

FLOWCHART OF BOOK CHAPTERS PUBLICATION

Person in Charge			Start	Document/ Form
Main Editor	1	1.	Application of book chapters publication	Documents that should be submitted by the Editor to RA: (i) Book Chapters Publication-Application Form (ii) List of chapters (contains title of chapters with author's name and affiliation for each author) (iii) CV of suggested reviewer
Research Alliance	2	2.	Received book chapters application from main editor	
Research Alliance	3	3.	Approve application by the Dean of RA If yes - submit to main editor If no - repeat process 1	Research Alliance will Issue : (i) Approval Letter to editor (cc to Penerbit UTM Press)
Penerbit UTM Press	No	4.	Appoint editor for book chapters	Penerbit UTM Press will Issue : Appointment letter to editor (cc to Dean of RA)
	5	5.	Appoint reviewer for book chapters	Penerbit UTM Press will Issue: Appointment letter to reviewer and review form (cc to editor/ Dean of RA) Documents that should be submitted to reviewer by Penerbit UTM Press: (i) Manuscript of book chapters and review form
Reviewer	6	6.	Review the manuscript (within 1 month) - 1 chapter, 1 review form	
Penerbit UTM Press	7	7.	Monitor the progress of reviewing	Follow-up done by Penerbit UTM <i>Press</i> Penerbit UTM Press will issue: Reminder letter (exceeded the dateline)
Reviewer	8	8.	Submit reviewed manuscript and review form to Penerbit	Documents that should be submitted to Penerbit UTM Press by reviewer: (i) Reviewed manuscript (original version) (ii) Review form
Penerbit UTM <i>Press</i>	9	9.	Present reviewed manuscripts to Panel of Book Chapters	Penerbit UTM Press will issue: Approval letter to editor (cc to Dean of RA) Documents that should be submitted to editor: (i) Reviewed manuscript (ii) Copy of Review form
Main Editor	10	10.	Make correction based on reviewer's comments	
	11	11.	In charge in editing, proof read & typesetting (based on standard template & format)	
	12	12.	Submit edited manuscript and review form to RA	Documents that should be submitted to Penerbit UTM Press by RA: (j) Manuscript - h/copy & s/copy (edited version)ii) (iii)Manuscript Submission Checklist and Editor Verification
Penerbit UTM Press	13	13.	Receive manuscript from RA - Follow the standard template & format - Record in publication database	Penerbit UTM Press will Issue: (i) Manuscript Submission Letter to RA (cc to Editor)
Penerbit UTM <i>Press</i>	No 14 Yes	14.	Check the manuscript - follow the standard template & format If yes - apply for ISBN no. If no - repeat process 10	
	15	15.	Application of ISBN and Cataloguing No. Proceed for printing	
			End	



