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1. To ensure the submitted paper is error-free and novel.
2. To affect all corrections as suggested by Divisional Editor, HOU, Director, DDG and DG.
3. To fulfill the checklist in Manuscript Submission Form (MSF).
4. All english editing service fees are not under responsibility of MPOB.

Notes: 1. Manuscripts of all publications should be individually submitted using this form 2. For JOPR, author will upload manuscript to ScholarOne after approval by the Director-General The processing time starts from thereon.
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1. To edit the paper to be in a more ready form to go the next stage.
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1. To critically evaluate the paper on the relevance of the abstract and introduction to the title of the paper, check the soundness of the materials and methods to the results obtained, and the discussion and conclusion inferred from the results.
2. All the technical aspects of the paper must be dealt with at the Unit level because the subject matter specialists are there.
3. The HOU may request the subject matter specialist in his Unit to help in the evaluation.

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3. The Director may opt to send the paper back to the authors for further correction, if necessary.

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To check and determine the scientific merit of the paper. To offer comments and advice to further improve the paper.

DIRECTOR-GENERAL

To decide on the publication of the paper based on the comments made by HOU, Director, DDG and other relevant matters like government policy and benefit to the industry.
