FLOWCHART OF BOOK CHAPTERS PUBLICATION

Person in Charge			Start	Document/ Form
Main Editor	1		Application of book chapters publication through Research Alliance	Documents that should be submitted by the Editor: i-Book Chapters Publication-Application Form ii- List of chapters (contains title of chapter with author's name and affiliation for each author) iii- CV of suggested reviewer
Research Alliance	No 2	2.	Approval by the Dean If yes - submit to RMC If no - repeat process 1	
RMC	No 3	3.	Approval by the Deputy Director (Research Publication) If yes - submit to main editor If no - repeat process 1	RMC will issue : i- Approval Letter (cc to RA) ii- Appointment of Reviewer Letter (cc to Editor)
Main Editor	4		Appoint authors for each chapters -authors prepare the manuscript based on standard format	Template - Chapters, Preface, Content, Index
	5		Arrange evaluation session (within 1 month) - 1 reviewer for each book chapters - each chapter has to be reviewed individually	Book Chapters Publication-Review Form
Reviewer	6	6.	Review the manuscript (within 1 month) - 1 chapter, 1 review form	
	7	7.	Submit reviewed manuscript and review form to RMC	
RMC	8	8.	Revise panel's comments and submit to the Editor	
Main Editor	9	9.	Make correction based on reviewer's comments	
	10	10.	In charge in editing, proof read & typesetting (based on standard template & format)	
	11	11	Submit edited manuscript and review form to RMC	Documents that should be submitted to RMC by the Editor: i) Manuscript - h/copy & s/copy (edited version) ii) Copy of review form iii) Manuscript Submission Checklist and Editor Verification
RMC	No 12 Yes	12.	Check the manuscript - follow the standard template & format If yes - submit to UTM Press If no - repeat process 9	RMC will issue : Manuscript Submission Letter (cc to Editor & RA)
UTM Press	13 No		Check the manuscript - follow the standard template & format If yes - apply for ISBN no. If no - repeat process 12	
	14		Application of ISBN and Cataloguing No. Proceed for printing	
			End	

Forms and template can be downloaded from http://rmc.utm.my/research-activity/12/ Further guidelines and format can refer to Gaya & Panduan Penerbitan Book Chapters- Penerbit UTM Press