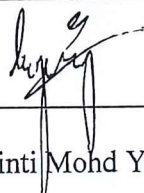
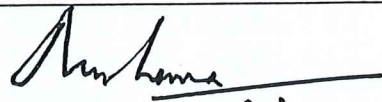
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	<b>REVISION NO: 00</b>
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**WORKFLOW FOR  
BULLETIN PUBLICATION**

<b>Prepared By :-</b>	<b>Approved By :-</b>
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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### **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 (IIMU) 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	IIMU	:	International Institute for Muslim Unity
3.6	PO	:	Purchase Order

### **4**

#### **REFERENCES**


4.1 Article

4.2 Acceptance Letter

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#### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
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 Forward to Chief Editor for language editing. 5.4 Forward to Chief Editor for Typesetting/ Edit photos/Cover design 5.5 Apply for ISSN / E-ISSN 5.6 Request quotation from suppliers 5.7 Forward to Finance Division to prepare the Purchase Order (PO) 5.8 Send PO to a supplier for printing. 5.9 Upload article to Journal/Book/Bulletin website
SUPPLIER	6.0 Send mock up for Bulletin
AA	6.1 Get approval from D If Yes, proceed to next step If No, resend to supplier for amendment 6.2 Receive final copy of publication and send to : - National Library (5 copies) - IIUM Library (1 copy) - Authors (1 copy) - Other organizations (1 copy) 6.3 Prepare document to Finance for payment 6.4 End Process

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**6. QUALITY RECORDS**

<b>NO</b>	<b>RECORDS</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>RESPONSIBILITY</b>
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



### FLOW CHART FOR THE BULLETIN PUBLICATION

