**SPECIAL ISSUE**

*Pertanika* welcomes proposals from interested parties for Special issues. A Special Issue should be focused on a thematic topic of relevance that may be sourced from a conference, symposium, event, or a special project. The theme must be relevant and significant to the development of the field. Submission by a Guest Editor/s of a proposed Special Issue must include the following:

1. The title of the Special or Thematic Issue/Conference/Symposium/Event/ Special project.
2. The date of the Conference/Symposium/Event/ Special project.
3. The name of the Organizer/Proposer.
4. The total number of manuscripts expected to be published.
5. Rational (500 - 800 words) explaining the intended focus, significance, and novelty of the proposed Special/Thematic Issue).
6. List of possible topics in the proposed Special Issue.
7. The name(s) of the Guest Editor(s) (names, titles, affiliations, and contact information). For cases of more than one Guest Editors, a Chief Guest Editor will need to be identified who will be responsible for handling all manuscripts of the Special Issue with the help of the other Guest Editors.

**Submitting the proposal**

Please fill in the proposal form and submit to the Chief Executive Editor via e-mail: executive\_editor@upm.edu.my

**Special Issues Guidelines and Forms**

**Proposing a Special Issue**

Please download and read the guidelines below before submitting the completed proposal form

1. Special Issue Requirement

2. Guidelines on *Pertanika* Special Issue

3. Scope of the journal

4. Journal policy on submission and review process

5.Code of Ethics

Go to**Upon Approval of Proposal**

**UPON APPROVAL OF PROPOSAL**

**Submission**

1. Submission of Special Issue Agreement by Guest Editor
2. Selection of manuscripts by Guest Editor *(refer to the* Instruction to Authors*)*
3. Editorial Screening by Guest Editor. Screening criteria – originality check, content (scope, relevance, novelty, and validity), format and language. At the end of the exercise, Guest Editor must check for diversity and sequence in authorship.
4. Submission of selected manuscripts and screening reports for approval by the Editor-in-Chief

**Review Process**

1. Selection of Reviewers by Guest Editor
2. Approval of Reviewers by Editor-in-Chief
3. Peer-review (Cycle 1) carried out by Guest Editor *(refer to the* Manuscript Reviewing Guide, Manuscript Reviewing Form and Table of Responses to Reviewers’ Comments)
4. Amendments and responses to the reviewers’ comments (Cycle 1)
5. Peer-review (Cycle 2) carried out by Guest Editor (if necessary)
6. Amendments and responses to the reviewers’ comments (Cycle 2)
7. Submission of Decision Form together with the amended manuscripts, Manuscript Reviewing Form (reviewers’ comments), Tables of Responses to Reviewers’ Comments, Declaration Form, Copyright Agreement and Reviewer Information Form by Guest Editor
8. Submission of Preface by Guest Editor
9. Approval for publication by Editor-in-Chief

**Publication Process**

1. Documents and format check by *Pertanika* Office
2. Amendment by the author *(if necessary)*
3. Language editing by *Pertanika* Office
4. Layout and typesetting by *Pertanika* Office
5. Proofreading by authors
6. Proofreading of Final Copy (pdf) by Guest Editor, Chief Executive Editor and Editor-in-Chief
7. Publishing

**Note:**

1. Instructions to Authors *(for manuscript preparation)*
2. Declaration Form *(for author – to be completed and signed by the corresponding author)*
3. Copyright Agreement *(for author– to be completed and signed by the corresponding author)*
4. Manuscript Reviewing Guide *(for reviewers)*
5. Manuscript Reviewing Form *(to be completed by reviewers)*
6. Table of Responses to Reviewers’ Comments *(for authors who need to make amendments)*
7. Reviewer Information Form *(to be completed and submitted by the Guest Editor for each manuscript)*
8. Decision Form *(to be signed and submitted by the Guest Editor for each manuscript)*