



	Information	x
Category	Discussion	x
	Decision	x

UNIVERSITI KUALA LUMPUR PUBLISHING GUIDELINES

1. Objective

This paper proposes the Publishing Guidelines for Universiti Kuala Lumpur for consideration and approval of the University Academic Committee.

2. Background

Writing is one of the main activities conducted in many universities to demonstrate their unique/specialization areas of knowledge, and to communicate the ideas of the university's community clearly to the public.

Nowadays, it has become more important to learn how to write in a more formal way and it is also an interesting fact that a writer can be a millionaire if the writing is accepted by all.

The objective of the guidelines is to ensure proper publishing process is followed, this guideline will list all the necessary information for a standardized publishing process to be followed by all UniKL campuses.

3. Proposal

3.1. PUBLISHING GOVERNANCE

3.1.1 UniKL Main Editorial Committee (MEC)

The University's Editorial Committee is established to encourage and oversee publication initiatives of the University. The main tasks of the committee are as listed below:

- i. To support Publishing Unit activities in term of enhancing the quality of writing
- ii. To draft policies relating to publishing activities of the university.
- iii. To approve annual publishing plan and target
- iv. To suggest and approve panel of editors / expert reviewers from campus
- v. Ensure the quality of publishing materials, standardization of content and format that carries the image of the University.
- vi. Assessing, reviewing and approve publishing application.
- vii. Review, and assess the manuscripts
- viii. Recommend or reject application for publication
- ix. The composition of committee members are as follows :
 - Deputy President (Academic & Technology)– Chairman
 - Director, Center of Research and Innovation - member
 - Legal Unit representative - member
 - English language representative - member

- Campuses Field expert - member
- Librarian-Secretary

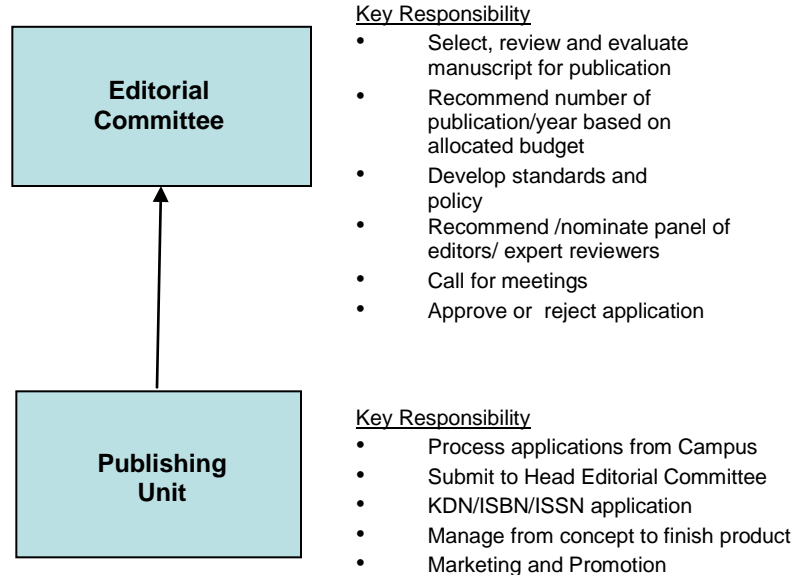
The Editorial Committee meeting will be held at least two times in each semester.

3.1.2 Publishing Unit

Generally Publishing Unit’s function is to ensure publishing process is done in accordance to the guidelines. These process and procedure involves :

- i. Receiving and processing request to publish from the Institute/staff
- ii. Submit the application to the Editorial Committee Chairman for approval
- iii. Plan and propose annual publishing budget
- iv. Ensure standardized elements that need to exist for the published work is followed.
- v. Quality check to improve the process from time to time (design, coordination, provision of materials and the production of the publication)
- vi. Ensure the publication work is done according to the planned and approved yearly budget

Summary of UniKL Publishing Committee Responsibilities



3.1.3 The right to publish

All UniKL staff (academic and non-academic) including contract staff and foreign nationals/"*expatriate*" working with the university can publish their writing through University Publishing Unit. However, any staff who wanted to publish their work through other publishers under MAPIM (Majlis Penerbitan Ilmiah Malaysia/ Malaysian Scholarly Publishing Council)) can do so under the condition that all expenditure will be borne by the staff.

3.1.4 Copyright

For original works, translations, edits and monographs of which the author royalties is paid by Universiti Kuala Lumpur or using fully or in part to ease of writing, then the copyright of these works in terms of print, issue and circulation is held by Universiti Kuala Lumpur.

The author needs to ensure that his works do not violate copyright laws. The author needs to sign an agreement with UniKL once he received the approval to publish his manuscript.

All publications, published by Universiti Kuala Lumpur (using Publishing Unit of the University) and received royalties are required to have an "imprint" and logo of Universiti Kuala Lumpur.

e.g ;



First Publication 2015

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Published by

UNIVERSITI KUALA LUMPUR PUBLISHING
1016, Jalan Sultan Ismail, 50250 Kuala Lumpur MALAYSIA

3.1.5 Types of University Publishing

UniKL Publishing Unit will focus on the publishing of textbook / early editions, student reference materials, teaching and learning modules. Journals, Proceedings of seminars or conferences proceedings

undertaken by the University will also be considered to be published provided that it has been approved by the Center of Research and Innovation. It may also include popular reading materials/ publications or translation work endorsed by the main Editorial Committee.

In addition to the physical book, UniKL Publishing will also publish books and journals in electronic form. (please see Publishing electronic books).

3.1.6 Use of Languages

The materials will be published in English and Malay language. Works in other languages may also be considered.

3.2 THE PUBLISHING PROCESS

3.2.1 Application to publish a manuscripts (book)/ Journal

3.2.1.1 Applicant need to fill in the Publishing Request Form

3.2.1.2 Authors should send their application form along with a sample/ mockup of the manuscript or at least a copy of :

- i. the title page
- ii. list of content page,
- iii. sample chapter/section / executive summary of the book for the initial assessment.

3.2.1.3 All request to publish received by the Publishing Unit will be sent to the main Publishing committee to be reviewed and approved. Nomination of editors (for the experts in a particular field) will be determined by the Publishing Committee.

3.2.1.4 The experts will review the manuscript and need to give their feedback based on :

- i. The content of the manuscript according to the specified field
- ii. The originality / strength of the manuscript
- iii. Any improvement ; if deem necessary
- iv. Marketability

3.2.1.5 Once approved by the main committee, the manuscripts will then be assessed on the standard formatting that corresponds to the publishing requirements, costs/ budget allocated, printing requirements, numbers of copies to be printed etc.

3.2.2 The publication of Modules /Early Print Textbooks

3.2.2.1 Modules are normally published for students use and reference. It is the compilation of teaching materials, teaching notes, formulas and learning practice and lab exercises, . Usually module has a short life period because of the fact that it is always changing and is tied to the content and arrangement of the syllabus of the subject. It is meant for internal circulation only . In a module publishing, the program coordinator will be appointed to coordinate the content of the whole module.

The author is responsible for:

- i. The use of copyright-protected materials including outline, illustrations and so on.
- ii. Assurance that the book will be used as the official text.

3.2.2.2 Modules usually have no ISBN (International Standard Book Number). The author may help to promote and sell them to their students.

3.2.2.3 Teaching Modules may be considered for full publication to be marketed outside.

3.2.2.4 The Publishing Unit will provide a standard format for teaching modules

3.2.3 Marketing/Sales for books/Modules

The target market for academic publishing will be the students and staff from other IPTA and IPTS and also the open market. Whereas for the module, the primary market is the student and staff of UniKL.

To ensure a consistent approach in determining the price of a material published , Publisher of UniKL need to set prices based on the pricing formula as stated below :

Pricing formula of a book is as follows:

$$\text{Printing cost} * 3 = \text{sale price book}$$

* (Print cost based on the number page and the number of copies)

Whereas the determination of the profit and loss statement sales is based on the following formula:

$$(\text{Number of prints e.g 500 books}) - (\text{print cost} + \text{royalties})$$

The price can be determined as well after taking into consideration the following matters:

3.2.3.1 Discounts

Summary of discounts given for purchase of books/modules is as listed in the following table:

Category Buyer	The number of copies purchased	Discounted pricing levels
staff/students and public	1-15 copies	10%
events (book fair)	According to the date of the event	20%
Lecturers and staff	16 copies and more	30%
Wholesale buyer	More than 16 copies	30%
Dealer (agreements with publisher)	Subject to agreement signed	40%

3.2.3.2 Promotion and Marketing by UniKL

UniKL Publishing Unit shall appoint Kosiswa UniKL as a single vendor for the marketing of the books within and outside its premises and campuses. However, Kosiswa UniKL should send the monthly sales report to UniKL Publishing Unit.

The Publisher of the University shall not be responsible for any publication that failed to sell.

3.3 PAYMENT/ ROYALTY/ HONORARIUM

3.3.1 Payment to the author

Payment of any original work published is based on the decision and approval of the University management. It is also based on the following categories of contributors:

Categories	Rates
1. Field appraiser/ expert	RM 300.00/ manuscript
2. Proof Reader	RM 300.00/ manuscript
3. Editor	RM 300.00 / manuscript
4. Book reviewers	RM 100.00 a book
5. Illustrator	RM 20.00 – RM 30.00/ page.
6. Author	15% for the first edition, 17% second ed. and 19% third ed.- following editions

Categories	Rates
7. Author – Teaching Modules	RM 2.00 each copy sold
8. Index search	RM 0.10 one word
9. Translator	RM 500.00 / book of 200 pages

Royalty or honorarium paid will be based on two method :

- a. Paid at once
- b. The fee percentage based on the number of books sold

Fee for correction on errors (by the author ; aside from the error of the printer) and additional pieces to be proof read , whether in early editions or original issue should be borne by the author.

The author will be paid royalties as much as 15% for the first printing (500 copies), 17% for second and 19-20% for the third. The author will not be paid in the form of wages for the writing of the manuscript, as it is part of the responsibility/ contribution of the author to the field of publishing, and the university. Royalty payments will be paid to the author after the first batch of books is sold off.

All royalty/honorarium need to be paid to the others who contributed to the publishing . Editors, proof readers ,illustrators, translators, and reviewers of the book, need to be considered for payment as approved by the main UniKL Publishing Committee and as stated in the above table.

3.3.2 Revenues from Sale

All royalties and revenues/benefits from the sale of the publication need be credited back to the capital cycles of the UniKL Publishing except if the capital derived from a particular unit or campus.

Budget and expenses will be planned by Publishing Unit and monitored by the main Committee.

3.4 REQUEST TO PUBLISH IN ELECTRONIC FORMAT

Any request to publish the materials into electronic format should be made by filling out the ePublishing form. Normally the cost to publish an e book is as lower (40%) than the actual price of a printed book.

Payment of royalties to the author's e book is the same as in the printed book (refer to table in item C no. 1).

4.0 CONCLUSION

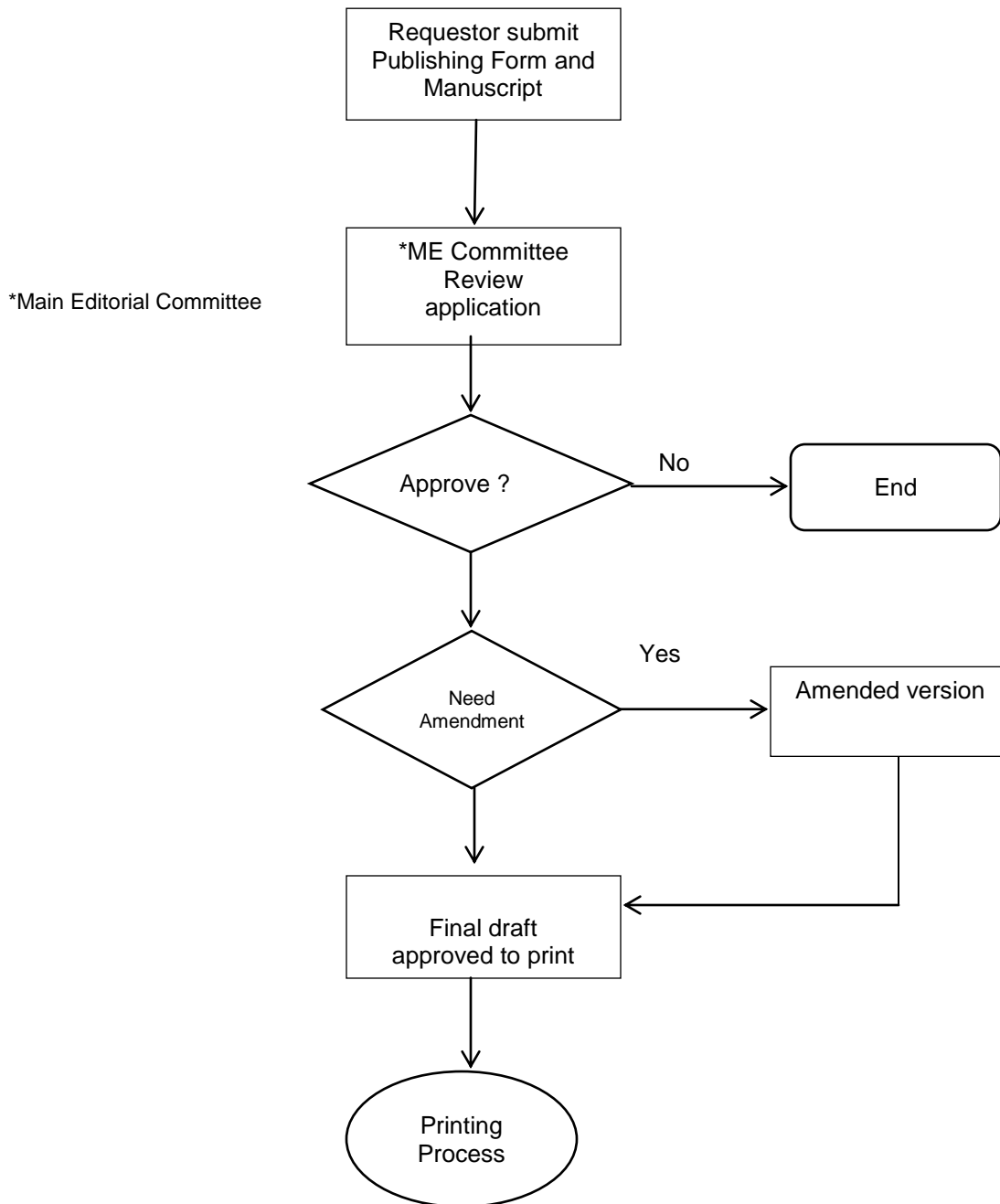
This paper seeks the University Senate approval for the proposed Publishing Guidelines of Universiti Kuala Lumpur.

Proposed by:

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Library & Resource Center
Universiti Kuala Lumpur
Date: 19 February 2016**

APPENDICES

UniKL Publishing Process Flow





UNIVERSITI KUALA LUMPUR PUBLISHING UNIT

PUBLISHING REQUEST FORM

Book/ Journal Title Tajuk Buku/Jurnal	
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Author's Details Maklumat Pengarang
--

1. Applicant Full Name Nama Pemohon	Seperti yang tercatat dalam kad pengenalan (as in IC)
Name	Seperti yang dikehendaki dicetak pada kulit dan halaman judul (as preferred to appear on bookcover)
2. Designation Jawatan	
3. Campus Adress Alamat	
4. Tel. No./ H phone Nombor Telefon	Office : H/phone:
5. Fax No. Nombor Fax.	
6. E Mel	

A. Manuscript Information

Maklumat manuskrip

Author status
(please tick ✓)

(Individual)

(more than one author)

If more than one author, please provide list of co-authors

Jika berkumpulan / lebih dari seorang pengarang, sila nyatakan nama pengarang yang lain

Nama
(Name)

Jawatan
(Designation)

Institut
(Campus)

No. Tel
(Tel. No.)

Emel
(E-mail)

1. Synopsis of Content(You may attach additional document)

2. Importance of the book/ justification for the book to be published

B. Authors Declaration

Perakuan pengarang

1. I hereby declare that this is my original work and has never been published before
Saya akui bahawa manuskrip ini adalah karya asli saya yang belum pernah diterbitkan dan tidak dipertimbangkan oleh penerbit lain.
2. This manuscript is prepared in accordance with format set by UniKL Publishing
Manuskrip ini telah disediakan mengikut format yang ditetapkan oleh Penerbit UniKL
3. I hereby agree that the book(if to publish a book) will be used as main reference for the abovementioned course
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4. The book is valid for internal circulation only(term applied for books only)
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Author's Signature/ Tanda tangan :

..... Tarikh/ Date:

Recommended by (Head of campus/ Section/Department)

Signature :

Name :

Date :

Approval by the Chairman of UniKL Publishing Committee

Signature :

Name : Date :

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An original signed copy of this document must accompany all works submitted for publication with Universiti Kuala Lumpur Publishing.

Document Title:

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