PENGURUSAN JURNAL ILMIAH

Bengkel Kelestarian Jurnal
12 Januari 2017
- Pengurusan Jurnal Ilmiah
- Peranan dan tanggungjawab Penerbit & Sidang Pengarang
- Proses pewasitan
- Laman sesawang jurnal dan sistem penyerahan makalah secara talian
- Isu dan cabaran
Relationship

PUBLISHER

EDITORIAL BOARD
Managing Scholarly Journals

Getting Approved

Editorial Office

Human Resource

Production

Sales & Marketing
Getting Approved

Publications Committee

VISI DAN MISI

DASAR
Dasar Jawatankuasa Penerbitan Universiti adalah untuk memperbanyakkan penerbitan buku dan bahan ilmiah bermutu tinggi yang dihasilkan oleh para akademik dan cendekiawan bertujuan menambah khazanah ilmu, menyebar pengetahuan dan maklumat untuk manfaat manusia sejagat, dan mengangkat nama Universiti Sains Malaysia serta menyokong misinya.

VISI
Menjadi Penerbit ilmiah kelas dunia yang menerbitkan produk bertaraf antarabangsa dan menyokong kelestarian sejagat dengan menyebar dan memasarkan penerbitannya secara global.
GARIS PANDUAN PERMOHONAN PENERBITAN JURNAL BARU


1. Latar belakang

   - Maklumat tentang bidang jurnal dan pembangunan masa hadapan.
   - Penerangan tentang skop bidang tersebut secara terperinci.

2. Tajuk

3. Matlamat dan skop
   
Penerangan tentang matlamat dan skop editorial jurnal tersebut yang merangkumi butiran berikut dan/atau matlamat-matlamat lain yang berkaitan.

   - Tujuan jurnal ini diterbitkan.
   - Disiplin yang dirangkumi (atau persilangan antara disiplin).
   - Isi kandungan.
   - Keistimewaan jurnal.

4. Rasional penerbitan jurnal

   - Kenapa perlu diterbitkan jurnal ini?
   - Apakah perbezaan atau kelebihan jurnal ini berbanding jurnal-jurnal
Human Resource

- Editorial Board
- Managing editor
- Journal administrator
- Production editor – copyeditor
- Proofreader
- Typesetter
- Web designer/manager
- Sales & Marketing: agreement, negotiation
Production

- Production: Acceptance to published
- Includes all deliverables: print & digital
- Begins after receipt of:
  - Copyright Transfer Form
  - Authorship Agreement Form
  - Patient Consent Form
Copyright Transfer Form

Copyright Transfer & Disclosure Form

Tracking No.: JDC – 04 – 06190026

Manuscript Title: Projects of Reconciliation Selecting of Indigenous and Integrated Methods in Nigeria

Date: 9TH MAY 2012

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IN WITNESS WHEREOF the Author(s) hereby executed this Form on the day and year first above written.

Signed by the Author

Signed by the Author

DADA, Martin Oluwunti

(Names)

(Names)

Signed by the Author

Signed by the Author
Definitions

- **Copyediting**
  - Improving structure, style, accuracy of facts, language, reference style, cross checking references.

- **Typesetting**
  - Formatting, database requirements

- **Proofreading**
  - Process of reading a text to find errors and mark them for correction
Articles

- Article types
  - Original article
  - Review article
  - Brief/Short communication
  - Book review
  - Case report
  - Letters to the editor
  - Editorial
Production
EDITOR IN CHIEF

Acquisition

Peer Review

Decision

Promote
# Copyediting

## On-screen

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
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<tbody>
<tr>
<td>Easy to search text</td>
<td>Need relevant hardware/software</td>
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<tr>
<td>Sharing edited manuscript to many - easier</td>
<td>Need to regularly update hardware/software</td>
</tr>
<tr>
<td>Easier to find links</td>
<td>Need power source/battery</td>
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<tr>
<td>Access to spellchecker</td>
<td>Easily distracted</td>
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<tr>
<td>Access to grammar checker</td>
<td>Devices cost more</td>
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<tr>
<td>Ability to use macros</td>
<td>Links to external content may be distracting</td>
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<tr>
<td>Ability to use search tools (Find &amp; Replace)</td>
<td>Too much screen-time – affect eyesight/brain patterns</td>
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Marketing & Sales

- Subscription: individual & institution
- Retail
- Aggregators: Ebsco & ProQuest
- Digital Licensing
- Local digital portal: https://www.e-sentral.com/
Responsibilities

**COPE Best Practice Guidelines for Journal Editors**

**Good Editors should:**

1. **General duties and responsibilities**
   - Actively seek the views of authors, readers, reviewers and editorial board members about ways of improving their journal's processes.
   - Encourage and be aware of research into peer review and 'journalology' and re-examine journal processes in the light of new findings.
   - Involve and encourage their publishers to provide them with appropriate resources, guidance from experts (e.g., designers, lawyers), and adequate training to perform their role in a professional manner and raise the quality of their journal.
   - Support initiatives designed to reduce academic misconduct.
   - Support initiatives to educate researchers about publication ethics.
   - Assess the effects of their journal policies on author and reviewer behaviour and refine policies, as required, to encourage responsible behaviour and discourage misconduct.
   - Ensure that any press releases issued by the journal reflect the message of the reported article and put it into context.

2. **Relations with readers**
   - Ensure that all published reports of research have been reviewed by suitable qualified reviewers (e.g., including statistical review where appropriate).
   - Ensure that non-peer-reviewed sections of their journal are clearly identified.
   - Set procedures that encourage accuracy, completeness and clarity of research reporting (e.g., technical editing, use of CONSORT checklist for randomized trials).
   - Consider developing a transparency policy to encourage maximum disclosure about the provenance of non-research articles.
   - Set up a system to deal with authorship and confidentiality issues that promote good practice (i.e., so that listings accurately reflect who did the work) and discourage misconduct (e.g., ghost and guest authors).
   - Inform readers about steps taken to ensure that submissions from members of the journal’s staff or editorial board receive an objective and unbiased evaluation.

3. **Relations with authors**
   - Publish clear instructions in their journals about submission and what they expect from authors.
   - Provide guidance about criteria for authorship and/or who should be listed as a contributor.
   - Review author instructions regularly and provide links to relevant guidelines (e.g., ICMJE, COPE).
   - Require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.
   - Ensure that appropriate reviewers are selected for submissions (i.e., individuals who are able to judge the work and are free from disqualifying competing interests).
   - Require responses from authors that an individual should not review their submission, if those are well-reasoned.
   - Be guided by the COPE flowcharts in cases of suspected misconduct or disputed authorship.
   - Publish details of how they handle cases of suspected misconduct (e.g., with links to the COPE flowcharts).

4. **Relations with reviewers**
   - Provide clear advice to reviewers (which should be straightforward and regularly updated).
   - Require reviewers to disclose any potential competing interests before agreeing to review a submission.

Committee of Publication Ethics
## A. CHECKLIST FOR REVIEWERS

Please complete the following checklist by checking the box next to the statement you agree with. Whenever you disagree with a statement, please elaborate by providing comments in section B/C.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
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<td>1. The work justifies prompt publication.</td>
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<td>2. The article contains original findings.</td>
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<td>3. The title is appropriate and precise.</td>
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<td>4. The abstract summarizes clearly and concisely the main findings of the article.</td>
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<td>5. The objectives or aims of the study are clearly described.</td>
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<td>6. The material and methods give enough details.</td>
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<td>7. The results are presented in a clear or concise manner.</td>
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<td>8. The figures and figure legend are appropriate, clear, correctly labelled, and statistically accurate.</td>
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<td>9. The tables and table legend are appropriate, clear, correctly labelled, and statistically accurate.</td>
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<td>10. The discussion interprets the findings in view of the results obtained in this and in past studies on this topic.</td>
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<td>11. The conclusions are valid and based on the results of the study.</td>
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<td>12. The references are adequate and conform to the format of M/MJS.</td>
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<td>13. The length of the paper is appropriate.</td>
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THE MALAYSIAN JOURNAL OF MEDICAL SCIENCES
REVIEWER AGREEMENT FORM

Reviewer's name: ____________________________

DECLARATION OF COMPETING INTERESTS

A competing interest may arise when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organizations. Reviewers should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment were they to become public after the publication of the manuscript.

Do you have any potential competing interest with this manuscript?

☐ Yes

☐ No

If yes, please disclose any competing interest you may have:

_________________________________________________________________________

_________________________________________________________________________

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☐ i) Manuscripts received for review must be treated as confidential documents and they must not be shown or discussed with others except authorized by the editor.

☐ ii) I will not use unpublished materials in a submitted manuscript in my own research without written consent from the author.

☐ iii) Any ideas obtained during the peer review process will be kept confidential and will not be used for personal advantage.
Planning and Developing Website

- **To consider:**
  - In-house or outsource
  - Platform: HTML+CSS/CMS: Joomla, Wordpress etc
  - Technical expertise needed
  - Web manager – fulltime/ part time
  - Budget

- **Enhanced:**
  - Search Engine Optimisation
  - Bibliometrics
Features

- Title
- E-ISSN/ISSN
- Journal cover
- Editorial Team
- Publisher information
- Aims and Scope of the journal
- Submission guidelines
- Journal policies: Statement on ethics, language, frequency
- Licensing information
- Archives
- Indexed and Abstracting Databases
- Publication Charges
- ToC alerts
- Bibliometrics
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- Metadata
- Extensible Markup Language (XML)
- EPUB
- Digital Object Identifier (DOI)
Online Submission System

- Open source submission system:
  Open Journal System

- Proprietary submission tools:
  ScholarOne Manuscripts
  Editorial Manager
  Scholastica
  MyJurnal
Getting Indexed

- **What:** Online list of journals used by researchers for scholarly content. Scopus, WoS, DOAJ.

- **Why:** Increase visibility, readers, submissions, prestige. Strict requirements indicate the journal has attained a level of quality and value.
Types of Indexing Databases

- General: Directory of Open Access Journals
- Quality-assured (PubMed, Medline)
- Citation index – metadata or full text, tracts citation, metrics journal ranking - IF, Scimago (WoS, Scopus); regional indexes - MyCite.
Criteria for Inclusion

- Start with the general indexes and search engines
- Know their requirements
- General: high quality, peer reviewed, timely, international diversity, academic credibility of editorial board
Issues

- Ethics: plagiarism, falsifying data, multiple submission, authorship dispute
- Legal: copyright, Creative Commons. Achieve a balance to satisfy all stakeholders.
Challenges

- Keeping up:
  - new technologies
  - publishing trends
  - increased submissions
  - budget cuts
  - management demands
Wishlist

- More funding and support
- Recognition of Malaysian journals by Malaysia
Terima kasih

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Penerbit Universiti Sains Malaysia
fazlina@usm.my