



Malaysian Journal of Music *Special Issue Guidelines*

Journal Website: <http://ojs.upsi.edu.my/index.php/MJM>

The Malaysian Journal of Music specifies that articles in the special issues should be

- research-based, cogently written, well argued, theoretically framed and concluded. Descriptive articles are **not** encouraged.
- original contributions and have not been published elsewhere
- based on a specified theme or issue related **to music or interdisciplinary studies** in music
- globally diverse in content and origins of authors – a minimum articles from 5 different countries of origins or content is expected
- written in good English (British version) or Bahasa Melayu.
- between 4000-6000 words (a maximum of 15 pages, single spaced including pictures, figures, photos and others)
- referencing reputable and journals indexed in Scopus or Web of Science. We highly encourage references to articles from MJM (preferably from 2016 onward) relevant to your research topic.

Fee for online publication only:

Option 1

Publication fee for a maximum of 15 articles RM 18,750/USD 4600

Option 2

Publication fee for a maximum of 20 articles RM 25,000/USD 6200

The fee charged includes the following work:

1. Evaluation of the quality of content in articles from final manuscript
2. Editorial refinement of formatting details such as typesetting, formatting, capitalisations, margins etc.
3. Screening for plagiarism and proper referencing

*Any cost for shipping and delivery is the responsibility of the conference

Guest Editor:

The proposed issue must include an appointed **guest editor** from the conference or symposium (usually the chair of the conference or symposium). Guest Editor should be well-published and have good standing in the publication scene.



Responsibilities of the guest editor and guest editorial board

1. The guest editor is to appoint a guest editorial board.
2. There should be **diversity** in the **geographical distribution** of editors in the board.
3. Editors should have prior experience in journal editing and be considerably well-published.
4. The guest editor should exercise caution in managing conflicts of interest among the editorial board members and in selecting reviewers for articles.

Journal format:

A special issue is considered an issue separate from the regular issues published. The issue will be exclusively dedicated to the conference and can be published usually at any time of the year subject to the time frame allowed to be published (typically 4-6 months).

Author appearances in a journal:

The Malaysian Journal of Music allows an author to appear **only once as primary author** in a single issue. The author may appear as a second or later author **one additional time**.

Peer-Review Process:

The Malaysian Journal of Music uses the **double-blind peer** review process. The peer-review process should be thorough, objective and fair as the journal's reputation depends on the objectivity and ethics of this process (for more information on ethics, see MJM website on OJS UPSI)

Peer Review Process for Special Issue:

1. Articles that are normally submitted from a conference are based on a particular subject area and accepted because of **high** research quality.
2. The conference chair organises his/her own guest editorial board, which would be responsible for the monitoring the peer-review process.
3. The guest editor and editorial board should ensure all articles use the format of the Malaysian Journal of Music (download MJM Article template) from MJM website on OJS UPSI.
4. Authors are responsible for getting their articles edited by a professional native English editor before submitting the article for review. The editors must ensure that the language proficiency in the paper is at par with internationally recognised journals in the field.
5. The guest editor and editorial board should conduct an **initial screening** of all articles in order to select articles of quality for review. Authors should be notified by email whether their articles are approved/rejected for the next review process.



6. The guest editor and board are then responsible for selecting and appointing **2 reviewers** for each paper (double blind peer review). An editor from the guest editorial board should be appointed to monitor the review process. The peer review selection and process is explained in more detail below.
7. Based on the two reviews received, the guest editor and appointed editor should decide on whether the reviewed article can be accepted for the revision process or has to be rejected. If there is ambiguity, appoint a third reviewer. Author should be notified on the status of their article after all reviews have been received.
8. When an article is accepted for revision, the appointed editor must ensure the author addresses the comments of the reviewers, if not, provide reasons to justify their stance. The appointed editor will oversee the revision process until he/she is satisfied with the quality of the article.
9. All articles should be checked for proper layout, margin, typesetting and adjusted to a B5 page setup before submitting it over to the Chief Editor of the Malaysian Journal of Music
10. The final manuscript submitted to MJM must include access to these three components either through email or the Open Journal System (OJS).
 - i. Originality Check Report
 - ii. Manuscript Review Results
 - iii. Decision Form – Editorial Board's decision to accept/ reject each manuscript (special issue)— to be signed & submitted by the Guest Editor for each manuscript).
11. The editorial board of the Malaysian Journal of Music will decide on whether each article achieves the standards of the journal before approval of publication. There will be risks of article rejection if the guest editorial board did not ensure quality prior to this
12. The Malaysian Journal of Music will then hand over the final manuscript to the Penerbit UPSI (UPSI publisher) for final approval of publication.

Reviewer requirements:

1. One reviewer must be an **external reviewer from an institution outside the host institution** of the authors listed in the paper.
2. The reviewers selected cannot be authors listed in the same issue of the journal.
3. Reviewers should be experts in the topic assigned to review.
4. Reviewers should be selected for their objectivity and knowledge of content.
5. The reviewers should assess the strengths and weaknesses of the article with the aim of improving the article.



Originality Check:

1. For special issues, it is the guest editor's responsibility to ensure an author submits an original manuscript.
2. If author is adapting proceedings that have already been published at conferences, the article submitted must have been developed upon, revised and refined based on reviewer's comments. Author should also reference the published proceedings in the article.
3. The Guest Editor should check for possible plagiarism using an application such as *turnitin* or any other softwares **before** sending the articles out for review and submitting the final manuscript to the Malaysia Journal of Music,
4. After articles have been processed through *turnitiin*, MJM advises the following:

Similarity Index	Levels
<30%	Pass
30-40%	Revise and Resubmit
>40%	Reject

5. The guest editor must submit the full originality check for each article to the Chief Editor to verify the similarity score.

Date to Submission of Forms & Manuscripts:

You may submit all the necessary submission and acceptance forms together with the approved manuscripts to the Malaysian Journal of Music. Our editorial board requires 3 months prior to expected publication date to evaluate the quality of articles in the manuscript submitted.

Guidelines & Forms to be submitted:

To propose a Special Issue, you need to complete and submit the following forms to the Chief Editor.

Proposal:

1. Special Issue Agreement form (to be signed & submitted by the Guest Editor)
2. An official letter to the Chief Editor of the Malaysian Journal of Music, Faculty of Music and Performing Arts, UPSI to confirm that you wish to publish a special issue with the Malaysian Journal of Music.
3. An official receipt as evidence of payment should be accompanied with the agreement form.

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