
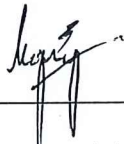
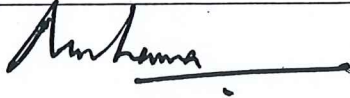



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| DOCUMENT NO.: IIUM/IIUMU/05 | PAGE: 1/5 |

WORKFLOW FOR JOURNAL PUBLICATION

| Prepared By :- | Approved By :- |
|---|---|
| Signature :  | Signature :  |
| Name : Azizah Binti Mohd Yusof | Name : Prof. Dr. Thameem Ushama |
| Position : Assistant Administrative Officer | Position : Director |
| Date: 12 August 2024 | Date: 12 August 2024 |

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| DOCUMENT NO.: IIUM/IIUM/05 | PAGE: 2/5 |

1. OBJECTIVE

To ensure that the procedure is in accordance with the IIUM policies.

2. SCOPE

The procedure is used by International Institute for Muslim Unity (IIUM) as a guideline to improve the process.

3. DEFINITION/ABBREVIATION


| | | | |
|-----|------|---|--|
| 3.1 | D | : | Director |
| 3.2 | AO | : | Assistant Director / Senior Assistant Director / Deputy Director |
| 3.3 | SAAO | : | Assistant Administration Officer |
| 3.4 | AA | : | Administrative Assistant |
| 3.5 | IIUM | : | International Institute for Muslim Unity |
| 3.6 | PO | : | Purchase Order |

4

REFERENCES


4.1 Article

4.2 Acceptance Letter

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| DOCUMENT NO.: IIUM/IIUMU/05 | PAGE: 3/5 |

5. RESPONSIBILITY AND DETAILED PROCEDURE

| RESPONSIBILITY | DETAILED PROCEDURE |
|-----------------------|--|
| D | 5.1 Receive article from an author. 5.2 Forward to Chief Editor for review and recommendation. If Yes proceed to next level. If No resend article to author for amendment. |
| AA | 5.3 Send acceptance letter to author. 5.4 Send issue for compiling and editing 5.5 Request for quotation from suppliers 5.6 Forward to Finance Division to prepare the Purchase Order (PO) 5.7 Send PO to a supplier for printing. 5.8 Upload article to Journal website |
| SUPPLIER | 5.9 Send mock up for Journal |
| AA | 6.0 Get approval from Director If Yes, proceed to next step If No, resend to supplier for amendment 6.1 Receive final copy of publication and send to : - National Library (5 copies) - IIUM Library (1 copy) - Authors (1 copy) - Other organizations (1 copy) 6.2 Prepare document to Finance for payment 6.3 End Process |

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| DOCUMENT TITLE: PUBLICATION - JOURNAL | EFFECTIVE DATE: 12 August 2024 |
| DOCUMENT NO.: IIUM/IIUMU/05 | PAGE: 4/5 |

6. QUALITY RECORDS

| NO | RECORDS | LOCATION | RETENTION PERIOD | RESPONSIBILITY |
|-----------|-------------------------|-----------------|-------------------------|--------------------------|
| 1 | Articles | Softcopy | 7 years | Administrative Assistant |
| 2 | Journal | Filing Cabinet | 7 years | Administrative Assistant |
| 3 | Editorial Board Minutes | Filing Cabinet | 7 years | Administrative Assistant |
| 4 | Acceptance Letter | Filing Cabinet | 7 years | Administrative Assistant |



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VERSION NO: 02

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DOCUMENT TITLE : PUBLICATION - JOURNAL

EFFECTIVE DATE: 12 August 2024

DOCUMENT NO.: IIUM/IIUMU/05

PAGE: 5/5

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