

Publication Support Scheme

Effective Date: 01/05/2018

Amended: 30/4/2018

Introduction

Sunway University seeks to become recognised internationally for the quality of its research. To become so recognised, academic staff of the University need to be encouraged and supported to publish their research findings in high impact factor, internationally-recognised journals. Whilst most top quality journals are subscription-based and free to publish in, some journals are open access and carry page charges. This Scheme is intended to provide support to staff publishing in Open Access Journals and for those staff who need English Language editorial services to meet the high standards of English required in leading journals.

Scope

The Publication Support Scheme provides:

- (i) Funding for staff to engage the services of a suitably qualified and experienced editor who can assist in ensuring that the manuscript meets the high standards of formal English language required for publication in leading international journals;
- (ii) Funding for **mandatory** page charges in Open Access Journals.

Support shall **not** normally be provided for (*inter alia*):

- (i) Manuscripts submitted to non-indexed journals;
- (ii) Reprinting charges;
- (iii) Voluntary donations;
- (iv) Optional Charges (including hybrid journals).

The maximum level of support available under the scheme shall not normally exceed RM3000 per manuscript/paper. For Q1 journals, additional support may be approved at the discretion of the Provost.

Criteria and Limitations

1. Publication Support

All **full-time staff** of the University are **eligible** to apply for publication support, provided that:

- (i) They are the corresponding author of the paper;
- (ii) The author's affiliation is Sunway University;
- (iii) The publication is indexed in SCOPUS and, for Open Access (OA) journals, in the Directory of Open Access Journals (DOAJ).

Where the Sunway staff member is **not** the corresponding author, but criteria (ii) and (iii) are met, Sunway University may provide financial support on a **pro rata basis**, provided that financial support has been sought from and rejected by university to which the corresponding author is affiliated (evidence shall be required).

Support for part-time staff shall be considered on a **case-by-case basis**. Support shall not normally be given to Adjunct or Visiting staff.

Support for publishing in OA journals will only be provided where it can be demonstrated that a *free-to-publish* journal of equal standing is not available. A number of subscription journals offer an open access option on a page charge basis: so-called **Hybrid journals**. The evidence as to whether Open Access papers are more highly cited than those in the same subscription based publication is contradictory: OA publications from Sunway University staff are in fact (slightly) less well-cited. The escalating costs and contradictory evidence means that many universities are now limiting support given for page charges in hybrid journals. In line with this trend, Sunway University **will not** normally cover page charges for hybrid journals.

2. Editorial Services

Sunway University Press provides a basic English Language editorial service. This service may be called upon pre- or post-submission and it is expected that staff requiring editorial assistance shall, in the first instance, utilise this service (further details of this service are available from SUP). Support for externally provided editing services will normally only be considered when:

- (i) The manuscript has already been accepted for publication in an approved journal, but subject to remedial editing of the language;
- (ii) The internal editorial services have already been used, or otherwise where specialist services that are not available in-house can be justified.

Application and Approval Process

Staff must apply **in advance** for support under the Scheme by completing the Application for Publication Support Form. The completed application form should be sent to the REO together with any necessary supporting documentation. The decision for approval shall normally be made by the Provost, who may, in certain circumstances, refer it to the University Research and Enterprise Committee for further consideration. The REO shall notify the applicant and, if applicable, the Financial Services Department for the disbursement of support, once the final decision has been made.

Any fees or charges not approved in advance shall not be eligible for support.

Review of Guidelines

The above guidelines are not exhaustive; any particular case not covered under the above guidelines should be referred to the Provost before making any application.

APPLICANT AND JOURNAL PARTICULARS

Applicant's Full Name & Title		
School/Department		
Email		
Journal Title (in full)		
Name and Institutional Affiliation of Corresponding Author		
Co-author(s) (including their institutional affiliations)		
Publisher		
Open Access Journal?	Yes/No	
Hybrid Journal?	Yes/No	
Indexing	SCOPUS: Yes/No	DOAJ: Yes/No
Journal Impact Factor		
Journal Tier (Q1, Q2, Q3, Q4)		

SUPPORT REQUESTED

(Please attach supporting documents refer checklist)

	Cost per page	No of pages	Total amount (foreign currency)	Total amount (RM)
Manuscript editorial service				
Mandatory page charge				
TOTAL SUPPORT REQUESTED				

JUSTIFICATION

(For publication page charges, please give a short justification as to why the publication in an Open Access Journal is necessary)

Checklist: Compulsory documents to be attach:

- ✓ Hard copy of the journal paper (latest approved / submitted version)
- ✓ Copy of acceptance letter
- ✓ Editing Summary from Sunway University Press
- ✓ Quotation for external editorial service
- ✓ Page charge details
- ✓ Others (*if any*)

APPLICANT'S DECLARATION

DECLARATION

I have read the Personal Data Protection Notice provided by Sunway University pursuant to section 7 of Personal Data Protection Act 2010 [http://sunway.edu.my/pdpa/notice_english (English version) or http://sunway.edu.my/pdpa/notice_BM (Malay version)], which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway University may disclose my personal data to.

I hereby give consent to Sunway University to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application.

I hereby declare that all information provided in this form is true and correct. I agree to comply with the University's policies and guidelines concerning the Publication Support.

SIGNATURE :

NAME:

DATE :

TO BE COMPLETED BY RESEARCH OFFICE

APPROVAL	(<input type="checkbox"/>) Yes (<input type="checkbox"/>) No	PROVOST'S SIGNATURE	
AMOUNT APPROVED			
ACCOUNT/PROJECT NO		Name	
FUNDING BODY (if applicable)		Date	