

SCIENTIFIC ARTICLE WRITING PROGRAMME

TERMS AND CONDITIONS

1. This scientific article writing programme is an initiative by the School of Dental Sciences to allow flexibility in time-management for the applicant to complete a semi-ready manuscript for journal submission. Semi-ready manuscripts include manuscripts prepared by elective students for report and manuscripts for reformatting for journal submission.
2. The applicant is given a maximum of 5 days per manuscript within 6 weeks. Two half days are equal to one day. However, if the manuscript is completed in less than the maximum days, applicant should notify the Unit SERANTA & Penerbitan. Integrity of the applicant in handling this matter is implored.
3. This programme should not interfere with teaching or other official responsibilities.
4. Writing can be done inside or outside the USM campus.
5. Although writing can be done outside the USM campus, the applicant is still considered working and thus, should treat the day as such. The day spent outside of campus for writing should NOT be regarded as annual leave (*cuti rehat*).
6. Approval to write inside the campus is obtained from Head of Unit.
7. Approval to write outside the campus is obtained from the respective Head of Unit and the Dean.
8. Once approved, the application form should be submitted to the Unit SERANTA & Penerbitan for registration (via Research Office).
9. Once the manuscript has been submitted to the journal, proof of submission should be send to the Unit SERANTA & Penerbitan.
10. The next application can be requested once the applicant has submitted the proof of submission for the current manuscript.
11. The approved date(s) may be cancelled by the Head of Unit/ Dean should an urgent matter arise.
12. Any changes to the approved date(s) should be notified to the respective Head of Unit and Unit SERANTA & Penerbitan.
13. This programme is managed by Unit SERANTA & Penerbitan, PPSG.