

**Terms and Conditions for the Special Issue in Jurnal Kejuruteraan (Journal of Engineering)(JKeJ).**

As the Lead Guest Editor, your main responsibilities would be to:

1. Invite one to three Guest Editors
2. Write a one-page Call for Papers in consultation with the other Guest Editors.
3. Work acquisition, evaluation, editing and proofreading shall be carried out by the Lead Guest Editor and Guest Editors. The publisher, UKM Press will only accept error-free manuscripts.
4. Decide on the manuscript's layout at the Editorial Board level (before submission).
5. UKM Press is responsible for issuing the letter of appointment for Lead Guest Editor and Guest Editors, coordinating manuscript's layout (volume number insertion and pagination), as well as uploading the manuscripts.
6. Return manuscript to the Lead Guest Editor for further corrections until it's completion if the manuscript's layout is substandard (please refer to the checklist)
7. Ensure that publication will only be done via online means only. The review process needs to be conducted using the Online Journal System (OJS) ONLY where JKeJ applies single-blind review (the authors are required to submit four reviewers' names comprise of local and international reviewers in the system). There should minimum two reviewers where one reviewer should not from same institution.
8. Each article should between 3000 and 7000 words. Turnitin (plagiarism) results should not exceed more than 20% (will be done by JKeJ). Special issue should/recommended comprise of 30% international authors/affiliations to maintain as an international journal. The Lead Guest Editor should monitor the submitted manuscripts to fulfil 30% international authors/affiliations. Note, manuscript with 1<sup>st</sup> affiliation from international given weightage as 1 (if 10 paper, 3 papers should comply), if 2<sup>nd</sup> affiliation from international given weightage as 0.5 (if 10 paper, 6 papers should comply), and combination of it.
9. Ensure that the Lead Guest Editor can publish up to two articles only (depending on the total number of articles, not more than 30% of total manuscripts). Each Author can only appear twice only (or not more than 30% of total manuscript).
10. Forward the list of articles and appointed reviewers to UKM Press for record.
11. Ensure that the revised articles will be checked by the Lead Guest Editor before uploading them into the system.
12. Publication for special issue is throughout the year. As a reference, it is commonly takes between six to nine months from submission, review, final editing by UKM Press and publishes online.
13. Publication Fee: International (USD125/manuscript), Local Outside UKM (RM400/manuscript), Local UKM (RM300/manuscript). This is based on main corresponding author affiliation. (approved by editorial board February 2019)
14. Ensure that the Special issue will only be published after payment is made to Bendahari UKM (UKM Penerbit).

Assoc Prof Ir Dr Abu Bakar Sulong,

Chief Editor Jurnal Kejuruteraan