

Guidelines on IJEM's Special Issues

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For “**Special Issues**”, procedure is very simple and straightforward. i.e. usually a **maximum of 12-15 papers** can be accommodated in **one** issue arising from symposiums, conferences or are based on a particular subject area or a theme. Each paper should not exceed 8-10 printed pages or 5,000 words (up to a max of 7,000 words). Please note that only empirical research papers are accepted. Conceptual papers are not within the scope of IJEM *special issues*.

- The proposed issue must have a Guest Editor from the Seminar or Symposium (usually the Chair of the Scientific Committee of the Seminar/ Symposium/ Congress). The Guest Editor and the guest editorial board which he/she will appoint to assist them are **responsible for collecting the papers** which should as per by the IJEM format (*refer to IJEM web page for the latest version of Submission forms*), as well as for identifying the **3 reviewers** (*one of whom must be an external reviewer*) for each paper, and for the **complete reviewing process**.
- 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. At all times, our policy of **blind peer-review and approval by at least 2 or 3 reviewers for each paper accepted are to be adhered to strictly**.
- The peer-reviewed papers and the corrections recommended done by the authors thereafter are then to be sent for approval to the Guest Editor and subsequently to the Journal's Editor-in-Chief before being handed over to the Chief Executive Editor's office for further processing and file keeping, and follow up action.

Frequently asked Questions:

1. We have **one** scenarios for the publication of “Special Issues”—**Stand alone**

STAND ALONE: This involves printing cost (usually borne by the Conference committee) as this issue is published above the normal 2 issues/ year that we publish. The issue will be totally dedicated to the concerned conference and will have names of Guest editors on the Journal's Cover and can be published usually at any time of the year subject to the free slot available in our publication schedule.

2. **Policy on Authorship:** IJEM permits up to a maximum of 3 articles by the **same author** in one publication provided the author sequence differs in each articles. i.e. Author A must be second or third or fourth author in the **second** manuscript (must **not** be first author in the subsequent manuscripts within the same publication). e.g.,

Manuscript 1: John, Jamal, Ibrahim & Wahid.

Manuscript 2: Jamal, John, Wahid & Ibrahim.

Manuscript 3: Ibrahim, Jamal, John & Wahid.

- Same author cannot appear > 2 times.
- Same author may appear in 3rd MS provided authorship sequence differs.

3. **Originality Check:** For Special Issues, it becomes the Guest Editor’s responsibility to ensure that when an author submits a manuscript to IJEM, the manuscript must be an original work. The **Guest editor should check all the manuscripts for possible plagiarism** using any application program such as *TurnItIn* or any other software before sending it out for review and submitting the manuscripts to the IJEM Editorial Office, Faculty of Economics and Management.

SIMILARITY INDEX	CATEGORY
< 25%	Pass
>26%	Reject

The Guest Editor must submit the full reports of the originality check for each manuscript to the Chief Executive Editor to substantiate the acceptable similarity index range.

4. **Peer-Review Process:** IJEM journals aspire to select and publish, through a **double-blind peer-review**, the highest quality research globally. In order to achieve this goal, the entire peer-review process should be thorough, objective and fair as the Journal’s reputation depends heavily on the fairness of the peer-review process (for further details refer to IJEM’s *Code of Ethics*).

It is for this reason, IJEM follows a **rigid** review process. Papers that are normally submitted from a Conference or are based on a particular subject area **must be of high research quality**. It is the responsibility of the Chair of the conference to have his/her own Guest Editorial Board who would be responsible for the peer-review process.

It is recommended that **three (3) reviewers** be appointed for each manuscript. A manuscript must be reviewed by a minimum of two reviewers. Of which, at least one must be an **external reviewer**. The external reviewer must be from a different institution other than the host institution of the authors listed in a manuscript to avoid any conflicts of interest. The reviewers selected by the Guest editor(s) must not be the authors listed in the same issue of the journal.

Reviewers should be experts in the scientific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge. The reviewers should provide written assessment of the strengths and weaknesses of written research, with the aim of improving the reporting of research and identifying the most appropriate and highest quality material for the journal.

For Special Issues, IJEM does not pay the reviewers engaged by the guest editor. Usually the Chair of the Conference acts as the Guest Editor for the special issue. The papers submitted to IJEM must be peer-reviewed and approved papers (acceptance or approval of papers must be done by the Guest editor/ Guest Editorial Board). **Final decision or approval of the manuscripts is reserved by the Journal’s Editor -in-Chief and Managing Editor.**

Alternatively, the complete peer-review process can be handled by IJEM Editorial Office in which case names of at least 3 potential reviewers for each manuscript who are qualified to review those articles submitted must be provided to us by the guest editor.

5. **Fee for Publication:** The printing charges are to be borne by you. Normally an issue containing 300 pages with 20 printed copies works out to roughly **RM 28,000** (this is only an estimated cost which includes typesetting, language editing and processing costs). A *quotation can be requested from Managing Editor.*

6. **Is it possible to publish more than one Special Issue?** : Yes, but it subject to your budget.
7. **Date to Submission of Forms & Manuscripts:** You may submit all the necessary submission and acceptance forms together with the approved manuscripts. Our Pre-Press process requires **at least 2-3 months** time to have the publication ready for printing. So if you submit the **accepted manuscripts** say by end of Dec 2015, you can expect to have a issue ready by Feb 2016.
8. **GUIDELINES & FORMS TO BE SUBMITTED:** To propose a Special Issue, you need to complete and submit the following forms (<http://ijem.upm.edu.my/>) to the Chief Executive Editor:

PROPOSING A SPECIAL ISSUE:

Please complete and submit the following form.

1. [Special Issue Agreement form](#) *(to be signed & submitted by the Guest Editor)*

UPON APPROVAL:

Please read the guidelines below and submit the required forms.

Guest Editor

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. [Manuscript Reviewing KIT](#) *(special issue) — for reviewers*
5. [Decision Form](#) *(special issue)— to be signed & submitted by the Guest Editor for each manuscript)*

Author

1. [Instructions to Authors](#) *(for Manuscript preparation)*
2. [Manuscript Submission GUIDE](#) *(for author)*
3. [Cover Letter](#) *(to be signed by the author; refer to Manuscript Submission Guide)*
4. [Manuscript Submission KIT](#) *(special issue)— to be completed by the author*
5. [Copyright Agreement](#) *(to be completed & signed by the author)*

In the first instance you should contact the Editor-in-Chief and Managing Editor via email at lawsh@upm.edu.my / abdrahim_as@upm.edu.my

What you need to do Next in order to request for a Special Issue?

You need to send an official letter to **Editor-in-Chief IJEM**, Faculty Economics and Management, Universiti Putra Malaysia, 43400 Serdang, Selangor, Malaysia to **confirm** that you wish to publish (*how many*) papers in the “**Special Issue**” of International Journal of Economics & Management.

You may visit The Journal Division to discuss any matter related to the above.