



## Malaysian Journal of Music *Special Issue Guidelines*

In all issues of the Malaysian Journal of Music, papers are expected to follow the conventions of research in the arts. We publish articles that is research-based, cogently written, well argued and concluded. For "Special Issues", to accommodate for more articles, the Malaysian Journal of Music has a different set of requirements compared to the regular issue: 4000-7000 words (regular issue is 5000-8000) and a maximum of 14 pages including pictures and others. All articles should be written in English (British version) or Bahasa Melayu.

### Fee for Publication:

#### Option 1

**Publication fee for 500 copies (including online version) RM 17,500**

1. The printing of 500 copies.
2. The typesetting, language and layout editing of 200 pages in the issue publication.

#### Option 2

**Publication fee for 250 copies (including online version) RM 14,575**

1. The printing of 250 copies.
2. The typesetting, language and layout editing of 200 pages in the issue publication.

#### Option 3

**Publication fee for online version only RM 8, 745**

Typesetting, language and layout editing of 200 pages in the issue publication

\*All cost for shipping and delivery is the responsibility of the conference

### Guest Editor:

The proposed issue must include an appointed Guest Editor from the conference or symposium (usually the chair of the conference or symposium).

### Responsibilities of the Guest Editor and Guest Editorial Board

1. The Guest Editor is to appoint a guest editorial board.
2. The Guest Editor and board are responsible for collecting the papers, and must use the **format** of the Malaysia Journal of Music (refer to <http://mjm.ups.edu.my/index.php/submissionguidelines2016> page for the latest version of submission forms and guidelines).



3. The Guest Editor and board are responsible for appointing 2 reviewers for each paper (double blind peer review), and to oversee the reviewing process. Peer review process is explained below.
4. 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.
5. When all reviewing processes are completed, the Guest Editor and the Malaysian Journal of Music's Chief Editor before handed over to the UPSI Publishers or Penerbit UPSI for further processing, file keeping, and action.

#### **Journal format:**

A special issue is considered an issue separate from the regular issues published. The printing cost and other costs such as typesetting, language editing, and layout format is borne by the conference committee. The issue will be exclusively dedicated to the conference and can be published usually at any time of the year subject to the time frame allowed to be published (typically 3-4 months).

#### **Author appearances in a journal:**

The Malaysian Journal of Music allows an author to appear only once as primary author in a single issue. The author may appear as a second or later author one additional time.

#### **Peer-Review Process:**

The Malaysian Journal of Music uses the double-blind peer review process. The peer-review process should be thorough, objective and fair as the journal's reputation depends on the objectivity and ethics of this process (for more information on ethics, see <http://mjm.upsi.edu.my/index.php/publication-ethics>).

#### **Peer Review Process for Special Issue:**

1. Papers that are normally submitted from a conference are based on a particular subject area must be accepted because of **high** research quality.
2. The conference chair organises his/her own Guest Editorial Board who would be responsible for the peer-review process.
3. Two (2) reviewers are appointed for each manuscript (see next section for reviewer requirements).
4. The papers are peer-reviewed and then initially approved by the Guest Editor and/or Guest Editorial Board.
5. Guest Editors and their editorial board members must thoroughly check that the authors, whose papers have been accepted with revisions, address the reviewer's comments, making changes or justifying rational for maintaining previous stance and ideas. The editors must ensure that the language proficiency in the paper is at par with internationally recognised journals in the field.



6. The finalised papers are submitted to the Malaysian Journal of Music together in the proper layout and book format (B5) for publication. All evidences of review processes has to be submitted
  - the double blinded peer review processes
  - originality check.
7. Final decision or approval of the manuscripts is made by the Malaysian Journal of Music's Chief Editor and Editorial Board.

### Reviewer requirements:

1. One reviewer must be an external reviewer from an institution outside than the host institution of the authors listed in the paper.
2. The reviewers selected cannot be authors listed in the same issue of the journal.
3. Reviewers should be experts in the topic addressed in the articles they review.
4. Reviewers should be selected for their objectivity and knowledge.
5. The reviewers should assess the strengths and weaknesses of the article with the aim of improving the reporting of research and identifying the most appropriate and highest quality material.
6. The Malaysian Journal of Music does not pay the reviewers engaged by the guest editor.

### Originality Check:

1. For special issues, it is the Guest Editor's responsibility to ensure an author submits an original manuscript.
2. If author is adapting the unreviewed proceedings published at conferences, the article submitted should have been developed, expanded and refined based on feedback from the conference. Author should also make reference to the published proceedings in the article.
3. The Guest Editor should check for possible plagiarism using an application such as Turnitin or any other software **before** sending it out for review and submitting the manuscripts to the Malaysia Music Journal Editorial Board.
- 4.

Similarity Index	Levels
<30%	Pass
30-40%	Revise and Resubmit
>40%	Reject

5. The Guest Editor must submit the full originality check for each article to the Chief Editor to verify the similarity score.



### **Date to Submission of Forms & Manuscripts:**

You may submit all the necessary submission and acceptance forms together with the approved manuscripts to the Malaysian Journal of Music. Our press requires 2 months time to have the publication ready for printing.

### **Guidelines & Forms to be submitted:**

To propose a Special Issue, you need to complete and submit the following forms to the Chief Editor.

#### **Proposal:**

1. Special Issue Agreement form (to be signed & submitted by the Guest Editor)
2. An official letter to the Chief Editor of the Malaysian Journal of Music, Faculty of Music and Performing Arts, UPSI to confirm that you wish to publish in the "Special Issue" of Malaysia Journal of Music. Include how many papers and the approximate page count.
3. A letter to certify the payment mode must be accompanied.

#### **After review process is completed:**

1. Originality Check Report (to be submitted by the Guest Editor for each manuscript)
2. Reviewer Information form (to be submitted by the Guest Editor for each manuscript)
3. Manuscript Reviewing Guide (for reviewers)
4. Decision Form (special issue)— to be signed & submitted by the Guest Editor for each manuscript)

#### **Author Guides:**

1. Submission guidelines  
<http://mjm.upsi.edu.my/index.php/submissionguidelines2016>
2. Word document template  
<http://mjm.upsi.edu.my/index.php/submissionguidelines2016>

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