

Guidelines for a Complete Submission of a paper to JESTEC

SUBMISSION CHECKLIST	
Compulsory documents	Requirements for each document
<input type="checkbox"/> 1. Manuscript	<ul style="list-style-type: none"> • Manuscript must be prepared using JESTEC manuscript template and formatted accordingly. • References must strictly follow JESTEC referencing style.
<input type="checkbox"/> 2. Copyright transfer form (CRTF)	<ul style="list-style-type: none"> • Provide the information required for the paper and authors. • Please tick (X) in either box for 'YES' or 'NO' for answering the question 'Has this manuscript been copyrighted, published, or submitted for publication elsewhere?' • All main authors and the corresponding author must sign (writing your name as signatures is not acceptable). • If signing on behalf of all authors, 2 signatures are required. The representing author must sign for himself/herself first in the (co)author's signature, then must sign again in the 'Signature' to represent the rest in the last statement. • Please send a PDF or scanned PDF copy of the CRTF with clear visibility to us via email jestec@taylors.edu.my.
<input type="checkbox"/> 3. Declaration Form (DF)	<ul style="list-style-type: none"> • Provide the information required for the paper and the authors. • All authors must sign this form (writing your name as signatures is not acceptable). • If the corresponding author signed on behalf of all authors, two signatures are required. The representing author must sign for himself/herself, then must sign again to represent the rest in the last statement. • Please send a PDF or scanned PDF copy of the Declaration form with clear visibility to us via this email jestec@taylors.edu.my.
<input type="checkbox"/> 4. CV of the corresponding author	<ul style="list-style-type: none"> • Details is required in the CV of the corresponding author only.
<input type="checkbox"/> 5. Similarity report	<ul style="list-style-type: none"> • Similarity index report is a must for submission. A complete plagiarism report should be generated from <u>trusted and licensed software</u>, such Turnitin. • JESTEC only accept your paper if the similarity index is <u>no more than 20%</u>.
<input type="checkbox"/> 6. PPR file	<ul style="list-style-type: none"> • Download the PPR excel file and provide complete information in Paper's Details worksheet only. • <u>Full names, full affiliations and emails</u> must be written for all authors. • State the <u>similarity index</u> of your work. • Nominate at least 4 <u>reviewers</u> whose qualification must be Ph.D. with adequate knowledge of the topic and write their <u>contact email(s)</u>.

Please, note that:

- An acknowledgement for a complete submission to JESTEC is officially issued with a manuscript ID, only when requirements for each document are satisfied and these SIX (6) documents are submitted all together in one email to the Executive Editor (jestec@taylors.edu.my).
- Lacking/missing any of the 6 documents in the checklist (requirements for each document are satisfied), your submission is considered incomplete and therefore, unable to proceed to JESTEC reviewing process.
 - All attached document in the incomplete submission will NOT be saved in JESTEC system.
 - Hence, a new submission is required by sending again with all the 6 documents together with satisfied requirements in one email.
- Please, note that you are not allowed to modify the CRTF, DF, and PPR. Just fill in with the required correct and accurate information.
- The reviewing process will take approximately 2-4 months.
- An additional document on the next page would help authors to correct the formatting mistakes in the manuscript.