

POLICIES_{AND} GUIDELINES

FOR IIUM JOURNAL PUBLICATION



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POLICIES AND GUIDELINES

FOR IIUM JOURNAL PUBLICATION

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SECTION 1: INTRODUCTION

1.1 Introduction

The main objectives of the proposed Journal Publication Policies and Guidelines are to develop a systematic approach to the introduction of new journals, improved management, quality control and monitoring of the existing IIUM journals, periodic assessment and rating of the journals, identification of alternative sources of funding and standardisation of the financial support provided to the journals based on their performance and rating. Another objective is to upgrade the standard of the existing journals to the level of internationally reputed journals and to facilitate their easy access to end users for the purposes of online submission and processing of papers and management and monitoring of the status of the online journal publication activities for the purpose of continuous feedback and improvement. The policies and guidelines are expected to help in improving the citation record of the journals and enhances the journals getting listed in all major Citation Indexing Databases. They will also serve as constant references for the Journal Boards, IIUM Press, Journal Publication Committee and the relevant authorities of the University.

1.2 Background

There is an existing policy on publications approved by the Research Board Meeting of March 2010. This policy has served as a guideline in preparing the current policy. The existing policy emphasizes on issues pertaining to publication of books with a brief elaboration on Journal Publication. However, the university has from time to time come up with different remuneration guidelines and rates for journal publication in various URB/URC meetings over the past years. However, there are very much scattered and need to be compiled through under a comprehensive policy. Furthermore, with the aspiration of the University to become a Research University and a Premier Global Islamic University, it is essential to frame new policies and guidelines for transforming and upgrading all the IIUM journals to the levels of National and International journals. These expectations call for urgent formulation and implementation of policies and guidelines specific to journal publications at IIUM.

1.3 Definitions

Under these policies and guidelines, unless otherwise stated:

- **“Author”** means a person who writes/submits article for publication.
- **“Article”** refers to a form of scholarly work/ research paper submitted by an academic staff of IIUM or prospective authors from home and abroad for publication.
- **“Publications”** means printed or electronic materials published by IIUM Press, which include journals, proceedings of conferences, special issues of Journals.
- **“Journal”** refers to a periodical in printed or electronic form published by IIUM Press.
- **“E-Journal”** refers to a periodical published electronically by IIUM Press and maintained at the respective websites of the journals.
- **“Reviewer”** refers to someone who reads a journal article and judges its suitability for publication in a relevant IIUM journal.
- **“Copy Editor”/“Language Editor”** is an individual identified by IIUM Press for copyediting, proofreading the articles/papers selected for publication in the journal.
- **“Editor-in-Chief”** refers to an academic staff who is appointed by the university to be responsible for overall management and publication of the journal.
- **“Editor”** means an academic staff who is appointed by the university to be responsible for all activities related to publication of the journal.
- **“Associate/Assistant Editor”** means an academic who is appointed by the Kulliyah to be responsible assisting the Editor in all activities related to publication of the journal.
- **“Section Editor”** means an academic who is appointed by the Kulliyah to be responsible for assisting the Editor in the process of review of an article in a specific area of specialization.
- **“Book Review Editor”** means an academic who is appointed by the Kulliyah to be responsible for working on acceptability of book review articles.

- **“Freelance”** is a person who provides services to IIUM Press without a long-term contract.
- **“Translator”** refers to a person who translates articles/papers/abstracts from one language to another.
- **“Honorarium”** refers to a payment for a service on which custom or propriety forbids a price to be set (e.g. reviewers).
- **“Typesetter”** means one who converts written material into a publishable format.
- **“Printer”** refers to vendors who offer printing services to IIUM Press.
- **“Camera Ready Copy”** means typeset journals ready for printing process.
- **“Dummy”** means the sample of the printed material before the actual printing in large quantities.
- **“Cover Design”** refers to the sample of cover provided by the vendor/designer.
- **“Quotation”** refers to the proposed costs quoted by the vendors/suppliers.
- **“Procurement”** means the purchasing of products or services by the IIUM Press.
- **“Incentive”** refers to the payment made to any member of IIUM academic staff who is involved in activities related to publication of Journals, and recognized for such payments by IIUM Press.
- **“Agreement”** is the written statement of exchange correspondences.
- **“Proceeding”** is a written account of what transpired at a conference/seminar/ symposium.
- **“Marketing”** is the commercial processes involved in promoting, selling and distribution of journals and other published materials.
- **“Promotion”** is the act of furthering the growth of the acceptance and sale of the publications through advertising, publicity, discounting, etc.
- **“Distributors”** refers to a person/company with given authority to market IIUM Press publications.

- **“Publisher”** means IIUM Press producing/publishing Journals for the University.
- **“Under Consignment”** refers to the delivery of publications for sale to the distributor (without issuance of invoice).
- **“Deadline for Publications”** the time line by which a given issue of the journal must be published, 30th June and 31st December for Biannually published journals.
- **“Copyright Sharing”** refers to a document granting right to the publisher by the author to publish and sell/distribute the printed copies but not losing his own right over the document.
- **“ISSN”** International Standard Serial Number for journals.
- **“E-ISSN”** International Standard Serial Number for e-journals.
- **“Acknowledgement Receipt/Delivery Order”** is a statement acknowledging the delivery of publications to the purchasers/ distributors.
- **OR**, the original manuscript submitted by the author.
- **RV**, the original reviewed manuscripts returned to the Journal Board/ uploaded to the journal website by the Reviewers.
- **AM1**, the original amended manuscript (based on reviewers’ reports) returned by the author/ uploaded on the journal website by the author.
- **LG**, the original language edited manuscript sent by the editor to the authors/ uploaded to the journal website by the editor.
- **AM2**, the original amended manuscript (based on language editor’s/ copy editor’s correction) returned by the author.
- **FN**, the original final manuscript approved by the author.
- **DM**, the original dummy copy of the Journal submitted by the printer and approved by IIUM Press.
- **URC**, the University Research Committee.

1.4 Date of Implementation

1st January 2014.

SECTION 2: LAUNCHING OF NEW JOURNALS/ E-JOURNALS

2.1 The establishment of new Journal/E-journal

There will be two approaches of establishing a new journal/e-journal. The first, will be a bottom-up approach, in which the proposal paper for establishment of a new journal/e-journal will be floated by a Faculty Member/Group of Faculty Members at the Kulliyah Committee meeting of the relevant Kulliyah for consideration. Once the proposal is accepted, a formal proposal is to be prepared following a guideline **Appendix A** and forwarded by the Dean of the Kulliyah to IIUM Press (Journal) for necessary action for getting approval of the University Research Committee (URC) and University Management Committee (UMC). The other approach will be a top down approach, in which the university may decide to establish new journals in the areas depend appropriate to enhance the image of the university and to improve the publication performance of IIUM.

2.2 Compliance with the Policies and Guidelines of relevant Indexing Databases

The new journal/e-journal shall follow the policy and guidelines set by MyCite (Malaysian Citation Centre) and other relevant Indexing Databases, such as SCOPUS, ISI, ERA, or other equivalent databases (recognised by MOE) in which the journal aspires to be indexed.

2.3 Compliance with the Policies and Guidelines of IIUM Journal Publication

The new journal/e-journal shall follow the policies and guidelines set by IIUM Press and their revisions from time to time.

SECTION 3: GOVERNANCE OF IIUM JOURNALS

3.1 Approving Authority

3.1.1 Approval of new journals and decision on closure of an existing journal

University Research Committee (URC), University Management Committee (UMC) and IIUM Majlis will be the approving and endorsing authorities respectively

for initiating any new journal and closure of an existing non-performing IIUM journal.

3.1.2 *Approval of policies and guidelines*

Based on the recommendations made by the Journal Publication Committee, the approval of all policies and guidelines on publication of IIUM journals will be made by the URC and UMC and endorsed by IIUM Majlis.

3.1.3 *Authority for financial approval including revised remuneration rates*

All proposals for revision of remuneration rates are to be recommended by URC for approval by UMC and the IIUM Majlis.

3.2 **Role of IIUM Press**

3.2.1 *IIUM Press - publisher and owner of copyright of all IIUM Journals*

All IIUM affiliated journals will be published by IIUM Press and copy rights for any reproduction/e-publication will remain with IIUM Press. Therefore, hard and soft copies of all journals/e-journals and websites of the journals will have to include statements to this effect. Printed journals will have to include the IIUM logo along with IIUM affiliation on the top page of the journal. The Printer's name is also mandatory to be included in printed versions of the journals. Approval of the final manuscript of a journal will be made by the Editorial Board of the respective journal and shall be sent to the Journal Publication Unit of IIUM Press for publication of the hardbound e-versions of the journals. The responsibility of uploading a new issue to the journal website will be vested on the respective Editorial Board/Editor.

3.2.2 *Authority for marketing of journals/e-journals*

IIUM Press will reserve all rights for printing, publishing and reprinting of all IIUM journals for marketing and distribution purposes. The IIUM Press (Marketing Unit) will have the sole authority to market the printed and e-versions of the journals. The Editors of the journals

will be given limited copies of the journal for free distribution for the purpose of promoting the journal based on request from the journal boards.

3.2.3 *Development of new policies and guidelines, proposal for revision and modification of existing policies*

IIUM Press (Journal Publication Unit) will be responsible for coming up with new policies and guidelines and proposals for revision to the existing policies from time to time.

3.2.4 *Monitoring and control*

The role of monitoring and control of the performance of all IIUM Journals will be vested on the IIUM Journal Publication Committee (JPC) assisted by IIUM Press (Journal Publication Unit). Yearly survey on the performance of the journal will be conducted to assess the performance of the journals based on criteria set by the Journal Publication Committee. Several sub-Committees will be formed to assist the JPC and IIUM Press.

IIUM Press will be responsible for recommending to URC and UMC the suspension of a journal and payment of publications and payment of remunerations and incentives for publication, if any journal fails to comply with the policies and guidelines approved by URC, and UMC and endorsed by IIUM Majlis or fails to publish the journal on time.

3.2.5 *Additional responsibilities Journal Publication unit of IIUM Press*

Following will be among the additional responsibilities of Journal Publication unit of IIUM Press:

3.2.5.1 *Organising relevant workshops and training programmes*

The unit will organise workshops and training programmes to enhance the quality of the journals, efficiency of the journal publication process and to improve the websites of journals.

- 3.2.5.2 *Providing assistance to journals in getting listed under recognised indexing databases*
The unit will provide assistance to journals in getting indexed under the MyCite, SCOPUS, ERA, ISI and other databases recognised by MOE.
- 3.2.5.3 *Revision of recommendation and incentive rates*
The unit will, from time to time, propose to URC revised recommendation for incentive rates for journal publication and on issues related to journal publication.
- 3.2.5.4 *Printing of hardbound copies of journals*
The unit will take necessary action on printing of hardbound copies of journals selected for such publication.
- 3.2.5.5 *Alternative sources of funding for journal publication*
The unit will suggest alternative sources of funding to cover the cost of printing and publication of the journals.

SECTION 4 : JOURNAL MANAGEMENT TEAM

4.1 Journal Editorial Board

Each journal will be managed by a Journal Editorial Board. The Board will be responsible for online and its timely publication of the journal. The composition of the Board has to comply with the requirements of the Malaysian Citation Indexing database (MyCite) and also the requirements of SCOPUS, ISI and other recognised databases in which the journal plans to be indexed. Suggested composition of the Board is as following:

1. Editor-in-Chief
2. Editor
3. Associate/Assistant Editor(s)
4. Section Editors
5. Language and or Copy Editor(s)

6. Book Review Editor
7. Editorial Board Members

4.2 Editorial Board Members and their roles

4.2.1 *Editor-in-Chief*

The Editor-in-Chief will be a full professor and a distinguished member of the relevant Kulliyah having vast also experience in journal publication. His/her main responsibility will be to guide and advise the Editor and the Editorial Board for the smooth running of the activities, it's on time publication and improvement of the quality of the journal. He/she will be a member of the Journal Publication Committee.

4.2.2 *Editor*

The Editor must be an academic staff of IIUM. He/she should be a Professor/Associate Professor. His/her responsibilities will include the following:

1. Solicit manuscripts for publication.
2. Solicit peer review of manuscripts submitted for publication.
3. Maintain contact with authors.
4. Monitor response times with reviewers and authors.
5. Answer all queries regarding manuscripts from peer reviewers and authors.
6. Ensure all issues are published and made available to subscribers on time.
7. Procure sufficient subscribers both internal and overseas to ensure the continued existence of the journal.
8. Maintain a current list of referees or peer reviewers in the various sub-disciplines and specializations.
9. He will attend meetings of the Committee of Journal Editors and such meetings as may be requested by the IIUM Press.
10. To provide a report to the Research Management Centre on the number of manuscripts received, rejected and accepted.

11. To ensure the quality of the journal according to International standard. The editor should also edit and verify the copyeditor's proofreading. His/her role should be to synchronise the entire publication process of the issues. Any mistake in the articles should ultimately be the responsibility of the editor/ editor-in-chief.

In the absence of a Section Editor, the Editor is also responsible for assigning Reviewers, overseeing the review process and recommendation of papers for publication based on Reviewers' comments. He/she will also be responsible for scheduling the content and publication of the journal, assisted by the Associate/ Assistant Editor and under the guidance of the Editor-in-Chief.

4.2.3 *Associate/Assistant Editor*

The Associate/Assistant Editor should preferably be an academic staff and be a Professor/Associate Professor/ Assistant Professor of IIUM or any other University. The main job of the Associate/Assistant Editor is to assist the Editor in all his/her editorial tasks. There may be some division of tasks between the Editor and the Associate/ Assistant Editor. The Associate/Assistant Editor will be responsible for the entire editorial process in the absence or during the period when the Editor will be on leave.

4.2.4 *Section Editors*

They will be academic staff of IIUM or other Institutions in the specialised areas of the journal. Their main task will be to oversee the submission and to assign reviewers and monitor the entire review process including recommendations for publication or decline publication of an article. They are also responsible for making all correspondence with the authors and monitoring the submission of corrected versions of papers after the copy/language editing processes.

4.2.5 *Language and/or Copy Editor(s)*

The Language and/or Copy Editor(s) will be work on the accepted papers to identify linguistic and technical errors, and ensure strict adherence of the papers to the

journal's paper template, bibliographic and textual styles. IIUM Press may assist the journals in finding Language Editors for journals upon request from the journal Editorial Board. However, it is highly recommended that the Editor himself does the final language editing of the compiled journal.

4.2.6 *Book Review Editor*

The Book Review Editor would work on the accepted book review articles to identify linguistic and technical errors and ensure strict adherence of articles to the journal's article template, bibliographic and textual styles.

4.2.7 *Editorial Board Members*

There should be a good mix of Board members from within IIUM, other Universities and Research Institutions within and outside Malaysia. The International Members of the Board will be from among distinguished and world renowned scholars in their own fields. Their main role would be to provide guidance to the Editorial Board and promote the journal in their institutions, countries, among academics and professionals in their fields.

The Editorial Board will employ a *Journal Assistant* with knowhow on journal websites. He/she will render all assistance to the Editor, Associate/Assistant Editor, Reviewers and Authors on online processing of the papers. He/she will be also responsible for creation, maintenance of website, creation of user name and passwords for the Board Members and other journal users, creation of new issues of the journal and uploading publication of the e-journal. His/her name will not be printed on the journal. Payment for the Journal Assistant will be made by the respective Kulliyah upon verification and recommendation by the respective Editor.

4.3 Appointment of Journal Editorial Board Members

4.3.1 *Duration of Appointment*

The Editorial Board Memmbers of the Journal will be appointed for a period of 2 years.

4.3.2 *The appointment Process of the Editor-in-Chief, Editor and the Board Members*

Proposal for the appointment of Editor-in-Chief, Editor and other Members of the Editorial Board shall discussed in the meeting of the outgoing Journal Editorial Board meeting at least three months ahead of the expiry of its term of appointment. The Editor//Editor-in-Chief will submit a copy of the list of the new Board Members nominated by the Board and the names of the Editors and Editor-in-Chief to the Dean of the Kulliyah for proposing for their appointment/reappointment to the IIUM Press (Journal Publication Unit) for taking necessary action on their appointment by the Rector. IIUM Press Journal Publication unit will prepare the draft of the letters of appointment to be finalized and signed by the Rector. The letters of appointment of remaining members of the Board will be signed by the Dean of the relevant Kulliyah. The flow diagram of the standard operating procedure (**SOP**) for the appointment of the Editorial Board is shown in **Appendix B**.

4.4 Advisory Board

The journal will have an Advisory Board whose members will be distinguished academics and researchers in the area of the journal. They will be within and outside Malaysia. Their main role would be to enhance the image of the journal and promote the journal in their respective institutions and countries. They will be kept informed, from time to time, about the status of publication and indexing of the journal and be sent soft/hard copies of the latest issue of the journal.

4.5 Reviewers' Network/Database

To ease the process of assignment of Reviewers, the journal will develop a network (database) of potential reviewers at the journal website, indicating the specialization of the Reviewers, their affiliations and contact details.

SECTION 5: JOURNAL WEBSITE

5.1 Platform of journal websites and required capabilities of the websites

The recommended platform for all IIUM journals is Open Journal System (OJS), as it has all the capabilities of paper processing, monitoring and controlling and can be freely downloaded and customized. Following are among the features that the journal website should have:

1. Online submission and all processing activities of articles/papers including review, corrections by authors after review and copy/language editing of the papers.
2. Availability of the option for creation of the Reviewers' Network (Database/list) with specialization of the Reviewers for ease of their selection.
3. Auto generation and sending of e-mails to authors, reviewers, editors, etc.
4. Creation of New Issues of the journal.
5. Maintenance of all the past issues of the journal (in the "Archive", the icon-Archive is proposed to be renamed as "Past Issues").

5.2 Maintenance and updating of the site

The websites of respective journals are to be maintained and updated on a regular basis by the Journal Assistant/relevant Webmaster.

5.3 Host for all IIUM Journal Websites

All IIUM journals will be located under a common RMC server located at the site (ITD). The journals will be accessible from the IIUM home page using an icon IIUM Journals.

SECTION 6: ARTICLE/PAPER SUBMISSION, REVIEW AND THE PUBLICATION PROCESS

6.1 Eligibility of authors to publish articles/papers in IIUM Journals

Researchers and academician from all over the world are eligible to publish their articles/papers and scholarly works in IIUM Journals.

6.2 Submission and processing of articles/papers for publication

The activities of paper submission and processing shall include the following steps:

6.2.1 Submission of manuscripts of articles/papers

Articles/papers should be submitted online to the journal website or by e-mailed to the journal e-mail in the transition period before the establishment of full online system of the journal for such submission.

6.2.2 Originality of the article/paper

The article submitted must be an original work that have not been published earlier or are under consideration for publication elsewhere. Originality of submitted manuscript shall tested using the Turnitin software.

6.2.3 Adherence to the journal article/paper format

The author should submit the manuscript following the format of the journal papers and guidelines to authors provided in the website.

6.2.4 Assignment of articles/papers to Reviewers

The Editor/relevant Section Editor will assign the article/paper to two Reviewers for blind folded peer review. In case of a tie in recommendation, a third Reviewer will be assigned.

6.2.5 Corrections of article/papers by the author after the review

At the end of the review process the Editor/Section Editor will inform the author about the outcome of the review and instruct him/her to log onto the website using his user name and password to view the reviewers comments and take action on corrections corresponding to the suggestions made by the Reviewers (in case the article/paper has been recommended for publication).

6.2.6 Uploading of the revised paper to the journal site by the author

The corrections are to be uploaded to the journal site by the author along with a tabular list of corrections corresponding to each comment made by Reviewer.

6.2.7 *Scrutiny of the corrected article/paper and language/copy editing*

The Editor or Associate/Assistant Editor or Section Editor will review the correction and send them to the Reviewers for their final comments. If the corrections are acceptable the paper/article is sent to the Language/Copy Editor for further improvement.

6.2.8 *Correction of paper after language/copy editing*

The author is notified about the corrections suggested by the Language/Copy Editor for his/her action on the paper again and is given a deadline (roughly 2-7 days), depending on the severity of the corrections, for uploading the corrected paper to the journal site.

6.2.9 *Scrutiny of the corrected article/paper after language/copy editing and queue for the next issue*

The Associate/Assistant Editor (as the arrangement may be) will view the corrected version of the papers and make further correction, if necessary and queue the paper for the next issue of the journal.

6.2.10 *Copyright Issues*

Copyright of all published papers will belong to IIUM Press. The copyright covers the right to reproduce the journal articles/papers, including reprints, electronic reproduction or any other reproductions of similar nature. The authors will also have right to distribute limited copies of reprints of the articles/papers among their peers for higher citation of the articles/papers. The authors will be required to sign a 'Copy Right Sharing' form (to developed).

6.2.11 *Compilation of the papers into the final form of the Journal*

Once the processing of the required number of papers for a particular issue of the journal has been completed, the Editor will take action on compilation of the papers into the final form of the journal, first in word format then in pdf/HTML format and upload (without publishing) to the journal website for proof reading by the Section Editors/Editorial Board Members as a new issue by the Journal Assistant.

6.2.12 *Proof reading of the uploaded journal papers and publishing of the e-journal by the authors*

After uploading the Issue to the journal website the authors will be invited to proof read their respective papers giving deadline for such reading and giving feedback, after which the issue will be finally published online as a new issue of the e-journal.

6.2.13 *Action by Editor towards printing of the hard bound copy of the journal (if applicable)*

When the e-journal publication is finalized the Editor will send the compiled journal issues along with the list of contents, the inside and outside covers to IIUM Press for action on hardbound copy of the journal (if applicable)

6.2.14 *Action by IIUM Press (Journal Publications) on printing of the hard bound copy of the journal (if applicable)*

Upon receipt of the compiled journal IIUM Press (Journal Publications) unit will take action for calling for quotation, dummy preparation and correction by the Editor and final printing of the journal in agreed upon number of copies in digital or offset printing versions (as the cases may be).

6.2.15 *Flow diagram of the activities of the paper processing and recommended time duration for different activities*

The Flow diagram of the activities of the paper processing and recommended time duration for each activity is shown in **Appendix C**.

SECTION 7: ACTIONS TOWARDS LISTING OF ALL IIUM JOURNALS UNDER RECOGNISED INDEXING DATABASES

7.1 Updating of IIUM Journals websites and improving the quality of IIUM Journals

The websites of all IIUM Journals are to be updated and brought under one structure of OJS to facilitate their chances of listing under ISI, SCOPUS, ERA and other MOE recognized indexing

databases. However, in order to enter into these databases, content/quality of a particular journal are very important since, the databases scrutinize the content and check on how internationally reputable the contributors are, before accepting a journal for listing under these databases. Therefore, proper emphasis should be given on ways of improving the content of the IIUM journals to enhance their chances of being listed in the above databases.

7.2 Webmaster and Journal Web Assistants

In relation to the new requirements to the websites of journals, the Webmaster of RMC will provide necessary assistance to the Journal Assistants on all issues related to the journal websites. In addition, there will be Journal Web Assistants, appointed on part time basis by IIUM press to provide assistance to the journals on all issues related to the journal websites.

7.3 Compliance with the requirements of MyCite, SCOPUS, WOS and other indexing databases

Composition of the Editorial Board, qualification of the Editor in-Chief, inclusion of English, Bahasa Malaysia abstracts, regularity of publication of the journals and other requirements that are also set by the recognised indexing databases, will be ensured in order to qualify the journals for listing under the relevant databases.

7.4 Improvement of the Citation records of the Journals

A matter of common concern for all IIUM journals is their poor citation records, even for those listed under ISI, SCOPUS and MyCite databases. Hence, actions will be taken to improve the citation of these journals. It is proposed that all IIUM Academic Staff applying for Kulliyah/University sponsorship for attending local/overseas conferences will be encouraged to cite at least one article/paper from an IIUM journal in their area in each of their sponsored paper(s). This will help to increase the Citation record of IIUM journals and thus qualify them for listing under SCOPUS, the Web of Science (ISI) and other equivalent databases. A proposal of citation requirement of IIUM Journal papers is shown in **Appendix D**.

7.5 Action towards securing Listing of all IIUM Journals under recognised indexing databases

Currently only 1 (one) IIUM Journal is listed in ISI, 3 (three) are

listed in SCOPUS and not all the journals are included in MyCite databases. Efforts will be made to secure listing of the remaining IIUM journals in these and other indexing databases.

7.6 Training to enhance skills in conducting all journal activities online using the journal website

The journal Editors, Associate/Assistant Editors, Section Editors and Journal Assistants/Webmasters will be invited to undergo workshops and trainings on OJS to enhance their knowledge and skills on construction, management and day-to-day online journal article/paper processing activities. Such training and workshops will be organized by the IIUM Press Journal Publication Unit.

SECTION 8: QUALITY CONTROL AND RATING OF IIUM JOURNALS

8.1 Journal Publication Committee (JPC)

There will be a **Journal Publication Committee (JPC)** to replace the existing ‘Journal Editors’ Committee’ (JEC) for maintaining close control over the quality IIUM journal and to ensure smooth and timely publication of the journals. Working as a team will help in the continuous improvement of quality, visibility and accessibility of IIUM journals by outside users, and increase the citation records of the journals. JPC will also work towards achieving the listing of IIUM journals in the prestigious Indexing Databases. The Committee will meet every 3 months; however, to resolve urgent issues, emergency meetings of the Committee may be conducted. The structure of the Committee is shown in **Appendix E**. The committee will be assisted by several Sub-Committees to be formed.

8.2 Online monitoring

Regular online monitoring of the journal websites will be conducted by the Journal Publication unit of the IIUM Press and JPC to ensure regular and timely publication of the journals and their compliance with the requirements setup by the university, for continuous quality improvement purposes.

8.3 Performance assessment and rating of IIUM Journals

Performance of all IIUM journals will be assessed every year based on criteria to be set by the JPC and records of the journal publications available at IIUM Press. The criteria for evaluation

will include: International nature of the journal, its compliance with the format of MyCite, SCOPUS, ISI and other MOE recognized indexing databases, regularity of publication, listing in recognized indexing databases, quality of the journal website, the extent of usage of the online article/paper processing, number of issues published per year and number of papers included in each publication, quality of the papers published and other criteria to be set and revised from time to time by the Journal Publication Committee (JPC).

8.4 Journal Evaluation Committee (JEC)

Journal Evaluation Committee (JEC) will be formed by the JPC comprising 3-5 members from among academic staff from IIUM and other universities from within or outside Malaysia to assess the performance of the journals and rank them accordingly.

IIUM Press will act as the Secretariat of the committee. An assessment form, prepared by the IIUM Press, and approved by the Journal Publication Committee, will be used to conduct performance evaluation of the IIUM journals based on the publication performance of the journals and their indexing status on an overall score of 100.

8.5 Classification of IIUM Journals based on their publication performance and listing under recognised databases

Based on the recommendations from the JEC, journals will be classified into four categories:

- *Category A* (Journals to be in this category must be indexed in WOS (SCIE, SSCI and AHCI).
- *Category B* (Journals to be in this category must be indexed in SCOPUS).
- *Category C* (Journals to be in this category must be indexed in MyCite, Open Journal System Database, Google Scholar and other international databases and maintain the regularity of publication).
- *Category D* (Journals to be in this category must be already in publication (online or printed version) for at least 1 year with regularity of publication and have a proper website preferably following OJS. They must have established Editorial Board, Advisory Board and procedures for processing of papers).

The remuneration and incentives will be based on the above classification of the journals. IIUM press will support the full cost of publication of Category A-B journals including their e-journal and hard bound printing costs. For Category C-D journals, IIUM

press will only support the publication costs of e-version of the journals include the Editorial Cost. However, these journal could be published also in hard bound copies if sponsored by the Kulliyah or fund can be raised from conferences for their hard-bound printing.

8.6 Quality Day Award for the best printed and e-journals and the best website

Based on recommendations from the JEC the best journal in the category of hardbound printed journals and the best journal in the category of e-journals will be nominated. The best journal website of the year will also be nominated by the JPC based on for *recommendation by the JEC for the IIUM Quality Day Awards (Appendix F)*.

SECTION 9 : PUBLICATION OF SPECIAL ISSUES OF JOURNALS

9.1 Special issues of conferences

The journals may publish special issue with selected papers from conferences held inside or outside IIUM in their relevant areas. Keynote papers of the conference may also be included in these special issues. These will increase the citation record of the journals. The decision to publish such issues will be made by the respective Journal Editorial Board and sponsored by the relevant organizing committee of the conference. Proposal for such special issues will be submitted to the IIUM Press Journal Publications Unit prior to publication of the special issue(s).

9.2 Special issues in focused areas

Special issues of the journal containing invited papers from experts in specific and focused areas may be published to increase citation of the journal. International Advisory Board members and also other renowned experts those areas may be invited to submit their papers in these special issues.

9.3 Special issues to mark anniversaries

The journals may consider or be requested to publish special issues in conjunction with special events or to mark celebration of anniversaries of the Department, Kulliyah or the University. The cost of such publications will be borne by the requesting Department, Kulliyah or the University respectively.

SECTION 10 : FINANCIAL ASPECTS OF THE JOURNAL PUBLICATION

10.1 Sources of funding of the journals

The funding for publication of journals is provided by the university through the annual operational budget of the IIUM Press, Research Management Centre. The journals are also partially supported by the respective Kulliyahs. However, for enhancing the sustainability of the IIUM Journals, it is necessary to identify alternatives sources of funding especially in view of the budget constraint for publication of hardbound copies of the non-flagship journals (category C,D journals). Some of the alternatives are listed below:

10.1.1 Budget allocation in Kulliyah Conferences to sponsor journal publication in hardcopies.

A certain amount (proposed: RM 50 per participant) is to be included under the budget of the Kulliyah organized conferences to support the printing of hardbound copies of the respective journals. (A proposal for the allocation is shown in (**Appendix G**). In exchange, IIUM Press will provide copies of printed journals for free distribution among the conference participants. The conferences may consider the journals as a part of the souvenir items for the participants. This will be also helpful in promoting the journals outside and in raising the citation of the journals. In addition, the Journal Editorial Board may also come up with a special issue of a journal comprising the best/selected papers from the conference and also be involved in identifying the best papers of the conference for awards. It is suggested that the Editors of the Journals of the respective Kulliyah be included as the members of the Conference Organizing Committees to facilitate these activities.

10.1.2 Income generated from sale of printed and e-version of journals

Revenue could be earned from selling of printed and e-version of journals to different libraries within and outside Malaysia on subscription basis. Direct sales of journals from RMC sells centre could be also one of the sources of additional funding. To facilitate this IIUM

Press/RMC will apply the credit card system (used for selling books) and other internationally acceptable payment facilities (Telegraphic Transfer, Bank Transfer, etc.).

- 10.1.3 *Income from publication of special issues of the journals*
When the journals are indexed in recognized databases, income may be generated from printing of special issues of conferences based on request. The profit earned may be shared between IIUM press and the Journal team.

10.2 Financial support to be given to the different journals

- 10.2.1 *Revised and standardised rates of remunerations and incentives*

With the objective of standardizing the rates for remuneration, incentives and honorarium for publication of different categories of journals (to be classified according to the rating system described under Section 8.3 of this policy) modified rates will be implemented as per **Appendix H**. The appendix shows a comparison of the existing and the new rates.

- 10.2.2 *Number of Reviewers to be included under the remuneration scheme*

Currently the maximum number of allowed reviewers is 18 (Eighteen) which is not sufficient to cover the number of reviewers required for reviewing all papers of some journals, in view of their increased number of papers included in each issue (**Appendix J**). Hence it is proposed that the number of reviewers of a Journal entitled for payment of remuneration will correspond to the number of papers per issue of a given journal. This will include the Reviewers of the rejected papers and also the third reviewer as when applicable. A proposal for increasing the number of reviewers entitled for remuneration is shown in **Appendix K**.

- 10.2.3 *Incentives for early publication of Journal*

The incentive bonus of RM 500 will be paid to the Journal Editorial Board through the Editor-in-Chief of the journal if the journal (e-version of the journal, for journals publishing e-version and hard bound copies and

for journal publishing only in e-versions) is published at least 1 month ahead of schedule.

10.2.4 *Incentive (one time) for securing listing of Journals under SCOPUS, ISI or other recognized citation databases*

One time incentive bonus of amount RM 2000 will be paid to the Journal Editorial Board through the Editor-in-Chief upon securing listing of Journals in SCOPUS or other equivalent recognized citation databases recognized by MOE, and bonus of amount RM 5,000 will be paid upon securing listing of Journals in WOS other equivalent and citation databases recognized by MOE.

10.2.5 *Sponsorship of the cost of hardbound copies of the journals*

All costs of publication of the hard bound copies of Flagship journals are currently borne by IIUM Press. Subject to the approval of the proposed classification of the journals under this policy, all cost of payment of Category A-C journals and cost of publication of e-journal of Category D journals will be borne by the IIUM Press. Costs incurred currently in the printing of Flagship Journals and estimated costs of the printing of all journals in different quantities are shown in **Appendix L**. A comparison of the costs is shown in **Appendix M**.

SECTION 11: DISTRIBUTION OF JOURNALS

11.1 Distribution to different databases within and outside Malaysia to secure listing of the journals in their databases

It is recommended to send limited copies of journals (not exceeding 50 for each journal to limit the cost of postages) to targeted databases within and outside Malaysia with an agreement to include the journals in these databases. This will promote the journals at home and abroad and increase citation record of the journals.

11.2 Distribution on exchange basis

The Library can send IIUM journals to libraries of the local universities on exchange basis so that the library could have

higher collection of journals published by other universities and IIUM journals could be found in the shelves of other university libraries. The cost of postages of such distribution will be borne by the IIUM Library.

11.3 Maintaining hard copies at the IIUM Library and Kulliyah resource rooms

IIUM library should maintain both soft and hard copies (as available) of the Journals published by IIUM. In addition, the respective Kulliyah resource rooms should also keep certain number of hard bound copies of the journals published under the Kulliyah (if the journal are published in hard bound form).

11.4 Distribution among conference participants of relevant Kulliyahs

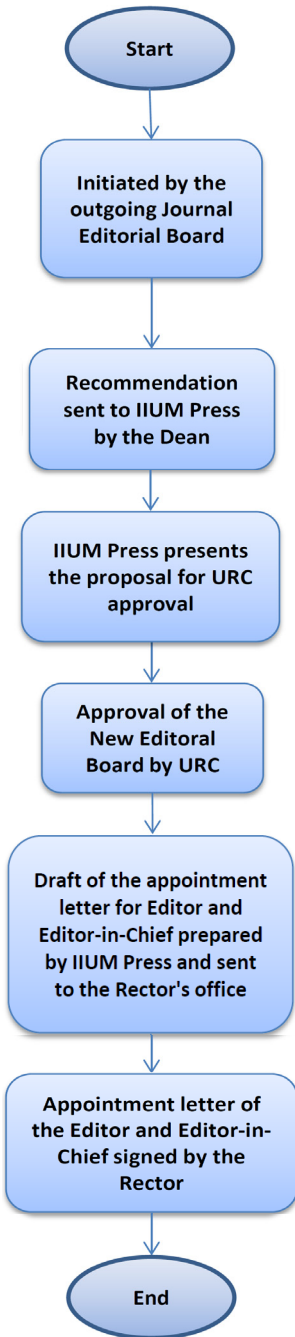
In exchange of sponsorship from the Kulliyah organized conferences (Section 10.1.1) one or more issue(s) of the relevant journal(s) will be distributed freely among the participants of the conference, as souvenir material(s).

APPENDIX A : PROPOSED FORMAT OF THE PROPOSAL FOR ESTABLISHMENT OF A NEW JOURNAL

1. Introduction
2. Objectives
3. Justifications
4. Area of Coverage
5. E-journal only/ both E-and Hardbound versions of the journal
6. Financial implications (including proposed sources of additional funding)
7. Number of issues to be published per year
8. Projected number of papers per issue
9. Proposed Editorial Board of the journal
10. Proposed International Advisory Board
11. Projection for securing listing under MyCite/SCOPUS/ERA/ISI/
Other recognized indexing databases
12. Conclusion

In the second approach a new journal/e-journal can be created following a top-down approach, in which a proposal for establishment of a new journal/e-journal will be made by IIUM press if the university decides to increase research in some focused areas or requires to increase the overall publication of journal article to meet the Ministry/MyRA requirements. The proposal has to be approval of by the University Research Committee (URC) and endorsed by the Senate.

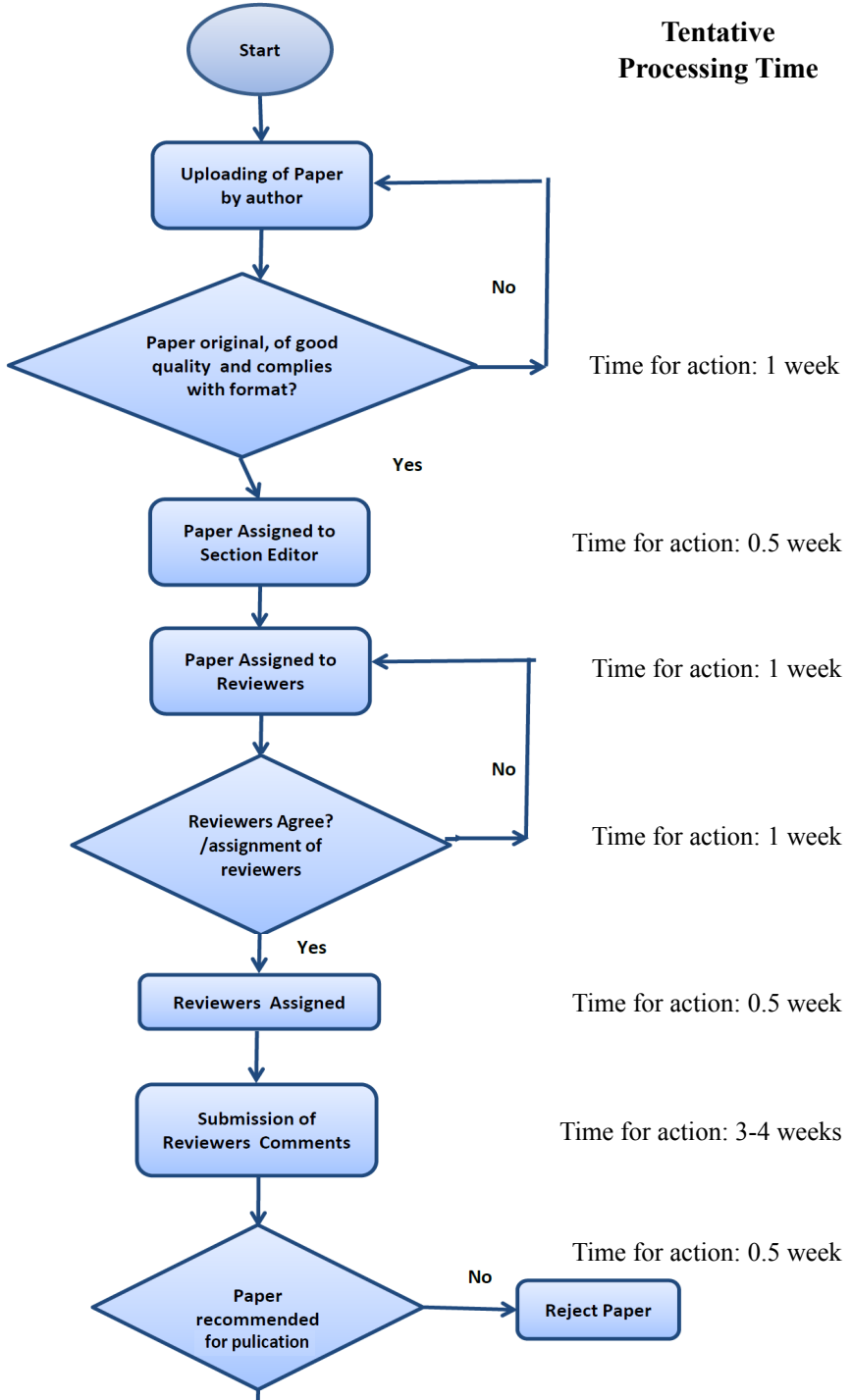
APPENDIX B : SOP FOR APPOINTMENT OF NEW EDITORIAL BOARD OF IIUM JOURNALS

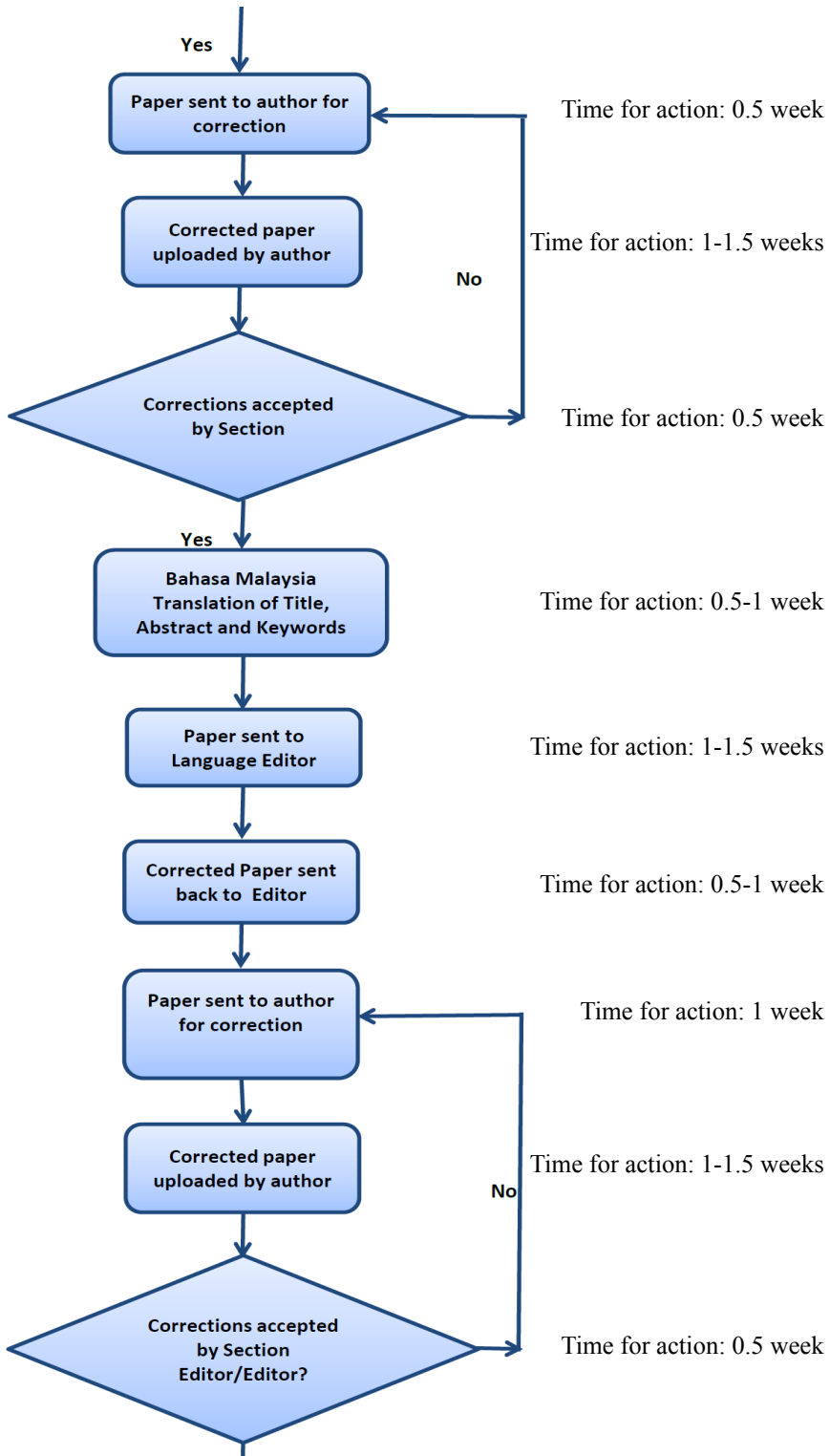


The Editor will submit a proposal to the Dean of the respective Kulliyah for new Editor-in-Chief and Editor

The Dean of the respective Kulliyah proposes the names of Editor-in-Chief and the Editor to IIUM Press for processing their appointments.

APPENDIX C : FLOW DIAGRAM OF THE ACTIVITIES OF PAPER PROCESSING AND TENTATIVE PROCESSING TIME FOR DIFFERENT ACTIVITIES





APPENDIX D : PROPOSAL FOR CITATION OF PAPERS OF IIUM JOURNALS AND IIUM AUTHORS

1. Background and Justification

It is observed that many of the IIUM journals are facing difficulties in getting indexed under SCOPUS, ISI, ERA and other databases due to their poor citation records. Similarly, the overall citation records of IIUM authors and the H index of most IIUM authors are also at alarmingly low levels. Hence, urgent actions are required to improve the situation. IIUM sponsors staff members to attend local and international conference, most of which publish papers in journals indexed by SCOPUS and ISI. Apart from that recently IIUM has initiated a revised an enhanced incentive scheme for publication of journal articles in different categories of ISI journals. It would be very helpful if the IIUM authors attending local and international conference would refer to papers published in relevant IIUM journals available in the journal websites or papers of their IIUM peers available in IREP Database. This would serve a few purposes at the same time: it would help in increasing the citation record of IIUM journals to qualify them for listing under the SCOPUS, the Web of Science (ISI) and other recognized databases and also contribute towards improving the overall citation of IIUM and the H indices of the IIUM Researchers.

2. Proposal

In view of the above mentioned, following three proposals are placed before the URC meeting for kind consideration and approval:

- a) It is proposed to recommend for all IIUM Academic Staff applying for Kulliyyah/University sponsorship for attending local or overseas conferences to refer to at least one article from the relevant IIUM Journal.
- b) Similarly, it is recommend for all IIUM authors publishing their articles/papers in ISI journals to refer to articles of their IIUM peers, available in the IREP Database or in the available journal databases to qualify them to claim for the publication incentive of their published journals articles/papers.
- c) It is also highly encouraged that IIUM authors sending their papers to journals indexed by ISI/SCOPUS or other databases to mutually cite the papers of the peers to increase their citation records and H indices.

APPENDIX E : PROPOSAL FOR THE FORMATION OF JOURNAL PUBLICATION COMMITTEE

1. Background and Justification:

The IIUM press has undergone a major restructuring with the creation of the positions of Director and three Deputy Directors for Book publication, journal publication and commercialization. It is therefore necessary to restructure the existing ‘Committee of IIUM Journal Editors’ into a new and more structured Committee which will be working as a team towards continuous improvement of quality, visibility, accessibility of IIUM journals by outside users. This will help in increasing the citation records of the journals which is a vital requirement for listing of journals under Indexing Databases. This Committee will also closely monitor and control the performance of the journals for the ultimate objective of raising them to National and International levels.

2. Proposal

The following proposal is placed for deliberation by the members of URC and kind endorsement:

It is proposed to restructure the existing ‘IIUM Journal Editors’ and form a new committee to be named ‘IIUM Journal Publication Committee’ whose composition will be:

- | | |
|---|---------------|
| 1. Deputy Rector Research and Innovation | Chairman |
| 2. Dean Research Management Centre | Vice Chairman |
| 3. IIUM Press | Secretariat |
| 4. Editor-in-Chief/Editors of all IIUM journals | Members |
| 5. Representatives of the Kulliyah (HOR) | Members |
| 6. Representative of IIUM Library | Member |
| 7. Representative of CPS | Member |
| 8. Representative of ITD | Member |

APPENDIX F : PROPOSAL FOR QUALITY DAY AWARDS FOR THE BEST JOURNAL

1. Introduction

As an effort of motivation for journals to perform better and work continuously towards better quality and performance it is felt that Quality Day Awards be introduced to recognize the best journal in the four categories. The proposed improvements are targeted to raise the standards of IIUM journals to the international level in terms of adherence to the procedures and quality norms of journal publication.

2. Proposals

The categories of awards and amount of reward proposed are as follows:

Award Type	Amount (RM)
Best journal in category:	
Category A	RM 4,000
Category B	RM 3,000
Category C	RM 2,000
Category D	RM 1,000
Maximum amount per year	RM 10,000

3. Conclusion

Kind consideration and approval of the URC is requested for the proposed Quality Day Awards of a total amount of RM 10,000 (RM ten thousand).

APPENDIX G : PROPOSAL FOR ALLOCATION OF A CERTAIN AMOUNT FROM THE KULLIYAH CONFERENCES BUDGET TOWARDS PUBLICATION OF THE JOURNALS

1. Background and Justification

Currently IIUM press is publishing printed copies of only the five Flagship journals. Remaining nine journals are published as e-journals due to budget constraints. However,

it would be desirable to send copies of journals to university libraries within and outside Malaysia with an agreement to include the journals in their databases. This would promote the journals at home and abroad which could help in increasing the citation record of the journals, badly required for their inclusion in SCOPUS and ISI.

Apart from that IIUM library could send Journals to other libraries on exchange basis so that we could have higher collection of journals at our library. In addition, the Kulliyyah resource rooms should also keep certain number of hard bound copies of the journals under the Kulliyyah.

Furthermore, hard copies of the journals could be distributed freely distributed among the participants of the conference. This could also help in increasing the citation record of the journals.

2. Proposal

In view of the above mentioned, following three proposals are placed before the URC meeting for kind consideration and approval:

An amount of RM 50/participants is to be included under the budget of the Kulliyyah organized National and International conferences to support the printing of hardbound copies of the journals of the Kullyyah to be transferred to the IIUM account. In exchange IIUM Press will provide copies of the printed journal in the relevant area of the conference for free distribution among the conference participants. This will be helpful in promoting the journals outside and in raising the citation of the journals. In addition the Journal Editorial Board may also come up with a special issue of the journals comprising the best/selected papers from the conference and also be involved in the Committee to e setup by the Journal Organizing Committee in identifying the best papers for awards. It is suggested that the Editors of the Journals of the respective Kulliyyahs be included as the members of the Conference Organizing Committees to facilitate these activities.

APPENDIX H : PROPOSED STANDARD RATES OF REMUNERATION, HONORARIUM AND INCENTIVES FOR JOURNALS PUBLICATION

No	Type of Assignments	Proposed Rates for Category A Journals	Proposed Rates for Category B Journals	Proposed Rates for Category C Journals	Proposed Rates for Category D Journals
1	Chief Editor (per issue)	2000.00	1500.00	1000.00	1000.00
2	Editor (per issue)	3000.00	3000.00	2000.00	1500.00
3	Associate Editor (per issue)	500.00	500.00	500.00	500.00
4	Copy Editing (per issue)	3000.00	2000.00	1500.00	1500.00
5	Language Editing (per issue)	3000.00	2000.00	1500.00	1500.00
6	Reviewers (per reviewer per paper)	150.00	150.00	150.00	150.00
7	Typesetting (per page)	3.00	3.00	3.00	3.00
8	Translation (per page)	50.00	50.00	50.00	50.00
9	Transliteration (per page)	2.50	2.50	2.50	2.50
10	Editorial Assistant (per issue)	500.00	500.00	500.00	500.00
11	Incentive (publish before 1 June / 1 December)	500.00	500.00	500.00	500.00
12	Part time Journal Assistant (per hour)	6.00	6.00	6.00	6.00

*If a journal has only Chief Editor/Editor-in-Chief who also does the job of the Editor will be entitle for the payment of the rate of the Editor (which is higher compared to that of the Chief Editor/Editor-in-Chief, who does not get deeply involved in the editorial process of the journal.

APPENDIX J : NUMBER OF ARTICLES IN IIUM JOURNALS PUBLICATION 2012

Sl. No.	Title of journal	No. of Articles in Issue No.1	No. of Articles in Issue No.2	Number of Reviewers
1	IIUM Engineering Journal	9	7	As required
2	Asiatic (journal of english language and literature)	12	10	As required
3	IIUM Law Journal	6	6	As required
4	IIUM Journal of Economics and Management	4	4	As required
5	Journal Islam In Asia	8	8	As required
6	At-Tajdid			As required
7	Intellectual Discourse	4	4	As required
8	International medical journal	14	14	As required
9	Journal of linguistic and literary	8	9	As required
10	Revelation and science	6	6	As required
11	Al- Shajarah	4	5	As required

APPENDIX K : PROPOSAL FOR INCREASING THE NUMBER OF REVIEWERS ENTITLED FOR REMUNERATION

1. Background and Justification

Currently the maximum number of allowed reviewers is 18 (Eighteen) which is not sufficient to cover the number of reviewers required for reviewing all papers of some journals, in view of their increased number of papers included in each issue (Appendix J). Hence it is proposed that the number of reviewers of a Journal entitled for payment of remuneration will correspond to the number of papers per issue of a given journal. This will include the Reviewers of the rejected papers and also the third reviewer as and when applicable.

2. Proposal

In view of the above mentioned, following proposal is placed before the URC meeting for kind consideration and approval:

The number of reviewers of a given Journal entitled for payment of remuneration will be based on the number of reviewers required for reviewing the accepted as well as rejected papers as well as the third reviewers required for some papers.

APPENDIX L : ESTIMATED COST OF PRINTING OF THE IIUM JOURNALS WITH DIFFERENT NUMBER OF COPIES

QUANTITY: 50

Price per unit (RM): 106.00

Pages: 120

Printing: Black and White

ISI Journal: Al - Shajarah

Incentive (RM)	:	6,000.00
Cost of Printing (RM)	:	50 units x 106.00 = 5,300.00
Total Cost (RM)	:	6,000.00 + 5,300.00 = 11,300.00 (for 50 Copies)
Price per unit (RM)	:	11,300.00 / 50 = 226.00
Profit 30%	:	226.00 x 0.3 = 67.80
Price per unit after profit (RM)	:	226.00 + 67.80 = 293.80

SCOPUS Journals

Incentive (RM)	:	11,178.00
Total Cost (RM)	:	50 units x 106.00 = 5,300.00 (for 50 Copies)
Price per unit (RM)	:	11,178.00 + 5,300.00 = 16,478.00
Price per unit (RM)	:	16,478.00 / 50 = 329.60
Profit 30% (RM)	:	329.60 x 0.3 = 98.90
Price per unit after profit (RM)	:	329.60 + 98.90 = 428.50

IIUM Flagship Journal Al - Tajdid

Incentive (RM)	:	8,488.00
Cost of Printing (RM)	:	50 units x 106.00 = 5,300.00
Total Cost (RM)	:	8,488.00 + 5,300.00 = 13,788.00 (for 50 Copies)
Price per unit (RM)	:	13,788.00 / 50 = 275.80
Profit 30% (RM)	:	275.80 x 0.3 = 82.70
Price per unit after profit (RM)	:	275.80 + 82.70 = 358.50

IIUM Non-Flagship Journals

Incentive (RM)	:	8,521.00
Cost of Printing (RM)	:	50 units x 106.00 = 5,300.00
Total Cost (RM)	:	8,521.00 + 5,300.00 = 13,821.00
Price per unit (RM)	:	13,821.00 / 50 = 276.40
Profit 30% (RM)	:	276.40 x 0.3 = 82.90
Price per unit after profit (RM)	:	276.40 + 82.90 = 359.30

QUANTITY: 100

Price per unit (RM): 54.40

Pages: 120

Printing: Black and White

ISI Journal: AI - Shajarah

Incentive (RM)	:	6,000.00
Cost of Printing (RM)	:	100 units x 54.40.00 = 5,440.00
Total Cost (RM)	:	6,000.00 + 5,440.00 = 11,440.00 (for 100 Copies)
Price per unit (RM)	:	11,440.00 / 100 = 114.40
Profit 30%	:	114.40 x 0.3 = 34.30
Price per unit after profit (RM)	:	114.40 + 34.30 = 148.70

SCOPUS Journals

Incentive (RM)	:	11,178.00
Cost of Printing (RM)	:	100 units x 54.40.00 = 5,440.00
Total Cost (RM)	:	11,178.00 + 5,440.00 = 16,618.00 (for 100 Copies)
Price per unit (RM)	:	16,618.00 / 100 = 166.20
Profit 30% (RM)	:	166.20 x 0.3 = 49.90
Price per unit after profit (RM)	:	166.20 + 49.90 = 216.10

IIUM Flagship Journal AI - Tajdid

Incentive (RM)	:	8,488.00
Cost of Printing (RM)	:	100 units x 54.40.00 = 5,440.00
Total Cost (RM)	:	8,488.00 + 5,440.00 = 13,928.00 (for 100 Copies)
Price per unit (RM)	:	13,928.00 / 100 = 139.30
Profit 30% (RM)	:	139.30 x 0.3 = 41.80
Price per unit after profit (RM)	:	139.30 + 41.80 = 181.10

IIUM Non- Flagship Journals

Incentive (RM)	:	8,521.00
Cost of Printing (RM)	:	100 units x 54.40.00 = 5,440.00
Total Cost (RM)	:	8,521.00 + 5,440.00 = 13,961.00 (for 100 Copies)
Price per unit (RM)	:	13,961.00 / 100 = 139.60
Profit 30% (RM)	:	139.60 x 0.3 = 41.90
Price per unit after profit (RM)	:	139.60 + 41.90 = 181.50

QUANTITY: 200

Price per unit (RM): 29.50

Pages: 120

Printing: Black and White

ISI Journal: Al - Shajarah

Incentive (RM)	:	6,000.00
Cost of Printing (RM)	:	200 units x 29.50 = 5,900.00
Total Cost (RM)	:	6,000.00 + 5,900.00 = 11,900.00 (for 200 Copies)
Price per unit (RM)	:	11,900.00 / 200 = 59.50
Profit 30%	:	59.50 x 0.3 = 17.90
Price per unit after profit (RM)	:	59.50 + 17.90 = 77.40

SCOPUS Journals

Incentive (RM)	:	11,178.00
Cost of Printing (RM)	:	200 units x 29.50 = 5,900.00
Total Cost (RM)	:	11,178.00 + 5,900.00 = 17,078.00
Price per unit (RM)	:	17,078.00 / 200 = 85.40
Profit 30% (RM)	:	85.40 x 0.3 = 25.60
Price per unit after profit (RM)	:	85.40 + 25.60 = 111.00

IIUM Flagship Journal Al - Tajdid

Incentive (RM)	:	8,488.00
Cost of Printing (RM)	:	200 units x 29.50 = 5,900.00
Total Cost (RM)	:	8,488.00 + 5,900.00 = 14,388.00
Price per unit (RM)	:	14,388.00 / 200 = 71.90
Profit 30% (RM)	:	71.90 x 0.3 = 21.60
Price per unit after profit (RM)	:	71.90 + 21.60 = 93.50

IIUM Non- Flagship Journals

Incentive (RM)	:	8,521.00
Cost of Printing (RM)	:	200 units x 29.50 = 5,900.00
Total Cost (RM)	:	8,521.00 + 5,900.00 = 14,421.00
Price per unit (RM)	:	14,421.00 / 200 = 72.10
Profit 30% (RM)	:	72.10 x 0.3 = 21.60
Price per unit after profit (RM)	:	72.10 + 21.60 = 93.70

QUANTITY: 300

Price per unit (RM): 20.60

Pages: 120

Printing: Black and White

ISI Journal: Al - Shajarah

Incentive (RM)	:	6,000.00
Cost of Printing (RM)	:	300 units x 20.60 = 6,180.00
Total Cost (RM)	:	6,000.00 + 6,180.00 = 12,180.00
Price per unit (RM)	:	12,180.00 / 300 = 40.60
Profit 30%	:	40.60 x 0.3 = 12.20
Price per unit after profit (RM)	:	40.60 + 12.20 = 52.80

SCOPUS Journals

Incentive (RM)	:	11,178.00
Cost of Printing (RM)	:	300 units x 20.60 = 6,180.00
Total Cost (RM)	:	11,178.00 + 6,180.00 = 17,358.00
Price per unit (RM)	:	17,358.00 / 300 = 57.90
Profit 30% (RM)	:	57.90 x 0.3 = 17.40
Price per unit after profit (RM)	:	57.90 + 17.40 = 75.30

IIUM Flagship Journal Al - Tajdid

Incentive (RM)	:	8,488.00
Cost of Printing (RM)	:	300 units x 20.60 = 6,180.00
Total Cost (RM)	:	8,488.00 + 6,180.00 = 14,668.00
Price per unit (RM)	:	14,668.00 / 300 = 48.90
Profit 30% (RM)	:	48.90 x 0.3 = 14.70
Price per unit after profit (RM)	:	48.90 + 14.70 = 63.60

IIUM Non- Flagship Journals

Incentive (RM)	:	8,521.00
Cost of Printing (RM)	:	300 units x 20.60 = 6,180.00
Price per unit (RM)	:	8,521.00 + 6,180.00 = 14,701.00
Price per unit (RM)	:	14,701.00 / 300 = 49.00
Profit 30% (RM)	:	49.00 x 0.3 = 14.70
Price per unit after profit (RM)	:	49.00 + 14.70 = 63.70

QUANTITY: 500

Price per unit (RM): 13.90

Pages: 120

Printing: Black and White

ISI Journal: Al - Shajarah

Incentive (RM)	:	6,000.00
Cost of Printing (RM)	:	500 units x 13.90 = 6,950.00
Price per unit (RM)	:	6,000.00 + 6,950.00 = 12,950.00
Price per unit (RM)	:	12,950.00 / 500 = 25.90
Profit 30%	:	25.90 x 0.3 = 7.80
Price per unit after profit (RM)	:	25.90 + 7.80 = 33.70

SCOPUS Journals

Incentive (RM)	:	11,178.00
Cost of Printing (RM)	:	500 units x 13.90 = 6,950.00
Total Cost (RM)	:	11,178.00 + 6,950.00 = 18,128.00
Price per unit (RM)	:	18,128.00 / 500 = 36.30
Profit 30% (RM)	:	36.30 x 0.3 = 10.90
Price per unit after profit (RM)	:	36.30 + 10.90 = 47.20

IIUM Flagship Journal At - Tajdid

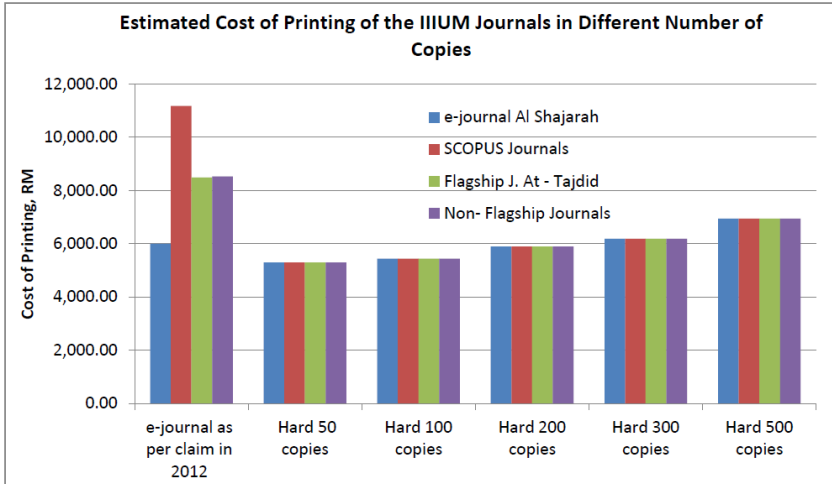
Incentive (RM)	:	8,488.00
Cost of Printing (RM)	:	500 units x 13.90 = 6,950.00
Total Cost (RM)	:	8,488.00 + 6,950.00 = 15,438.00
Price per unit (RM)	:	15,438.00 / 500 = 30.90
Profit 30% (RM)	:	30.90 x 0.3 = 9.30
Price per unit after profit (RM)	:	30.90 + 9.30 = 40.20

IIUM Non- Flagship Journals

Incentive (RM)	:	8,521.00
Cost of Printing (RM)	:	500 units x 13.90 = 6,950.00
Total Cost (RM)	:	8,521.00 + 6,950.00 = 15,471.00
Price per unit (RM)	:	15,471.00 / 500 = 30.90
Profit 30% (RM)	:	30.90 x 0.3 = 9.30
Price per unit after profit (RM)	:	30.90 + 9.30 = 40.20

APPENDIX M : ESTIMATED COST OF PRINTING OF THE IIUM JOURNALS WITH DIFFERENT NUMBER OF COPIES

Name of Journal	e-journal as per claim in 2012	Hard 50 copies	Hard 100 copies	Hard 200 copies	Hard 300 copies	Hard 500 copies
e-journal Al Shajarah	6,000.00	5,300.00	5,440	5,900	6,180	6,950
SCOPUS Journals	11,178	5,300.00	5,440	5,900	6,180	6,950
Flagship J. At - Tajdid	8,488	5,300.00	5,440	5,900	6,180	6,950
Non- Flagship Journals	8,521	5,300.00	5,440	5,900	6,180	6,950



e-Journal and number of copies for different categories of journals

