

## BOOK PUBLISHING PROCESS

### **ABOUT**

The Book Section has two units – Acquisition Unit and Production Unit. It manages and monitors the publishing process of a manuscript. There are six types of publications by IIUM Press which are listed as follows:

1. Monographs and Research Books
2. Edited Books
3. Commemorative Books, Collection of Speeches, Inaugural Lectures, Collection of Columnist Essays
4. Translation Books
5. Biographies and Memoirs
6. Textbooks, Manuals

We aim to be the preeminent publisher of serious books about Islamic Knowledge. Our Islamisation of knowledge books cover Islamic Finance, Islamic Banking, *Waqf*, History, Politics, Literature, Arabic Books, Language and Linguistic, Arts and Architecture. Our books are available in printed form as well as e-book.

## **STEP-BY-STEP PROCEDURE ON THE MANUSCRIPT SUBMISSION PROCESSES**

### 1. Submission of New Manuscript

- i. Author can submit the manuscript to IIUM Press in printed version and also in Words format. Please go to our website <https://www.iium.edu.my/office/iiumpress> to know further on the guidelines and procedure for the manuscript submission.
- ii. The following documents are required upon submission:
  - a. Turnitin Report.
  - b. Manuscript Submission Form.
  - c. Cover Letter from Author.

### 2. Pre-screening Process

- i. IIUM Press will do the pre-screening process on the original manuscript within seven working days.
- ii. Author will receive the editorial feedback on changes required (if any).

## **STEP-BY-STEP PROCEDURE ON THE EDITORIAL PROCESS**

### 1. Reviewing Process

- i. IIUM Press will appoint a reviewer to review the manuscript.
- ii. The reviewing process will be a double-blind review process.
- iii. The reviewer is required to complete the reviewing process and submit the report within 20 working days.

## 2. Approval by the Publication Approval Committee

- i. IIUM Press will table the manuscript and the reviewer report in the Publication Approval Committee Meeting for evaluation and approval for its publication.
- ii. IIUM Press will send the letter to author to notify the status of acceptance/ rejection for publication based on the meeting's decision.
- iii. IIUM Press will send the Publication Agreement Form to author for his signature, if the manuscript is accepted.
- iv. IIUM Press will return the manuscript to author, if the manuscript is not approved

## 3. Amendment after the Reviewing Process

- i. The author is required to do amendments based on the report from the reviewer and send the new file to IIUM Press.
- ii. IIUM Press will conduct a compliance checking on the manuscript for completeness and adherence to the suggestions given by the reviewer.

## 4. Language Editing Process

- i. IIUM Press will appoint a professional language editor to edit the manuscript.
- ii. The language editing process will takes 40 days to complete.
- iii. The language editor will submit the edited manuscript in hard copy/soft copy to IIUM Press.

## 5. Amendment after the Language Editing Process

- i. The author is required to do amendments based on the report from the language editor and send the new file to IIUM Press.

- ii. IIUM Press will conduct a compliance checking on the manuscript for completeness and adherence to the suggestions given by the language editor.
- iii. The manuscript will be sent to production process.

## **STEP-BY-STEP PROCEDURE ON THE PRODUCTION PROCESS**

### 1. Appointment of Typesetter and Cover Designer

- i. IIUM Press will call for quotation.
- ii. IIUM Press, based on the quotation received, will issue letter of undertaking to typesetter/ cover designer.
- iii. The typesetter/ cover designer is required to submit the first proof three cover designs to IIUM Press in 14 days from the date of the letter issued.

### 2. Finalising the Typesetted Manuscript/ Cover Design

- i. IIUM Press, after receiving the typesetted manuscript/ cover design from the typesetter/ cover designer, will conduct a compliance checking against in-house publication style.
- ii. IIUM Press will liaise with typesetter/ cover designer to make further correction until the work is in order.

### 3. Application of ISBN/ eISBN and CIP

- i. IIUM Press will send the application form and the required documents to the National Library as follows:
  - Front book cover

- Title page
- Copyright page
- Table of Contents
- Preface/ Introduction/ Abstract/ Synopsis
- URL (for eISBN application only)

#### 4. Proofreading by the Author

- i. IIUM Press will send the typesetted manuscript to author for proofread the content and mark the words/ terminologies in the text for index entries.
- ii. The author is required to return the manuscript with corrections (if any) within ten days.
- iii. IIUM Press will send the manuscript to typesetter to prepare the index.

#### 5. Determination of Book Specifications

- i. Book specifications for the printing is determined based on the following matters:
  - Budget
  - Book contents
  - Book market

#### 6. Selection of Printing Company

- i. IIUM Press will call for quotation.
- ii. IIUM Press, after receiving quotations from printing companies will call Open Quotation Meeting to select the printing company.

- iii. IIUM Press will submit the procurement form to Finance Unit for issuing purchase order.  
Finance Unit will then issue purchase order to printing company.

## 7. Approval of Final Printing

- i. The Printing company will provide a book dummy.
- ii. The copy editor (IIUM Press), author and Director of IIUM Press will check the dummy.
- iii. The typesetter will make necessary corrections to the dummy that has errors, and the edited soft copy will be sent to printing company to prepare the second dummy. The copy editor (IIUM Press), author and Director of IIUM Press will check the second dummy.
- iv. The printing company, after the dummy is approved, will start the printing process.

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