

 Perpustakaan Sultanah Bahiyah Universiti Utara Malaysia	Approved by:	:	JKPI Ke-96 Bil 02/2025 (26 March 2025)
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GUIDELINES FOR THE PUBLICATION INCENTIVE SCHEME (SIP) FOR JOURNAL ARTICLES, BOOKS, AND BOOK CHAPTERS

1.0 BACKGROUND

- 1.1 The Publication Incentive Scheme (SIP) for journal articles, books, and book chapters was first implemented in 2013.
- 1.2 The Scheme has been progressively enhanced to ensure its implementation remains effective and competitive in alignment with the University's agenda.
- 1.3 The 305th University Management Committee (JPU) Meeting, No. 10/2023, approved the enhancement of the SIP for journal articles, books, and book chapters.
- 1.4 To ensure the effective implementation of the incentive scheme, these guidelines will be continuously reviewed and aligned with the requirements of MyRA and HiCOE.

2.0 ELIGIBILITY REQUIREMENTS

2.1 Journal Articles

- 2.1.1 Applications are open to all UUM academic staff (permanent and contract).
- 2.1.2 The journal article must be within the applicant's field of expertise.
- 2.1.3 The applicant must be the *corresponding author* or the *main author* of the journal article.
- 2.1.4 Only journal articles that include "Universiti Utara Malaysia" as the institutional affiliation are eligible for the incentive.
- 2.1.5 For Scopus-indexed journal articles, the publication must be indexed in the Scopus database. For Web of Science (WoS) journal articles, the publication must be indexed in **both** the WoS™ Core Collection (excluding ESCI) **and** Scopus.

2.1.6 Applications under this scheme are only applicable to publications published in the previous calendar year.

2.1.7 Only academic staff who have met their individual publication Key Performance Indicators (KPIs) are eligible to apply for this incentive (Refer to publication requirements issued by the Human Resource Department).

For example, journal publications and individual publication KPIs achieved in 2024 shall be considered for the 2025 incentive scheme application.

Article Published	Individual Publication KPI	SIP Application
Throughout the year 2024	Year 2024	Throughout the year 2025

2.1.8 The incentive payment rates and publication categories are as follows:

Category	Quartile (Q)	Incentive Rate (RM)
Scopus	Q1	1,250
	Q2	1,000
	Q3	750
WoS & Scopus	Q1	2,500
	Q2	2,000
	Q3	1,000
WoS Emerging Source Citation Index (ESCI)	Not considered	

Table 1: Incentive payment rates by publication category

2.2 Books and Book Chapters

2.2.1 Applications are open to all UUM academic staff (permanent and contract).

2.2.2 Only research-based books and research-based book chapters are eligible for this incentive.

2.2.3 The eligibility criteria for research-based books and book chapters are as follows:

- i) The book must be a first edition.
- ii) The book must be peer-reviewed prior to publication.
- iii) For book chapter submissions, only **FOUR (4)** chapters per book are eligible for incentive payment.
- iv) Books published via *fast print* or instant printing methods are **not accepted**.

2.2.4 The book must be published by recognised international or national publishers (MAPIM-recognised).

(Refer to the list available on the Perpustakaan Sultanah Bahiyah website at <https://library.uum.edu.my>. The list will be updated from time to time.)

2.2.5 The incentive payment rates are as follows:

Category	Incentive Rate (RM)
Original Research Book (Published by UUM Press)	2,000
Original Research Book (Published by MAPIM publishers other than UUM Press / International Publishers)	1,000
Research-Based Book Chapter (UUM Press)	$\frac{2000}{\text{Total Chapters}} \times \text{No. of Chapters Written}$
Research-Based Book Chapter (MAPIM publishers other than UUM Press / International Publishers)	$\frac{1000}{\text{Total Chapters}} \times \text{No. of Chapters Written}$
Editor of Edited Volume (Book Chapter)	500

Table 2: Incentive payment rates by category

2.2.6 In cases where there are more than TWO (2) authors, the method of incentive distribution shall refer to Clause 5.2.

3.0 GENERAL TERMS AND CONDITIONS

- 3.1 All UUM staff publications must be recorded in the University Publication System (UPS) by the main author (corresponding author/first UUM author) prior to submitting the incentive application. The Sultanah Bahiyah Library will not process any incentive applications if this requirement is not fulfilled.
- 3.2 Applicants may only apply for **one** university publication incentive scheme **per article** (either SIP – Publication Incentive Scheme, or SPYPJ – Journal Publication Fee Funding Scheme).
- 3.3 The **maximum claimable amount** under SIP and SPYPJ is **RM8,000.00 per year per applicant**.
- 3.4 A **separate application form** must be submitted for each publication category. *For example, if an applicant submits claims for both a journal article and a book chapter, two (2) separate application forms must be submitted.*
- 3.5 Applicants who are approaching retirement are encouraged to plan their submission dates and ensure that their application can be tabled for approval by the Publication Incentive Scheme Committee **before the retirement date**. Incentive payments will be processed **after approval** is granted by the committee.

4.0 PAYMENT APPROVAL

- 4.1 Verification by the Sultanah Bahiyah Library will use the **current quartile ranking** as the basis for payment for UUM publications indexed in Web of Science (WoS) and Scopus. If the article falls under **multiple subject categories**, the **highest quartile** will be used.
- 4.2 The article must be aligned with the author's field of expertise.
- 4.3 For WoS-indexed articles, the Sultanah Bahiyah Library shall refer to the latest **Journal Citation Report (JCR)** for verification purposes.
- 4.4 Incentive payments for WoS/Scopus-indexed articles will be processed **only after** the article has been indexed and **verified** by the Sultanah Bahiyah Library.
- 4.5 For **books and book chapters**, verification will be conducted by **UUM Press**.
- 4.6 Payment will be made only after indexing and **approval by the Publication Incentive Scheme Evaluation Committee**.

5.0 PAYMENT METHOD

5.1 Payment will be credited to the applicant's account by the **Bursary Department**.
(Refer to Treasury Circular No. 6/2024)

5.2 For co-authored publications involving UUM staff, the incentive will be paid to the **main applicant**, and distribution among co-authors shall be based on **mutual agreement** among the authors.

Note: The Sultanah Bahiyah Library shall not be held responsible for any distribution disputes.

6.0 APPLICATION PROCEDURE

6.1 Opening and closing dates for the incentive scheme will be announced on the Sultanah Bahiyah Library website.

6.2 Application forms can be downloaded from the library's website at:
<https://library.uum.edu.my/scholarly-communication>

6.3 Applicants are required to complete the application form and submit publication evidence, as follows:

- **Journal Article:**
Copy of the publication cover page and relevant pages showing author name(s), affiliation, article title, year, university name, publisher, and acknowledgment section.
- **Book/Book Chapter:**
Pages showing book title, author(s), publisher, year of publication, cover page, table of contents, preface, ISBN, copyright page, and relevant content page(s).

7.0 APPLICATION FLOW

7.1 The application process for the Publication Incentive Scheme is as follows:

7.1.1 Applicant completes the application form.

7.1.2 The form is endorsed by the Dean of the respective School.

7.1.3 The Library receives and identifies the publication type.

7.1.4 For **books and book chapters**, verification is done by UUM Press.

7.1.5 For **journal articles**, verification is done by the Sultanah Bahiyah Library.

7.1.6 The **Publication Incentive Evaluation Committee** reviews the application.

7.1.7 Approved applications are submitted to the Bursary for payment processing.

8.0 EFFECTIVE DATE

1 April 2025

9.0 ENQUIRIES

For further enquiries, please contact the Sultanah Bahiyah Library at:

 04-928 3644 / 3645 / 3646