

Terms and Conditions for Special Issue in Jurnal Kejuruteraan (until 2023)

As the Lead Guest Editor, your main responsibilities would be to:

1. Invite one to four Guest Editors (excluding Lead Guest Editor)
2. Write a one-page Call for Papers in consultation with the other Guest Editors.
3. Work acquisition, evaluation, editing and proofreading shall be carried out by the Lead Guest Editor and Guest Editors. The publisher, UKM Press will only accept error-free manuscripts.
4. Decide on the manuscript's layout at the Editorial Board level (before submission).
5. UKM Press is responsible for issuing the letter of appointment for Lead Guest Editor and Guest Editors, coordinating manuscript's layout (volume number insertion and pagination), as well as uploading the manuscripts.
6. Return manuscript to the Lead Guest Editor for further corrections until it's completion if the manuscript's layout is substandard (please refer to the checklist)
7. Ensure that publication will only be done via online means only. The review process needs to be conducted using the Online Journal System (OJS) ONLY where Jurnal Kejuruteraan applies single-blind review (the authors are required to submit four reviewers' names comprise of local and international reviewers in the system (CTA Form)). There should minimum two reviewers where one reviewer should not from same institution.
8. Each article should between 3000 and 7000 words. Turnitin (plagiarism) results should not exceed more than 20% (will be done by Jurnal Kejuruteraan). Special issue should/recommended comprise of 30% international authors/affiliations to maintain as an international journal. The Lead Guest Editor should monitor the submitted manuscript to fulfill 30% international authors/affiliations. Take note that manuscript with 1st affiliation from international given weightage as 1 (if should comply), if 2nd affiliation from international given weightage as 0.5 (if 10 paper, 6 papers should comply), and combination of it.
9. Ensure that the Lead Guest Editor can publish up to two articles only (depending on the total number of articles, not more than 30% of total manuscripts). Each Author can only appear twice only (or not more than 30% of total manuscript).
10. Forward the folder (Google Drive / OneDrive) consists of list of articles and appointed reviewers to Editor-in-Chief of Jurnal Kejuruteraan for record.
11. Ensure that the revised articles are checked by the Lead Guest Editor before uploading them into the OJS.
12. Publication for Special Issue is throughout the year. As a reference, it is commonly takes between six to nine months from submission, review, final editing by UKM Press and publishes online.
13. Article Processing Charge (APC) / Publication Fee: International (USD200/manuscript), Local outside UKM (RM700/manuscript), Local UKM (RM500/manuscript). This is based on main corresponding author's affiliation.
14. The Lead Guest Editor will manage the APC payments from all authors. Payment will be made to Bendahari UKM. Please take note that the Special issue will only be published after all payments are made to Bendahari UKM (UKM Penerbit).

Dr. Farhana Mohd Foudzi
Editor-in-Chief
Jurnal Kejuruteraan