|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | JCHS Editor in Chief,  Dean’s Office, Level 9 Academic Building,  Faculty of Medicine, Sg. Buloh Campus,  Jalan Hospital, 47000 Sg Buloh,  Selangor.  Email: jchs@staf.uitm.edu.my | | | | | | |
|  | | | | | | | | | |
| **PART 1: PROPOSED SPECIAL ISSUE** | | | | | | | | | |
| THEME |  | | | | | | | | |
|  | | | | | | | | | |
| PROPOSED TITLE OF SPECIAL ISSUE |  | | | | | | | | |
|  | | | | | | | | | |
| JUSTIFICATION OF THEME   * How the special issue fits the scope of journal * The need to have a special issue on this proposed topic |  | | | | | | | | |
|  |  | | | | | | | | |
|  | | | | | | | | | |
| **PART 2: DETAILS OF LEAD GUEST EDITOR** | | | | | | | | | |
|  | | | | | | | | | |
| NAME |  | | | | | | | | |
| POSITION | Professor |  | | Assoc. Professor |  | Sen. Lecturer |  | Lecturer |  |
| PHONE NUMBER | Office: | | | | Mobile: | | | | |
| EMAIL ADDRESS |  | | | | | | | | |
| CONTACT INFORMATION |  | | | | | | | | |
| AFFILIATION |  | | | | | | | | |
| CRITERIAS FOR LEAD GUEST EDITORS | Must have at least 10 years of research experience. | | | | | | | | |
| Must have at least 25 articles published as first, corresponding and co-author in peer reviewed journals. | | | | | | | | |
| Must have prior experience as manuscript reviewer. | | | | | | | | |
| LIST OF RECENT PUBLICATION (LAST 5 YEARS) |  | | | | | | | | |
|  | | | | | | | | | |
| **PART 3: DETAILS OF GUEST EDITOR (1)** | | | | | | | | | |
|  |  | | | | | | | | |
| NAME |  | | | | | | | | |
| POSITION | Professor |  | | Assoc. Professor |  | Sen. Lecturer |  | Lecturer |  |
| PHONE NUMBER | Office: | | | | Mobile: | | | | |
| EMAIL ADDRESS |  | | | | | | | | |
| CONTACT INFORMATION |  | | | | | | | | |
| AFFILIATION |  | | | | | | | | |
| CRITERIAS FOR GUEST EDITORS | Must have at least 10 years of research experience. | | | | | | | | |
| Must have at least 25 articles published as first, corresponding and co-author in peer reviewed journals. | | | | | | | | |
| Must have prior experience as manuscript reviewer. | | | | | | | | |
| LIST OF RECENT PUBLICATION (LAST 5 YEARS) |  | | | | | | | | |
|  |  | | | | | | | | |
| **PART 3: DETAILS OF GUEST EDITOR (2)** | | | | | | | | | |
|  |  | | | | | | | | |
| NAME |  | | | | | | | | |
| POSITION | Professor |  | | Assoc. Professor |  | Sen. Lecturer |  | Lecturer |  |
| PHONE NUMBER | Office: | | | | Mobile: | | | | |
| EMAIL ADDRESS |  | | | | | | | | |
| CONTACT INFORMATION |  | | | | | | | | |
| AFFILIATION |  | | | | | | | | |
| CRITERIAS FOR GUEST EDITORS | Must have at least 10 years of research experience. | | | | | | | | |
| Must have at least 25 articles published as first, corresponding and co-author in peer reviewed journals. | | | | | | | | |
| Must have prior experience as manuscript reviewer. | | | | | | | | |
| LIST OF RECENT PUBLICATION (LAST 5 YEARS) |  | | | | | | | | |
|  |  | | | | | | | | |
| **PART 3: DETAILS OF GUEST EDITOR (3)** | | | | | | | | | |
|  |  | | | | | | | | |
| NAME |  | | | | | | | | |
| POSITION | Professor |  | | Assoc. Professor |  | Sen. Lecturer |  | Lecturer |  |
| PHONE NUMBER | Office: | | | | Mobile: | | | | |
| EMAIL ADDRESS |  | | | | | | | | |
| CONTACT INFORMATION |  | | | | | | | | |
| AFFILIATION |  | | | | | | | | |
| CRITERIAS FOR GUEST EDITORS | Must have at least 10 years of research experience. | | | | | | | | |
| Must have at least 25 articles published as first, corresponding and co-author in peer reviewed journals. | | | | | | | | |
| Must have prior experience as manuscript reviewer. | | | | | | | | |
| LIST OF RECENT PUBLICATION (LAST 5 YEARS) |  | | | | | | | | |
|  |  | | | | | | | | |
| **PART 4: PROPOSED TIME SCHEDULE (FOR PUBLICATION IN MAY)** | | | | | | | | | |
|  |  | | | | | | | | |
| DATE OF CALL FOR PAPER SUBMISSION |  | | | | | | | | |
|  |  | | | | | | | | |
| DATE WHEN FIRST SUBMISSION IS EXPECTED |  | | | | | | | | |
|  |  | | | | | | | | |
| SUBMISSION DEADLINE FOR ALL EXPECTED ARTICLES |  | | | | | | | | |
|  |  | | | | | | | | |
| COMPLETION OF EDITORIAL PROCESS  (date when last paper gets accepted for publication) |  | | | | | | | | |