



**MALAYSIAN MUSIC JOURNAL**  
**SPECIAL ISSUE**  
*AGREEMENT DOCUMENT*

FACULTY OF MUSIC AND THE PERFORMING ARTS  
UNIVERSITI PENDIDIKAN SULTAN IDRIS  
TANJONG MALIM, PERAK, MALAYSIA  
30 JUNE 2016



## Agreement for Special Issue

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

Proposal for Publication in the Malaysian Music Journal

The Malaysian Music Journal welcomes conference special issue proposals for consideration.

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

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 Music Journal 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 [mmj@upsi.edu.my](mailto:mmj@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>		
<b>Telephone</b>	Office:	Mobile:
<b>Email</b>		
<b>Main Contact Person</b>		



**Details of Conference or Symposium**

<b>Estimate of Presenters</b>	Participants:	Percent from International:
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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

Name	Affiliation	E-mail



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 Music Journal**

This agreement MUST be signed by the Guest Editor

This is an AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ between the Malaysian Music Journal, Faculty of Music and Performing Arts, Universiti Pendidikan Sultan Idris, 35900 Tanjung 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 Music Journal ("Special Issue").

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

#### 1. Guest Editor Responsibilities

The Guest Editor(s) is required to provide assurance that all the review process has been conducted in accordance to the criteria outlined in MMJ's peer review processes. The Guest Editor(s) must ensure that accepted papers are based on the conference delegate's works and related to the theme of the special issue. The articles published should contain diverse local and international contribution to the theme/ topic. The Guest Editor (s) should ensure the authors submit their articles by the given deadline. Guest Editor (s) must ensure authors comply with the guideline and instructions on the Malaysian Music Journal website. 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 (s) must ensure that the final papers submitted to the MMJ 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 The Malaysian Music Journal journal.

**4. Publication Cost (Stand-alone)**

The Guest Editor(s),

\_\_\_\_\_  
(name of institution)

hereby agree to bear the publication cost estimated to be **RM17,500/ RM 14,600/ RM 8,750** (Ringgit Malaysia Seventeen Thousand Five Hundred) to Penerbit UPSI. The exact amount will be indicated once the quotation is prepared and sent by Penerbit UPSI. 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** .....



# MALAYSIAN MUSIC JOURNAL

Signature:

Signature:

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

**Name**

**Address**

**Mobile**

**E-mail**

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

**Name**

**Address**

**Mobile**

**E-mail**