already indexed in certain databases.