Guidelines on Pertanika’s Special Issues

For "Special Issues", procedure is very simple and straightforward. i.e. usually a maximum of 12-15 papers can be accommodated in one issue arising from symposiums, conferences or are based on a particular subject area or a theme. Each paper should not exceed 8-10 printed pages or 5,000 words (up to a max of 7,000 words).

- The proposed issue must have a Guest Editor from the Seminar or Symposium (usually the Chair of the Scientific Committee of the Seminar/Symposium/Congress). The Guest Editor and the guest editorial board which he/she will assist to appoint them 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 for each paper, and for the complete reviewing process.

- When the reviews are in, the Guest Editor and the Guest Editorial Board are again responsible for the approval of the papers for publication in the special issue. At all times, our policy of blind peer-review and approval by at least 2 or 3 reviewers for each paper accepted are to be adhered to strictly.

- The peer-reviewed papers and the corrections recommended done by the authors thereafter are then to be sent for approval to the Guest Editor and subsequently to the Journal’s Chief Editor before being handed over to my office for further processing and file keeping, and follow up action.

Frequently asked Questions:

1. We normally have two scenarios for the publication of “Special Issues”— Stand alone and Mixed category.
   a. Stand alone: This involves printing cost (usually borne by the Conference committee) as this issue is published above the normal 4 issues/year that we publish. The issue will be totally dedicated to the concerned conference and will have names of Guest editors on the Journal’s Cover and can be published usually at any time of the year subject to the free slot available in our publication schedule.
   b. Mixed category: The special issue papers are published along with our regular issue papers. If there are 10 papers received as special issue papers, we would take these 10 and also print our 10 regular papers (max 20 pprs are published/issue), in one of the 4 issues that we publish in a year. This does not involve any cost borne by the organizers of a special issue. The final publication of accepted articles however depends upon how many papers we have in queue at the time of printing.

2. Policy on Authorship: Pertanika permits up to a maximum of 3 articles by the same author in one publication 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.
   Same author may appear in 3rd MS provided authorship sequence differs.
3. **Originality Check**: For Special Issues, it becomes the Guest Editor’s responsibility to ensure that when an author submits a manuscript to Pertanika, the manuscript must be an original work. The Guest editor should check all the manuscripts for possible plagiarism using any application program such as Turnitin or any other software before submitting the manuscripts to the Pertanika Editorial Office.

4. **Peer-Review Process**: Pertanika journals aspire to select and publish, through a double-blind peer-review, the highest quality research globally. In order to achieve this goal, the entire peer-review process should be thorough, objective and fair as the Journal’s reputation depends heavily on the fairness of the peer-review process (for further details refer to Pertanika’s Code of Ethics).

   It is for this reason, Pertanika follows a **rigid double blind** review process. Papers that are normally submitted from a Conference or are based on a particular subject area must be of high research quality. It is the responsibility of the Chair of the conference to have his/her own Guest Editorial Board who would be responsible for the peer-review process. For Special issues, Pertanika does not pay the reviewers engaged by the guest editor. Usually the Chair of the Conference acts as the Guest Editor for the special issue. The papers submitted to Pertanika must be peer-reviewed and approved papers (acceptance or approval of papers must be done by the Guest editor/ Guest Editorial Board). **Final decision or approval of the manuscripts is reserved by the Journal’s Editor-in-Chief.**

   Alternatively, the complete peer-review process can be handled by Pertanika Editorial Office in which case names of at least 3 potential reviewers for each manuscript who are qualified to review those articles submitted to us must be provided by the guest editor.

5. **Fee for Publication**: For **Mixed category**, there is NO fee involved for publication of a special issue. In case of a **standalone** option, the printing charges are to be borne by you. Normally an issue containing 200 pages with 500 printed copies works out to roughly **RM 25,000** (this is only an estimated cost which includes typesetting and language editing costs).

6. **Is it possible to publish more than one Special Issue?**: YES. In case of “mixed” option, if you have say 20 papers, we can publish 10 in the first issue and the balance in the subsequent issue. For “standalone” option, the answer is also yes but it depends upon your printing budget.

7. **Date to Submission of Forms & Manuscripts**: You may submit all the necessary submission and acceptance forms together with the approved manuscripts. Our Pre-Press process requires **at least 3-4 months** time to have the publication ready for printing. So if you submit the **accepted manuscripts** say by end of Dec 2013, you can expect to have a “standalone” issue ready by **May 2014**. If the review process is to be managed by the Pertanika editorial office, you need to add another **2-3 months** to this process.

**What you need to do Next in order to request for a Special Issue?**

You need to send an official letter to **The Chief Executive Editor**, UPM Journals, Journal Division, UPM Press, Office of the Deputy Vice Chancellor (R&I), 1st Floor, Tower II, UPM-MTDC, Technology Center, Universiti Putra Malaysia, 43400 Serdang, Selangor, Malaysia to **confirm** that you wish to publish **(how many)** papers in the “Special Issue” of Pertanika Journal **Journal of ________________**. Please mention clearly under which option you wish to publish. i.e. **stand alone** or **mixed category**? If you choose for a “stand alone” option, a letter to certify the payment mode must be accompanied.

You may visit The Journal Division to discuss any matter related to the above.