



**MALAYSIAN JOURNAL OF  
MUSIC SPECIAL ISSUE**

*AGREEMENT DOCUMENT*

FACULTY OF MUSIC AND THE PERFORMING ARTS  
UNIVERSITI PENDIDIKAN SULTAN IDRIS  
TANJONG MALIM, PERAK, MALAYSIA  
DATE



## Agreement for Special Issue

(between the Malaysian Journal of Music and the Guest Editor of the proposed special issue)

Proposal for Publication in the Malaysian Journal of Music  
The Malaysian Journal of Music welcomes conference special issue proposals for consideration.

Criteria for accepting a conference special issue in the Malaysian Journal of Music:

1. International standing of the conference
2. Conference fits the scope of the journal and relevance to the field
3. Originality (not published elsewhere in the same form)
4. All articles subjected to peer-review
5. All papers presented at the conference

The Malaysian Journal of Music follows the editorial guidelines recommended by the Committee of Publication Ethics (COPE).

If you wish to propose a special Issue, complete the form below and return to the Chief Executive Editor at [mjm@upsi.edu.my](mailto:mjm@upsi.edu.my). You will be informed immediately when a decision is made.

### Details of Conference or Symposium

<b>Full Conference Name</b>	
<b>Short Conference Name</b>	
<b>Conference Theme</b>	
<b>Date (Day(s) Month Year)</b>	
<b>Venue</b>	
<b>Website</b>	
<b>Organiser</b>	
<b>Conference Chair</b>	
<b>Address of Organiser</b>	



**Details of Conference or Symposium**

<b>Telephone</b>	Office:	Mobile:
<b>Email</b>		
<b>Main Contact Person</b>		
<b>Estimate of Presenters</b>	Participants:	Percent from International:

Publishing Information

<b>Number of Expected Articles</b>	
<b>Number of Pages per Article (MMJ word requirement is 4000-7000 words)</b>	
<b>Total pages estimate</b>	
<b>Planned date to submit reviewed articles to MMJ</b>	
<b>Desired final publication date</b>	

Guest Editor (s)

<b>Name</b>		
<b>Address</b>		
<b>Telephone</b>	Office:	Mobile:
<b>E-mail</b>		

Guest Editorial Board Members

<b>Name</b>	<b>Affiliation</b>	<b>E-mail</b>



Guest Editorial Board Members

Name	Affiliation	E-mail

(the following to be completed by the Guest Editor)

People (min. of 3) who may be contacted for peer review (not in Guest Editorial Board)

Name	Affiliation	E-mail



## AGREEMENT

between the **Guest Editor** of the proposed special issue AND **the Malaysian Journal of Music**

This agreement MUST be signed by the Guest Editor

This is an AGREEMENT made this \_\_\_\_ day of \_\_\_\_,\_\_ between the Malaysian Journal of Music, Faculty of Music and Performing Arts, Universiti Pendidikan Sultan Idris, 35900 Tanjong Malim, Perak, MALAYSIA and;

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(name of institution)

with offices at

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(address of institution)  
(the "Guest Editor")

## BACKGROUND

WHEREAS, the Guest Editor desires to enter into this Agreement whereby the Guest Editor will be responsible for providing editorial services for the papers of the Malaysian Journal of Music ("Special Issue").

NOW it is mutually agreed between parties as set forth in this agreement ("Agreement")

### 1. Guest Editor Responsibilities

The Guest Editor is responsible for ensuring that the review process for this special issue is conducted in an appropriate manner and in line with normal review practices for the Malaysian Journal of Music. The Guest Editor(s) for this special issue shall compile a list of authors and proposed titles of their papers. The Guest Editor(s) only accepts papers that are within the subject matter scope of the conference and are submitted by the attending participants/delegates. The Guest Editor ensures that papers are from international authors and represent an academic contribution to the subject



field. The Guest Editor will invite the authors to submit their papers by the given deadline. The Publisher at that time shall provide the Guest Editor with important information, website links for authors – e.g., the journal-specific Instructions to Authors, etc. Once the list of contents is known and articles are being submitted, the Guest Editor shall provide a short editorial, outlining and introducing the special issue and its significance. Guest editor must ensure that the final papers submitted to the Editor in Chief and UPSI Publishers are of high scholarship value, standards and quality.

## 2. Disclosure of Conflict of Interest

The Guest Editor represents and warrants that he is familiar with all applicable conflict of interest and outside compensation laws and regulations as well as policies and rules of his employer or institution (if applicable), and that his acceptance of this appointment, and the terms of this Agreement and his performance under this Agreement are and will be in compliance with those laws, regulations, policies and rules.

## 3. Publishing Ethics

The Guest Editor represents that he has taken into account the Aims and Scope of the 'special issue', the Publisher's editorial policies as updated from time to time (including without limitation those on ethics in publishing at the Publisher's website) and the editorial policy of the Malaysian Journal of Music.

## 4. Publication Cost (Stand-alone)

The Guest Editor(s),

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(name of institution)

hereby agree to bear the publication cost estimated to be (please select)

1. RM17,500 (Ringgit Malaysia Seventeen Thousand Five Hundred only)  
or
2. RM14,575 (Ringgit Malaysia Fourteen Thousand Five Hundred and Seventy Five only)  
or
3. RM 8,745 (Ringgit Malaysia Eight Thousand Seven Hundred and Forty Five only)

to the Malaysian Journal of Music. The exact amount will be indicated once the quotation is prepared and sent by the Malaysian Journal of Music. This



amount must be paid in full prior to the release of the online (PDF) version of the issue.

IN WITNESS WHEREOF, the undersigned execute this Agreement.

*Signature:*

*Signature:*

**On behalf of Guest Editor(1):**

**On behalf of UPSI Publisher  
(Penerbit UPSI):**

**Name**

**Name**

**Address**

**Address**

**Mobile**

**Mobile**

**E-mail**

**E-mail**

*Signature:*

*Signature:*

**On behalf of Guest Editor (2):**

**On behalf of UPSI Publisher  
(Penerbit UPSI):**

**Name**

**Name**

**Address**

**Address**

**Mobile**

**Mobile**

**E-mail**

**E-mail**



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