

INTRODUCTION OF INDEXED PUBLICATION

1. INDEXED PUBLICATION TERBAHAGI KEPADA 3 JENIS PENERBITAN:
 - i. ARTICLE IN SCOPUS
 - ii. ARTICLE IN WEB OF SCIENCE (WOS)
 - iii. ESSENTIAL RESEARCH AUSTRALIA (ERA)
2. TERDAPAT 2 KATEGORI PENERBITAN:
 - i. JOURNAL (DOCUMENT TYPE: ARTICLE OR REVIEW)
 - ii. PROCEEDING (DOCUMENT TYPE: CONFERENCE PAPER OR PROCEEDING PAPER)
3. PENERBITAN YANG LAYAK MENDAPAT INSENTIF:
 - i. ARTICLE IN SCOPUS & WOS (KATEGORI: JOURNAL)
 - ii. ESSENTIAL RESEARCH AUSTRALIA (ERA)
4. JUMLAH INSENTIF:
 - i. ARTICLE IN SCOPUS (RM300/ARTICLE)
 - ii. ARTICE IN WOS (Q1=RM5K, Q2=RM2K, Q3=RM1K, Q4=RM500)
 - iii. ERA (RM200)

SEMAKAN PENERBITAN RADIS – KATEGORI INDEXED PUBLICATION

1. LOGIN: <https://radis.utm.my/rmc/>
*** Username & password sama dengan login akaun HRFin**
2. Klik Publication > Publication > List of Action / List of Publication
 - i. List of Action: Senarai penerbitan yang belum diproses dan disahkan.
 - ii. List of Publication : Senarai penerbitan yang telah diproses. Sekiranya tiada rekod dalam List of Action, cari Reference No. dalam List of Publication dan semak status
3. Di bahagian Publication Searching, masukkan Reference No. dan klik butang Search.
4. Klik pada Reference No. yang berwarna biru.
5. Paparan Publication Registration merangkumi 4 bahagian iaitu:
 - i. Publication Details
 - ii. Attachment
 - iii. Declaration
 - iv. Verification.
6. Semakan penerbitan dilakukan di bahagian:
 - i. Publication Details: Maklumat Penerbitan (Atas) & Author List (Bawah)
 - ii. Attachment
7. Pengesahan penerbitan dilakukan di bahagian Verification.

SEMAKAN PENERBITAN RADIS BAHAGIAN PUBLICATION DETAILS - MAKLUMAT PENERBITAN (ATAS)

1. SILA BUKA WEBSITE BERIKUT:
 - i. WOS - apps.webofknowledge.com
 - ii. SCOPUS: <http://www.scopus.com/>
 - iii. GOOGLE: <https://www.google.com.my/>
 - iv. HRFIN: <HTTPS://HRFIN.UTM.MY/CARIANSTAF/>
2. KLIK DI BAHAGIAN ATTACHMENT DAN BUKA LAMPIRAN BERIKUT:
 - i. PUBLISHED PAPER
 - ii. PROOF INDEXING IN WOS/SCOPUS

***SILA PASTIKAN TAJUK DI PUBLISHED PAPER (ATTACHMENT) = ARTICLE NAME (RADIS)**
3. COPY TAJUK ARTIKEL DAN SEMAK DI WOS/SCOPUS.
 - 3.1. CARI TAJUK DI WOS & SCOPUS. JIKA ADA REKOD TAJUK, PROCEED STEP 4.

ARTICLE IN SCOPUS

 - 3.1.1. JIKA ADA REKOD TAJUK DI SCOPUS DAN DOC TYPE = CONFERENCE PAPER, PROCEED STEP 4.
 - 3.1.2. JIKA ADA REKOD TAJUK DI SCOPUS DAN DOC TYPE = ARTICLE / ARTIKEL BERSTATUS IN PRESS. SEMAK TAJUK DI WOS.
 - a. JIKA ADA REKOD TAJUK DI WOS, TUKAR TYPE OF PUBLICATION = ARTICLE IN WOS DAN PROCEED STEP 4.
 - 3.2. JIKA TIADA REKOD TAJUK, CARI MENGGUNAKAN DOI DI WOS & SCOPUS. JIKA ADA REKOD & TAJUK SAMA, PROCEED STEP 4.

ARTICLE IN SCOPUS

 - 3.2.1. JIKA ADA REKOD DOI & TAJUK SAMA, TUKAR TYPE OF PUBLICATION = ARTICLE IN WOS DAN PROCEED STEP 4.
 - 3.3. JIKA TIADA REKOD DOI, CARI MENGGUNAKAN ISSN DI WOS & SCOPUS.

ARTICLE IN WOS

 - 3.3.1. JIKA ADA REKOD PENERBITAN TAHUN 2014 DAN ADA JCR 2013 / TIADA REKOD PENERBITAN TAHUN 2014 TETAPI ADA JCR 2013. SEMAK REKOD DI SCOPUS.
 - JIKA ADA REKOD TAJUK DI SCOPUS DAN DOC TYPE = ARTICLE
STATUS: **WAITING FOR INDEXING IN WOS/SCOPUS**
REMARKS: **PLEASE DO WEEKLY CHECK ON WEB OF SCIENCE (WOS). THE PAPER IS ALREADY INDEXED IN SCOPUS BUT IT IS STILL NOT BEING INDEXED YET IN WOS. WE WILL PROCEED ON VERIFICATION AFTER THE PAPER HAS BEEN LISTED IN WOS. THANK YOU.**
 - ARTIKEL BERSTATUS IN PRESS / TIADA REKOD DI SCOPUS (FULLY PUBLISHED)
STATUS: **WAITING FOR INDEXING IN WOS/SCOPUS**

REMARKS: PLEASE DO WEEKLY CHECK ON WEB OF SCIENCE (WOS). THE PAPER IS STILL NOT BEING INDEXED YET. WE WILL PROCEED ON VERIFICATION AFTER THE PAPER HAS BEEN LISTED IN WOS. THANK YOU.

- TIADA REKOD DI SCOPUS (NOT PUBLISHED YET)
STATUS: AMENDMENT
REMARKS: PLEASE UPLOAD PUBLISHED PAPER THAT CONTAINS VOLUME, ISSUE AND PAGE NUMBER ONCE IT HAS BEEN PUBLISHED. THANK YOU.
- JIKA ADA REKOD TAJUK DI SCOPUS DAN DOC TYPE = CONFERENCE PAPER
TUKAR TYPE OF PUBLICATION = ARTICLE IN SCOPUS DAN CATEGORY OF PUBLICATION = PROCEEDING DAN PROCEED STEP 4.

3.3.2. JIKA TIADA REKOD PENERBITAN TAHUN 2014 DAN TIADA JCR 2013. SEMAK REKOD DI SCOPUS.

- JIKA ADA REKOD TAJUK DI SCOPUS
TUKAR TYPE OF PUBLICATION = ARTICLE IN SCOPUS DAN CATEGORY OF PUBLICATION = JOURNAL (ARTICLE/REVIEW) / PROCEEDING (CONFERENCE PAPER) DAN PROCEED STEP 4.
- ARTIKEL BERSTATUS IN PRESS / TIADA REKOD DI SCOPUS (FULLY PUBLISHED)
- STATUS: WAITING FOR INDEXING IN WOS/SCOPUS
- REMARKS: PLEASE DO WEEKLY CHECK ON SCOPUS, THE PAPER IS STILL NOT BEING INDEXED YET. WE WILL PROCEED ON VERIFICATION AFTER THE PAPER HAS BEING LISTED IN SCOPUS. THANK YOU.
- TIADA REKOD DI SCOPUS (NOT PUBLISHED YET)
STATUS: AMENDMENT
- REMARKS: PLEASE UPLOAD PUBLISHED PAPER THAT CONTAINS VOLUME, ISSUE AND PAGE NUMBER ONCE IT HAS BEEN PUBLISHED. THANK YOU.

ARTICLE IN SCOPUS

3.3.3. JIKA ADA REKOD PENERBITAN TAHUN 2014 DI SCOPUS DAN

- TIADA REKOD PENERBITAN TAHUN 2014 DI WOS / ADA REKOD PENERBITAN TAHUN 2014 DI WOS TETAPI TIADA JCR 2013 (FULLY PUBLISHED)
STATUS: WAITING FOR INDEXING IN SCOPUS/WOS
REMARKS: PLEASE DO WEEKLY CHECK ON SCOPUS, THE PAPER IS STILL NOT BEING INDEXED YET. WE WILL PROCEED ON VERIFICATION AFTER THE PAPER HAS BEING LISTED IN SCOPUS. THANK YOU.
- TIADA REKOD PENERBITAN TAHUN 2014 DI WOS / ADA REKOD PENERBITAN TAHUN 2014 DI WOS TETAPI TIADA JCR 2013 (NOT PUBLISHED YET)

STATUS: AMENDMENT

REMARKS: PLEASE UPLOAD PUBLISHED PAPER THAT CONTAINS VOLUME, ISSUE AND PAGE NUMBER ONCE IT HAS BEEN PUBLISHED. THANK YOU.

- ADA REKOD PENERBITAN TAHUN 2014 DI WOS DAN JCR 2013 (FULLY PUBLISHED)

TUKAR TYPE OF PUBLICATION = ARTICLE IN WOS.

STATUS: WAITING FOR INDEXING IN SCOPUS/WOS

REMARKS: PLEASE DO WEEKLY CHECK ON WEB OF SCIENCE (WOS). THE PAPER IS STILL NOT BEING INDEXED YET. WE WILL PROCEED ON VERIFICATION AFTER THE PAPER HAS BEEN LISTED IN WOS. THANK YOU.

- ADA REKOD PENERBITAN TAHUN 2014 DI WOS DAN JCR 2013 (NOT PUBLISHED YET)

TUKAR TYPE OF PUBLICATION = ARTICLE IN WOS.

STATUS: AMENDMENT

REMARKS: PLEASE UPLOAD PUBLISHED PAPER THAT CONTAINS VOLUME, ISSUE AND PAGE NUMBER ONCE IT HAS BEEN PUBLISHED. THANK YOU.

3.4. JIKA TIADA REKOD JURNAL (ISSN) DI WOS & SCOPUS

STATUS: NOT VERIFIED

REMARKS: MENGIKUT KES DALAM REMARKS

4. SEMAK PUBLICATION DETAILS - MAKLUMAT PENERBITAN (ATAS) DENGAN MERUJUK MAKLUMAT DI PUBLISHED PAPER & WEBSITE WOS/SCOPUS. ELEMEN SEMAKAN KRITIKAL:

- TYPE OF PUBLICATION: WOS, SCOPUS ATAU ERA
- CATEGORY OF PUBLICATION:
 - DOCUMENT TYPE = ARTICLE / REVIEW (JOURNAL)
 - DOCUMENT TYPE = CONFERENCE PAPER / PROCEEDING PAPER (PROCEEDING)
- JOURNAL/PROCEEDING NAME
- ARTICLE NAME
- USAGE: RESEARCH MATERIAL
- ISSN/ISBN: PRINTED
- VOLUME
- ISSUE
- PAGE NO: LETAK ARTICLE NO JIKA TIADA PAGE NO.
- YEAR: MESTI HANYA PENERBITAN TAHUN 2014 SAHAJA
- MONTH:
 - SEMAK PUBLICATION MONTH DI WOS/SCOPUS, PUBLISHED PAPER ATAU WEBSITE'S JOURNAL
- IMPACT FACTOR & QUARTILE RANKING:
 - PENERBITAN JAN-JULY 2014 (JCR2012)
 - PENERBITAN AUG-DIS 2014 (JCR2013)
 - PILIH QUARTILE YANG PALING TINGGI DALAM SENARAI: Q1, Q2, Q3 DAN Q4.

xiii. CLAIM STATUS: MESTI NO.

5. KLIK BUTANG UPDATE SETIAP KALI MEMBUAT PEMBETULAN.

SEMAKAN PENERBITAN RADIS BAHAGIAN PUBLICATION DETAILS – AUTHOR LIST (BAWAH)

1. PASTIKAN BILANGAN PENGARANG DAN NAMA PENGARANG DALAM PUBLISHED PAPER DAN AUTHOR LIST RADIS SAMA.
2. SEMAK AFILIASI PENGARANG.
 - i. SILA PASTIKAN NAMA PENGARANG YANG TIADA AFILIASI UTM DILETAKKAN DIBAHAGIAN OTHERS.
 - ii. PENERBITAN YANG DIDAFTARKAN **WAJIB** MEMPUNYAI AFILIASI UTM.
3. SEMAK TYPE OF AUTHOR. TERDAPAT 4 JENIS TYPE OF AUTHOR:
 - i. CORRESPONDING AUTHOR
 - a. PUBLISHED PAPER
 - SELALUNYA DINYATAKAN DALAM PUBLISHED PAPER SAMA ADA DI MUKA SURAT PERTAMA ATAU TERAKHIR.
 - PENGGUNAAN SIMBOL SEBAGAI CONTOH: *.
 - PENGGUNAAN SINGLE EMAIL.
 - b. SCOPUS
 - SELALUNYA DILETAKKAN DIBAHAGIAN BAWAH SEKALI.
 - c. WOS
 - MAKLUMAT SELALUNYA DILETAKKAN DIBAHAGIAN AUTHOR INFORMATION - REPRINT ADDRESS
 - d. WEBSITE PUBLISHER
 - ii. UTM FIRST AUTHOR
 - APABILA CORRESPONDING AUTHOR ADALAH DARI UTM STUDENT ATAU ORANG LUAR. UTM FIRST AUTHOR HANYA UNTUK UTM STAFF SAHAJA.
 - iii. CO-AUTHOR
 - DIGUNAKAN UNTUK PENULIS YANG BUKAN CORRESPONDING DAN UTM FIRST AUTHOR.
 - iv. INDIVIDUAL AUTHOR
 - DIGUNAKAN SEKIRANYA HANYA ADA SEORANG PENULIS.
4. KES-KES YANG MEMERLUKAN AMENDMENT DI BAHAGIAN AUTHOR LIST:
 - i. KES 1: PEMOHON SALAH PILIH TYPE OF AUTHOR UNTUK DIRI SENDIRI.
 - ii. KES 2: PEMOHON SALAH PILIH TYPE OF AUTHOR UNTUK PENULIS LAIN.
 - iii. KES 3: PEMOHON SALAH PILIH KATEGORI UNTUK PENULIS LAIN. SEBAB KEMUNGKINAN:
 - a. PEMOHON SALAH ISI: PENULIS ADA AFILIASI UTM.
 - b. PENULIS TERSEBUT BUKAN STAFF-AKADEMIK: PENULIS ADA AFILIASI UTM TETAPI BUKAN STAFF AKADEMIK CTH: PEG. PENYELIDIK.
 - c. PENULIS TIADA AFILIASI UTM.
 - iv. KES 4: AUTHOR LIST TIDAK LENGKAP.
 - v. KES 5: PEMOHON MENYENARAIKAN NAMA PENULIS YANG TIADA DALAM PUBLISHED PAPER.

SEMAKAN PENERBITAN RADIS BAHAGIAN ATTACHMENT

1. PASTIKAN ADA 2 TYPE OF ATTACHMENT: PUBLISHED PAPER & PROOF INDEXING IN WOS/SCOPUS.
2. PASTIKAN PUBLISHED PAPER DAN PROOF INDEXING IN SCOPUS/WOS YANG DIBERIKAN MEMAPARKAN MAKLUMAT PENERBITAN YANG BETUL.
3. PASTIKAN LAMPIRAN PUBLISHED PAPER YANG DIBERIKAN LENGKAP TERMASUK BILANGAN MUKA SURAT.
4. SEKIRANYA LAMPIRAN SALAH DAN BOLEH DI DOWNLOAD, SILA DOWNLOAD, SAVE DAN UPLOAD LAMPIRAN YANG BETUL.
5. KES-KES YANG MEMERLUKAN AMENDMENT DI BAHAGIAN ATTACHMENT (BAGI UNSUBSCRIBED WEBSITE JOURNAL SAHAJA):
 - i. KES 1: TIADA PUBLISHED PAPER.
 - ii. KES 2: PUBLISHED PAPER TIDAK UPDATED.
 - iii. KES 3: SALAH ATTACH
 - iv. KES 4: ATTACHMENT CORRUPTED

PENGESAHAN PENERBITAN DI BAHAGIAN VERIFICATION

1. VERIFIED: JIKA PUBLICATION DETAILS DAN ATTACHMENT BETUL DAN LENGKAP.
 - i. PENERBITAN CATEGORY JOURNAL
STATUS: **VERIFIED**
REMARKS: **YOU MAY NOW PROCEED WITH INCENTIVE CLAIM APPLICATION. FOR GUIDELINES ON HOW TO REGISTER THE PAYMENT APPLICATION THROUGH UTMFIN WEBSITE, PLEASE REFER (UTMFIN MANUAL FOR PUBLICATION INCENTIVE CLAIM) ON NEW INCENTIVE CLAIM TAB. PLEASE ENSURE TO SELECT PAYER CODE (Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN). ALSO, PLEASE DO NOT FORGET TO ATTACH THE UTMFIN E-FORM AND INSERT THE PAYMENT APPLICATION NUMBER ON THE CLAIM DETAILS SECTION. THANK YOU.**
 - ii. PENERBITAN CATEGORY PROCEEDING
STATUS: **VERIFIED**
REMARKS: NO REMARKS
2. NOT VERIFIED
 - i. KES 1: SALAH JENIS PENERBITAN - CONTOH DOCUMENT TYPE PENERBITAN COMMENT. SILA MAKLUMKAN KEPADA SAYA JIKA TERJUMPA.
 - ii. KES 2: TIADA AFILIASI UTM
 - iii. KES 3: SALAH TYPE OF PUBLICATION - CONTOH TIADA DALAM SCOPUS & WOS
 - iv. KES 4: DUPLICATE RECORD - SISTEM AKAN MAKLUMKAN TERDAPAT DUPLICATE.

- a. JIKA SALAH SATU SUDAH DIBERIKAN VERIFICATION STATUS CONTOH VERIFIED, NOT VERIFIED, AMENDMENT ATAU WAITING, BERI STATUS NOT VERIFIED DAN GUNA REMARKS YANG SESUAI.
 - b. JIKA KEDUA-DUA MASIH PENDING, PILIH PENERBITAN YANG PALING TEPAT DAN TIDAK MEMERLUKAN PEMBETULAN.
 - c. JIKA KEDUA-DUA MASIH PENDING DAN MEMERLUKAN PEMBETULAN, PILIH PENERBITAN YANG DIMASUKKAN OLEH CORRESPONDING/UTM FIRST AUTHOR.
3. WAITING FOR INDEXING IN SCOPUS/WOS & AMENDMENT SEPerti YANG DITERANGKAN DI ATAS.

TITLE / DOI		ISSN		PENERBITAN TAHUN 2014		JCR 2013	FULLY PUBLISHED (Y/N)	TYPE OF PUBLICATION	STATUS
W	S	W	S	W	S	W			
/	/	/	/	/	/	/	Y	ARTICLE IN WOS	VERIFIED
/		/		/		/	Y	ARTICLE IN WOS	VERIFIED
	/		/		/		Y	ARTICLE IN SCOPUS	VERIFIED
	/	/	/	/	/	/	Y	ARTICLE IN WOS	WAITING FOR INDEXING – REMARKS 2
		/		/		/	Y	ARTICLE IN WOS	WAITING FOR INDEXING – REMARKS 1
			/		/		Y	ARTICLE IN SCOPUS	WAITING FOR INDEXING – REMARKS 3
		/		/		/	N	ARTICLE IN WOS	AMENDMENT – UPLOAD WHEN PUBLISHED
			/		/		N	ARTICLE IN SCOPUS	AMENDMENT – UPLOAD WHEN PUBLISHED
							Y/N	NON-INDEXED	NOT VERIFIED