

Malaysian Music Journal Special Issue Guidelines



The Malaysian Music Journal welcomes proposals for special issues related to the aims and scope of the journal. Special issues should consist of articles that are original, not published elsewhere, research-based, conferenced, relevant and of keen interest to local and global communities. Articles are subjected to peer-review and should comply with the publishing ethics listed on the Committee on Publication Ethics (COPE) guideline.

In all issues of the Malaysian Music Journal, papers are expected to follow the conventions of research in the arts. For "Special Issues", to accommodate for more articles, the Malaysian Music Journal has a different set of requirements compared to the regular issue: 4000-7000 words, no page requirement (regular issue is 5000-8000).

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 14,600

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 8,750

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

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

Requirements of MMJ Special Issue

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 is required to refer to the **format** guide of the Malaysian Music Journal (refer to the web link below <http://mmj.upsi.edu.my/index.php/submissionguidelines2016>)
3. The Guest Editor and board are responsible for appointing at least 2 reviewers for each paper (double blind peer review), and to oversee the reviewing process.
4. When the reviews are in, the Guest Editor and the Guest Editorial Board will decide on which articles to be approved for publication or not. Authors should be informed accordingly.



5. Guest Editor and Board must ensure that all authors revise their papers to the standards required especially concerning in relation to language and academic content before approving its publication.
6. The final copy handed to MMJ Editor-in-Chief should be proofread, formatted and camera ready for print. However, the approval of all the articles in the issue will depend on the decision after review by MMJ Editorial Board.
7. Once MMJ Editorial Board approves the Special issue, it will handed over to the or Director of 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 publish (at least 2 months).

Author appearances in a journal:

The Malaysia Music Journal allows an author to appear only once as primary author in a single issue. The author may appear as a second or later author 1 additional time.

Peer-Review Process:

The Malaysian Music Journal journals use a 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://mmj.upsi.edu.my/index.php/publication-ethics>).

Peer Review Process for Special Issue:

1. Papers that are normally submitted from a conference or 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. Usually the Chair of the Conference acts as the Guest Editor for the special issue.
3. Two (2) reviewers are appointed for each manuscript (see next section for reviewer requirements). The papers are peer-reviewed and then initially approved by the Guest Editor and/or Guest Editorial Board.
4. Guest Editors must thoroughly check that the authors whose papers have been accepted with revisions and addressed the reviewer's comments. The editors must ensure that the language proficiency in the journal is of good standards.
5. The finalised papers are submitted to the Malaysian Music Journal 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
 - revision process
 - originality check.
6. Final decision or approval of the manuscripts is made by the MMJ's Editor-in-Chief and Director of the Publishing Office (Penerbit) at UPSI.

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 chosen based on their expertise and knowledge on the topic addressed.
4. The reviewers should provide objective and constructive feedback for authors whether or not the article will be rejected or accepted.
5. The Malaysian Music Journal does not pay the reviewers engaged by the guest editor.



Originality Check:

1. The Guest editor should check that the article submitted is original, has not been submitted for review in another journal.
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.
3. Guest editor should run all articles through Turnitin or related software for checks on plagiarism **before** sending it out for review and submitting the manuscripts to the Malaysian Music Journal Editorial Board. Full originality check for each article should be submitted to the MMJ Editor in Chief to verify the similarity score.

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

Date to Submission of Forms & Manuscripts:

You may submit all the necessary submission and acceptance forms together with the approved manuscripts to the Malaysian Music Journal. Our press requires at least 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 Executive Editor:

Proposal:

1. Special Issue Agreement form (to be signed & submitted by the Guest Editor)
2. An official letter to The Editor in Chief, Malaysian Music Journal, Faculty of Music and Performing Arts, UPSI to confirm that you wish to publish in the "Special Issue" of Malaysia Music Journal. 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://mmj.upsi.edu.my/index.php/submissionguidelines2016>
2. Word Document [http://mmj.upsi.edu.my/images/Penerbit_UPSI_Journal_Guideline_Layout\(2\).pdf](http://mmj.upsi.edu.my/images/Penerbit_UPSI_Journal_Guideline_Layout(2).pdf) Template