



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA
(IIUM)

VERSION NO: 01

REVISION NO: 00

DOCUMENT TITLE : PUBLICATION- BOOK

EFFECTIVE DATE: 12 August 2024

DOCUMENT NO.: IIUM/IIUMU/06

PAGE: 1/5

WORKFLOW FOR BOOK PUBLICATION

Prepared By :-	Approved By :-
Signature : 	Signature : 
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Position : Assistant Administrative Officer	Position : Director
Date: 12 August 2024	Date: 12 August 2024



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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	IIUMU	:	International Institute for Muslim Unity
3.6	PO	:	Purchase Order

4

REFERENCES


4.1 Article

4.2 Acceptance Letter

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)	VERSION NO: 01
	REVISION NO: 00
DOCUMENT TITLE : PUBLICATION - BOOK	EFFECTIVE DATE: 12 August 2024
DOCUMENT NO.: IIUM/IIUM/06	PAGE: 3/5


5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
D	5.1 Receive manuscript from author. 5.2 Forward to Chief Editor for first screening If Yes proceed to next level. If No resend article to author for amendment. 5.3 Forward to Chief Editor for reviewer, accepted with Minor/Major revision If Yes proceed to next level. If No resend article to author for amendment. 5.4 Process for revision and revised version 5.5 Forward to Chief Editor for final decision If Yes proceed to next level. If No resend article to author for amendment.
AA	5.6 Send acceptance letter to author. 5.7 Send issue for compiling and editing 5.8 Request for quotation from suppliers 5.9 Forward to Finance Division to prepare the Purchase Order (PO) 6.0 Send PO to a supplier for printing. 6.1 Upload article to Book website
SUPPLIER	6.2 Send mock up for Book
AA	6.3 Get approval from D If Yes, proceed to next step If No, resend to supplier for amendment 6.4 Receive final copy of publication and send to : - National Library (5 copies) - IIUM Library (1 copy) - Authors (1 copy) - Other organizations (1 copy) 6.5 Prepare document to Finance for payment 6.6 End Process

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)	VERSION NO: 01
	REVISION NO: 00
DOCUMENT TITLE: PUBLICATION - BOOK	EFFECTIVE DATE: 12 August 2024
DOCUMENT NO.: IIUM/IIMU/06	PAGE: 4/5

6. QUALITY RECORDS

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Articles	Softcopy	7 years	Administrative Assistant
2	Book	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

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)	VERSION NO: 01
	REVISION NO: 00
DOCUMENT TITLE : PUBLICATION - BOOK	EFFECTIVE DATE: 12 August 2024
DOCUMENT NO.: IIUM/IIUMU/06	PAGE: 5/5

FLOW CHART FOR THE BOOK PUBLICATION

