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IREP DIGITIZATION REQUIREMENTS AND GUIDELINES

NO.	PUBLICATION TYPE	DESCRIPTION	ITEM TYPE	REQUIREMENTS	REMARKS
1	Article	An article in a journal, magazine, bulletin, newspaper, and academic website.	Journal Article	<p>Published:</p> <ol style="list-style-type: none"> 1. Published full text 2. Arabic journal and journal not available online must include cover page and table of contents (<i>for verification</i>) <p>In Press: (Not recommended)</p> <ol style="list-style-type: none"> 1. Full text with 2. Acceptance letter from the publisher 	<p>- Softcopy provided by the author(s)</p> <p>- *Depositors and Editors always check/refer to Publisher's website or official page of the Journal, Scopus and Web of Science (WOS) for verification.</p> <p>Softcopy provided by the author(s) in 1 .pdf file</p>
			Magazine, bulletin, newsletter	<p>Eg. : Kulliyah's Newsletter or Bulletin, Solusi, Anis, Dewan Bahasa</p> <p>Published:</p> <ol style="list-style-type: none"> 1. Cover page 2. Copyright page 3. Published full text. 	Softcopy provided by the author(s) in 1 .pdf file
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2	Book	A book or published proceeding author/edited by IIUM lecturers		<p>Published:</p> <ol style="list-style-type: none"> 1. Cover page 2. Title page 3. Verso/copyright page (ISBN/e-ISBN/ISSN) 4. Complete table of contents. 5. Back cover (author's affiliation) <p>A hardcopy to be kept for library collection (for FP Collection)</p> <p>In Press: (Not recommended)</p> <ol style="list-style-type: none"> 1. Dummy including table of contents 2. Acceptance letter from the publisher 	<p>Softcopy provided by the author(s) / editor(s) in 1 .pdf file</p> <p>Record must be updated – inform IREP editor when published.</p>
3	Book Chapter	A chapter in a book		<p>Published:</p> <ol style="list-style-type: none"> 1. Cover page 2. Title page 3. Verso/copyright page (with ISBN or e-ISBN) 4. complete table of contents, 5. Contributor's information (author's affiliation) 6. at least 1st page of chapter (Include the following page if there is no page number on the 1st page) but full article is preferred <p>In Press: (Not recommended)</p> <ol style="list-style-type: none"> 1. Full paper 2. Acceptance letter from the publisher 	<p>Softcopy provided by the author(s) in 1 .pdf file</p> <p>Record must be updated – inform IREP editor when published.</p>
4	Conference or Workshop Item	A paper, poster, speech, lecture or presentation given at a conference, workshop or other event.	Keynote speech	<p>Unpublished:</p> <ol style="list-style-type: none"> 1. Official tentative program (listed author's name and title presentation-with affiliation) 2. Paper presentation OR slides presentation 	<p>Softcopy provided by the author(s) in 1 .pdf file</p>

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		Paper presentation	<p><i>Published Proceeding:</i></p> <ol style="list-style-type: none"> 1. Cover page 2. Title page 3. Verso/copyright page (with ISBN or e-ISBN) 4. complete table of contents, 5. full text from the published proceeding <p><i>In Press: (Not recommended)</i></p> <ol style="list-style-type: none"> 1. Full text 2. Acceptance letter from the organizer 	<p>Softcopy provided by the author(s) in 1 .pdf file</p> <p>Record must be updated – inform IREP editor when published.</p>
		Lecture (Small workshop or Seminar) Slide presentation	<p><i>Unpublished:</i></p> <ol style="list-style-type: none"> 1. Official program book – cover page and tentative program (listed author's name and title presentation-with affiliation) 2. Paper presentation OR slides presentation 3. OR any supporting evidence : <ol style="list-style-type: none"> 4. Invitation letter OR certificate –(listed author's name and title presentation-with affiliation) 	Softcopy provided by the author(s) in 1 .pdf file
		Poster presentation	<p><i>Published:</i></p> <ol style="list-style-type: none"> 1. Cover page of abstract book 2. Verso/copyright page (with ISBN or e-ISBN) 3. Abstract page - (listed author's name and title presentation – with affiliation) 4. Poster presentation 	Softcopy provided by the author(s) in 1 .pdf file

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				<p>Unpublished:</p> <ol style="list-style-type: none"> 1. Official program book – cover page and tentative program (listed author's name and title presentation-with affiliation) 2. Poster presentation 3. OR any supporting evidence : <ul style="list-style-type: none"> ✓ Invitation letter OR certificate – (listed author's name and title presentation-with affiliation) 	
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