Pertanika: Special Issue Guidelines

Publication Process in Brief

For “Special Issues”, the procedure is very simple and straightforward. Usually a maximum of 10-30 papers in one issue arising from symposiums, conferences or are based on a particular subject area or a theme. Each paper should not exceed 15 printed pages or 5,000 words. Manuscripts with less than 8 pages are not acceptable. Only empirical research papers are accepted. Conceptual papers are not within the scope of Pertanika special issues.

- The proposed issue must have a Guest Editor not exceed three(3) from the Seminar or Symposium (usually the Chair of the Scientific Committee of the Seminar/ Symposium/ Congress). The Guest Editor may appoint the Guest Editorial Board to assist in the publication process are responsible for collecting the papers which should as per by the Pertanika format (refer to Pertanika web page for the latest version of Submission forms), as well as for identifying the 3 reviewers (one of whom must be an external reviewer) for each paper. The selection of the papers and reviewer must be approved by Editor in Chief.

- When the reviews are in, the Guest Editor and the Guest Editorial Board are responsible for selecting the approval of the papers for publication. At all times, our policy of blind peer-review and approval by at least 2 or 3 reviewers (with at least 1 external reviewer) for each paper accepted are to be strictly adhered to. The reviewing process must be complete in all aspects.

- The peer-reviewed papers and the corrections recommended done by the authors thereafter are examined by the Guest Editor for the 2nd round of review if suggested by the reviewer(s). The complete documentation is then handed over to the Chief Executive Editor's(CEE) office for approval and further processing. The final approval is by the Journal’s Editor-in-Chief and CEE.

- Special Issue requirement.

- Journal Policy on submissional reviewer.

Manuscript Format

a) MANUSCRIPT STRUCTURE, STYLE, AND CONTENT

Scholarly Manuscripts intended for publication in Pertanika must be written in the IMRAD format. The minimum length of an article must not be less than 8 pages excluding references.
b) Manuscript Main Text

Articles must be in competently written and argued in clear and concise grammatical English. Linguistically hopeless manuscripts will be rejected straightaway. It is highly recommended that the authors have their manuscripts read by a professional English editor before submitting for intended publication in Pertanika.

Every citation in the text should be listed in the reference list, and vice versa using the APA reference style (6th Edition). Ensure that in-text (Citation) references are quoted also as per the APA in-text citation style. Note that online sources should be cited in the same manner as print sources (i.e., author and date in parentheses). References must be listed in alphabetical order by the first author’s last name.

References must strictly be in the above prescribed style, failing which the articles will not be accepted for publication. You may refer to the Publication Manual of the American Psychological Association for further details (http://www.apastyle.org/).

Authors listed in the manuscript must use the APA naming convention. E.g. Abu Bakar Salleh and Tan Soon-Guan could be written as Salleh, A.B., and Tan, S.G., respectively.

Manuscript Originality

Pertanika does not accept any submission of papers that have been published in full in a conference proceeding as novelty is an important criterion in the selection of papers.

The manuscript must be of high research quality and not have been previously published or accepted for publication elsewhere, either in whole (including book chapters) or in part (including paragraphs of text or exhibits), whether in English or another language.

All articles received must undergo the initial screening for originality before being sent for peer-review. For special issues, the Guest Editor should check all the manuscripts for possible plagiarism using any application program such as Turnitin or any other software before sending it out for review, and has to submit the full reports of the Similarity Index for each manuscript to the Chief Executive Editor to substantiate the originality. Pertanika does not accept any article whose similarity index exceeds 30%.

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<th>SIMILARITY INDEX</th>
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<td>Pass</td>
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<td>Reject</td>
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Author-policy

Pertanika permits up to a maximum of 3 articles by the same author in one issue provided the author sequence differs in each articles. i.e. Author A must be second or third or fourth author in the second manuscript (must not be first author in the subsequent manuscripts within the same publication). e.g.,

Manuscript 1: John, Jamal, Ibrahim & Wahid.
Manuscript 2: Jamal, John, Wahid & Ibrahim.
Manuscript 3: Ibrahim, Jamal, John & Wahid.

- Same author cannot appear > 2 times as the 1st author.
- Same author may appear in 3rd MS provided authorship sequence differs.
**Manuscript Review-Process**  

Pertanika believes in a stringent and thorough **double-blind peer-review**, as it is back-bone of the highest quality research, globally. Full-details can be found in Pertanika’s **Code of Ethics**.

It is the responsibility of the **Chair** of the conference to have his/her own Guest Editorial Board who would be responsible for the entire peer-review process.

Reviewers selected should be experts in the scientific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge. The reviewers should provide written assessment of the **strengths and weaknesses** of written research, with the aim of improving the reporting of research and identifying the most appropriate and highest quality material for the journal.

**Some basic conditions are:**

1. It is recommended that **three (3) reviewers** be appointed for **each** manuscript. A manuscript **must** be reviewed by a **minimum of two reviewers**. Of which, at least one must be an **external reviewer**. *The external reviewer must be from a different institution other than the host institution of the authors listed in a manuscript to avoid any conflicts of interest.*

2. The reviewers selected by the Guest editor(s) **must not be the authors** listed in the **same issue of the journal** to avoid conflict of interest.

3. The Guest-Editor must ensure that the **review process must be complete** for **each** manuscript. i.e. once the author has revised the manuscript in accordance with the comments provided by a reviewer, the **revised manuscript must then be returned to the reviewer for the 2nd round** (Review Cycle-2) to confirm that the **revised** manuscript is finally **acceptable for publication**.

For **Special Issues**, Pertanika does not pay the reviewers engaged by the Guest Editor.

The complete peer-review process can alternatively be handled by Pertanika Editorial Office, in which case, names of at least 3 potential reviewers for each manuscript who are qualified to review the submitted articles must be provided to the Chief Executive Editor by the Guest Editor.

**Acceptance of Manuscripts**

The papers submitted to Pertanika must be peer-reviewed as per our mentioned criteria above, and the initial acceptance or approval of papers must be done by the Guest Editor(s) appointed. The **final decision on any manuscript is however reserved by the Journal’s Editor-in-Chief and Chief Executive Editor.**
Options for Publishing Special Issues

Pertanika currently offers one option for the publication of special issues.

**SPECIAL ISSUE:** The minimum of 10 papers up to 30 papers. If the papers selected are less than 10 it may be considered for publication in the regular issue. The charge will according to the regular issue rate.

**Publication Fee**

**SPECIAL ISSUE:** The publication cost for a special issue (10 to 30 papers) is RM30,000 (Ringgit Malaysia Thirty Thousand).

The cost is however depended upon two scenarios:

a) **RM 30,000** : minimum 19 and maximum 30 papers.

b) **RM 2,000** *(additional article over 30, RM2000 per article)*: with a maximum of 50 articles per issue.

The Pertanika journal is totally Online. There is no hard copy. Any requirement for Print/hard copy will incur extra charge. The exact amount is usually indicated once the quotation is prepared based on the exact number of papers accepted by at the time of type-setting. The amount must be paid in full prior to the release of the online (PDF) version of the issue.

If less than 10 papers accepted, it may be considered for the regular issue. The charge will be according to the regular issue rate.

**How to Request a Special Issue?**

To request a Pertanika Special Issue, you need to write and submit a proposal letter along with the completed Form 6a to the CEE.

A sample of the proposal letter, and the Form 6a can be downloaded these at: <http://www.pertanika.upm.edu.my/downloads.php?type=2>. 
Submission Process

**FORMS:** The Guest Editors handling submission of articles, peer-review process and for making a decision on the suitability of an article **must** use Pertanika’s forms when Soft-copies of all the forms can easily be downloaded from <http://www.pertanika.upm.edu.my/special_issues.php>.

The Guest Editors are responsible for receiving the manuscripts from the authors. The **authors must provide** the following:

1. **Declaration Form** (special issue)— to be completed by the author
2. **Copyright Agreement** (to be completed & signed by the author)

**For the Authors:**

Articles must be in competently written and argued in clear and concise grammatical English. Linguistically hopeless manuscripts will be rejected straightaway.

The authors and Guest Editors need to refer to the following:

1. **Pertanika Fact-Sheet** (Ver.7-[Rev.2 Oct 2018]) (About the Journal)
2. **Instructions to Authors** (for Manuscript preparation)
3. **Manuscript Reviewing GUIDE** (for reviewers)

The **Guest Editors** must submit the following to the Chief Executive Editor:

a) **PROPOSING A SPECIAL ISSUE:**
   Please complete and submit the following:
   1. **Proposal for a Special Issue Letter** — to be submitted by the Guest editor (Sample available)
   2. **Special Issue Agreement form** (*FORM 6a to be signed & submitted by the Guest Editor*)

b) **UPON APPROVAL, FINAL SUBMISSION OF DOCUMENTS:**
   Final manuscripts (reviewed and amended by the authors).
   1. **Turnitin Reports** — to substantiate Similarity Index for each manuscript
   2. **Reviewer Information form** (*FORM 6b to be submitted by the Guest Editor for each manuscript*)
   3. **Manuscript Reviewing KIT** (for each cycle) — to be completed by each of the reviewers
   4. **Decision Form** (special issue)— to be signed & submitted by the Guest Editor for each manuscript
   5. **Manuscripts** — **Both ORIGINAL and REVISED** (final copy).

All documents submitted must be **both** in **soft-copies** as well as in **printed copies** (Soft-copies must be the Mirror copies of the print-outs). Soft-copies can be submitted in a CD/ DVD or in a pen-drive.

**NAMING OF THE FILES:**

Please note, for the softcopies, the names of the files should correspond to their respective printouts and must be named accordingly.

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Questions?
If you require any additional information, please contact the Chief Executive Editor via email at <executive_editor.pertanika@upm.my>.

**Guest Editor's Checklist**

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<td>- Manuscript Reviewing Kit <em>(Review process MUST be complete. <strong>FINAL</strong> review cycle from all the Reviewers to indicate “ACCEPT AS IS”).</em></td>
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<tr>
<td>- Decision Form <em>(pen-to-pen Signed by the Guest editor for EACH approved manuscript)</em></td>
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