

FREQUENTLY ASKED QUESTION (FAQ) OF IIUM PRESS

Below are some Frequently Asked Questions about IIUM Press. They cover informations pertaining to book publication, copyright and agreement of book publication, translation, marketing and promotions and journal publication.

BOOK PUBLICATION

- 1 Q- How can I submit my manuscript to IIUM Press?
A- The author is required to submit the book proposal in a printed hard copy and also in electronic file, preferably Microsoft Words. The following documents are required upon submission:
(a) Turnitin Report, (b) Manuscript Submission Form, (c) Cover letter from author (d) Electronic file in CD.
- 2 Q- Where can I find publishing guidelines?
A- The author can view and download our publishing guidelines at <https://www.iium.edu.my/office/iiumpress>
- 3 Q- In what language should I write?
A- Our publications are in English, Arabic languages and Bahasa Melayu
- 4 Q- Does IIUM Press published e-books?
A- Yes, we do published e-books.
- 5 Q- How long IIUM Press usually takes to publish a book?
A- Overall process will take a minimum of eight months, from the date of approval by the Publication Approval Committee Meeting (PACM) until the book is printed.
- 6 Q- Can I publish my thesis with IIUM Press?
A- IIUM Press will only publish the revised thesis.
- 7 Q- Are IIUM Press manuscripts peer reviewed?
A- Yes, all manuscripts published by IIUM Press undergo peer review.
- 8 Q- Does the author need to pay any fee for editing job?
A- No, the author does not have to pay any fee for the editing job. IIUM Press will appoint the language editor once the manuscript is accepted.
- 9 Q- Does IIUM Press co-publish with other publishers?
A- Yes, IIUM Press does co-publish with other publishers locally and internationally.

COPYRIGHT AND AGREEMENT OF BOOK PUBLICATION

- 1 Q- Can I republish my book with another publisher?
A- Yes, you can republish your book with another publisher after you have received a written approval of the copyright release permission from IIUM Press.
- 2 Q- I have published my book with another publisher, can I republish the book with IIUM Press?
A- No, the IIUM Press gives priority to original works only.
- 3 Q- Can I republish some chapters in my book which was published by IIUM Press in my new book, and to be published in another publisher?
A- Yes, you can republish the required parts in your new book and publish with another publisher after you have received our consent or a written approval of the copyright release permission from IIUM Press.
- 4 Q- If I publish my book with IIUM Press, will there be any agreement or contract between IIUM Press and myself?
A- Yes, the author needs to sign the Publication Agreement with IIUM Press for publishing the book.

TRANSLATION

- 1 Q- I want to translate a book and publish with IIUM Press. What should I do?
A- Please contact our editor to discuss on this matter.
- 2 Q- What is the meaning of copyright status for the translation work?
A- If the book has no copyright issues such as public domain or thesis, then we can consider for translation. If the book has copyright, we need to get the permission from the copyright holder.
- 3 Q- What type of books and genres can be considered by IIUM Press to be translated?
A- Any type of books and genres depending on the decision made by IIUM Press.
- 4 Q- Do IIUM Press pay royalty or honorarium for translation work?
A- Yes.

MARKETING AND PROMOTION

- 1 Q- How are IIUM Press books promoted and marketed?
A- We promote and market our books through events such as book launching and book talk, also through our official social media: Facebook, Instagram, Twitter and YouTube. In addition, we promote pre-order and book selling through e-commerce platform: Shopee, Lazada and Ookbee MY.
- 2 Q- Where is IIUM Bookshop situated?
A- IIUM Bookshop is located at IIUM Gombak Campus, in front of IIUM Dar al-Hikmah Library.
- 3 Q- How to purchase book published by IIUM Press through online platform?
A- You can visit IIUM Press web store at <https://bookshop.iium.edu.my>. You can also access Shopee Malaysia platform at <https://shopee.com.my/iiumbookshop> and Lazada Malaysia platform at <https://www.lazada.com.my/shop/iiumbookshop>.
- 4 Q- How can the community get information on the latest books published by IIUM Press?
A- All information pertaining to our latest publications are available at <https://bookshop.iium.edu.my>. To get brief information on the books, you are advised to click on IIUM Press Catalogue & IIUM Press Right Catalogue on our website.
- 5 Q- How to get notification on the latest promotions and discounts by IIUM Press?
A- Kindly visit our web store at <https://bookshop.iium.edu.my> for our latest promotions and discounts. You can also like and follow us on our official channels - Facebook, Instagram, Twitter and YouTube for more updates.
- 6 Q- How to get more information about IIUM Bookshop?
A- Kindly email us at iiumbookshop@iium.edu.my for any inquiries.

JOURNAL PUBLICATION

- 1 Q- Are IIUM Journals indexed in SCOPUS and WoS?
A- Yes, IIUM Journals are indexed in SCOPUS and WoS.
- 2 Q- How can I publish my articles in IIUM Journals?
A- You may visit our my website at <https://journals.iium.edu.my/v2> to view the guidelines about publishing articles in IIUM journals.
- 3 Q- Who are eligible to publish articles/ papers in IIUM Journals?
A- Researchers from various discipline from Malaysia or outside Malaysia are eligible to publish their articles/ papers and scholarly works in IIUM journals.

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