

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	RESEARCH PUBLICATION CENTRE (RPC)
	GUIDELINES FOR PUBLICATION INCENTIVE CLAIM

## A) INDEXED JOURNAL PUBLICATION INCENTIVE CLAIM

(For papers that published in 2011 & 2012 only)

### i) Criteria :

Indexed in Web of Science : each 0.1 impact factor = RM200 (max RM3000)  
 Indexed in Scopus = RM200

The published paper must have volume no. and page no.

The published paper must have 'Universiti Teknologi Malaysia' as the affiliation. (Do not use any other variation).

The applicant is the corresponding author who is a UTM staff (academician & non-academician). Otherwise, the applicant is the first UTM staff on the list of authors. The published paper must have at least one author who is an academic staff of UTM.

Application for the incentive can only be done once, although there is a change in impact factor.

Papers published after March 2012 by Academic Journal & Euro Journal are not eligible for the incentive claim.

### ii) Documents that should be submitted :

Claim form            Forms can be downloaded from <http://rmc.utm.my/research-activity/12/>

Proof journal indexing in Web of Science / SCOPUS

Hardcopy of the published paper

UTMFin e-form        ([https://utmfin .utm.my](https://utmfin.utm.my))

ITEM	DETAILS
UTMFIN Description	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICANT'S NAME)
Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM-UMUM-UMUM
Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTI F PENERBITAN PENYELIDIKAN
Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM
Payment Method	CEK

Officer in-charge : Mrs. Nor Fadilah Mohamad Nasir / [nfadilah@utm.my](mailto:nfadilah@utm.my)/ ext: 37771

## B) NON-INDEXED JOURNAL PUBLICATION INCENTIVE CLAIM

(For papers that publish in 2011 only)

### i) Criteria :

RM100 / arti cle

The published paper must have volume no. and page no.

The published paper must have 'Universiti Teknologi Malaysia' as the affiliation. (Do not use any other variation).

The applicant is the corresponding author who is a UTM staff (academician & non-academician). Otherwise, the applicant is the first UTM staff on the list of authors. The published paper must have at least one author who is an academic staff of UTM.

Application for incentive claim can be applied once per article.

### ii) Documents that should be submitted :

Claim form          Forms can be downloaded from <http://rmc.utm.my/research-activity/12/>

Hardcopy of front page of website journal (content ISSN/ISBN No.)

Hardcopy of journal content pages as a proof for publication

Hardcopy of the published paper

UTMFin e-form          (<https://utmfin.utm.my>)

ITEM	DETAILS
UTMFIN Description	TUNTUTAN INSENTIF PENERBITAN NON-INDEXED JOURNAL 2011 (APPLICANT'S NAME)
Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM -UMUM -UMUM
Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTI F PENERBITAN PENYELIDIKAN
Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM
Payment Method	CEK

Officer in-charge : Mrs. Nor Fadilah Mohamad Nasir/ [nfadilah@utm.my](mailto:nfadilah@utm.my)/ ext: 37771

C) BOOK CHAPTERS PUBLICATION INCENTIVE CLAIM  
 (For book chapters that publish in 2011 & 2012 only)

i) Criteria :

RM100 / chapter

The published chapters must have page no.

The published chapters must have 'Universiti Teknologi Malaysia' as the affiliation. (Do not use any other variation).

The applicant is the first UTM staff (academician & non-academician) on the list of authors. The published chapter must have at least one author who is an academic staff of UTM.

Application for incentive claim can be applied once per article.

ii) Documents that should be submitted :

Claim form      Forms can be downloaded from <http://rmc.utm.my/research-activity/12/>

Hardcopy of the published chapters

Hardcopy of the front cover of the book chapters

Hardcopy of the copyright page of the book chapters

Hardcopy of table of content pages

UTMFin e-form      (<https://utmfin.utm.my>)

ITEM	DETAILS
UTMFIN Description	TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION)(APPLICANT'S NAME)
Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM -UMUM -UMUM
Purchaser	QJ130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTI F PENERBITAN PENYELIDIKAN
Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM
Payment Method	CEK

Officer in-charge : Mrs. Norzubaidha Ismail / [norzubaidha@utm.my](mailto:norzubaidha@utm.my) / ext: 37834

## D) CITATION INCENTIVE CLAIM

(For Citation in 2011 only)

- i) Criteria :  
Each citation = RM200 (for article published in journal indexed in Web of Science / Scopus only)

The published article must have volume no. and page no.

The published paper must have 'Universiti Teknologi Malaysia' as the affiliation. (Do not use any other variation).

The applicant is the corresponding author who is a UTM staff (academician & non-academician). Otherwise, the applicant is the first UTM staff on the list of authors. The published paper must have at least one author who is an academic staff of UTM.

Self-citation is not eligible for the incentive. (The citing articles exclude articles which have the applicant's name as one of the authors).

The applicant must declare the no. of citations from Web of Science and Scopus. The amount claimed referred to the highest number of citations for the cited article.

Example : No. of citations in Web of Science – 10

No. of citations in Scopus - 20

So amount claimed should be 20 citations x RM 200 per citation = RM4000

Application for the incentive can only be done once, although there is a change in no. of citations.

- ii) Documents that should be submitted :

Claim form                      Forms can be downloaded from <http://rmc.utm.my/research-activity/12/>

Proof of published cited article in Web of Science / Scopus

List of citing articles (exclude articles which have the applicant's name as one of the authors)

UTMFin e-form                      (<https://utmfin.utm.my> )

ITEM	DETAILS
UTMFIN Description	TUNTUTAN INSENTIF CITATION 2011 (APPLICANT'S NAME)
Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM -UMUM -UMUM
Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PENYELIDIKAN
Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM
Payment Method	CEK

Officer in-charge : Mrs. Nor Fadilah Mohamad Nasir

(FPPSM, FKM, FKK, FKA, FS, FSKSM, FGHT, UTM IC)

Mrs. Norzubaidha Ismail

(FP, FTI, FKE, FPREE, FBB, FAB, FKBSK, Language Academy)