Dear Prof Rusnah and Prof Salleh,

Good morning, I hope you had a good weekend. I am pleased to update that your files are now ready for submission to production, and I would just need you to confirm that the information below is correct before I run it through a data pass. Once the data has been checked and approved, I will be able to submit your files for production, likely by the end of this week.

Many thanks for the excellent work, and looking forward to hearing back from you.

1. Title / Subtitle
Strategic Corporate Social Responsibility in Malaysia
Edited by Rusnah Muhamad and Noor Akma Mohd Salleh

2. Blurb
To fully comprehend corporate social responsibility (CSR), corporations must understand the many-sided nature of CSR. This book provides insight into the theoretical foundation, beliefs, and expectations of the multiple stakeholders; the governance of CSR commitment; and corporations’ strategies associated with the design, development, implementation and communication strategies for CSR through the case study on Malaysia. The book also explains why corporations should pursue a dual economic and social function and why it being critical to an organisation’s success. It also describes the CSR trends and influences such as sustainability and globalisation on the future of CSR.

3. Author/Editor bio and chapter author bios
Kindly note that these bios are for the first page of the book, and as there is limited space, I have shortened them based on the bios supplied in the list of contributors. The list will continue to retain the long versions.

Rusnah Muhamad is Associate Professor of Accounting at the University of Malaya. Her research interests among others are Islamic banking and finance, financial reporting from an Islamic perspective, corporate social responsibility (CSR), Islamic tourism and Islamic business ethics.

Noor Akma Mohd Salleh is Associate Professor at the Faculty of Business and Accountancy, the University of Malaya. Her primary research activities involve the area of adoption behaviour of innovative information systems (e.g., accounting and business information systems) by organisations, and also the area of information management and its effect on organisations.

4. Are there any copyrighted material used in the book? If yes, please ensure that permissions to reproduce all copyrighted material have been obtained from the respective copyright holders / publishers, and send us a copy of the clearance documentation. The documentation can be formally issued by the publishing houses, or an email correspondence from the copyright holder granting permission. The book will not go into production unless permissions have been obtained, or the copyrighted material has been removed from the manuscript.

5. Index
Indexing rate is based on total word count of the text at US$6 per 1000 words.

Our books will include an index at the end of the book. Please indicate if you would like to
A. Complete the index yourself, or
B. Outsource the indexing to our production team for a fee.

If you would like to outsource the indexing, please indicate if payment should be
A. Invoiced directly to you, or
B. Costed against the book’s royalties.

6. Monograph Cover Design
As this book will be published as a research monograph, you will be able to choose from 30 different design cover samples the cover you would like to have for your book. The cover samples are attached for reference. Please kindly let me know your preferred cover.
Please note that additional changes to the selected cover design, e.g. pattern, font, colour is not permitted by the production team.

Kind regards,

Samantha

Samantha PHUA (Ms)
Senior Editorial Assistant | Routledge

Monograph Cover Selection.jpg
1076K

NOOR AKMA MOHD SALLEH <akmasalleh@um.edu.my>
To: "Phua, Samantha" <Samantha.Phua@tandf.com.sg>
Cc: RUSNAH BINTI MUHAMAD <rusnah@um.edu.my>, "Lam, Yong Ling" <Lam.YongLing@tandf.com.sg>

Dear Samantha,

Thanks for the email, and please accept our apology for the late reply. We are currently occupied with classes and faculty activities due to the convocation. On your inquiries, below are our response in bold italic blue.

1. Title / Subtitle (We do agree with the title and the arrangement of authorship)
Strategic Corporate Social Responsibility in Malaysia
Edited by Rusnah Muhamad and Noor Akma Mohd Salleh

2. Blurb (We do agree with the blurb)
To fully comprehend corporate social responsibility (CSR), corporations must understand the many-sided nature of CSR. This book provides insight into the theoretical foundation, beliefs, and expectations of the multiple stakeholders; the governance of CSR commitment; and corporations’ strategies associated with the design, development, implementation and communication strategies for CSR through the case study on Malaysia. The book also explains why corporations should pursue a dual economic and social function and why it being critical to an organisation’s success. It also describes the CSR trends and influences such as sustainability and globalisation on the future of CSR.

3. Author/Editor bio and chapter author bios (We are fine with the short version of bios, except an addition of information in italic red)
Kindly note that these bios are for the first page of the book, and as there is limited space, I have shortened them based on the bios supplied in the list of contributors. The list will continue to retain the long versions.

Rusnah Muhamad is Associate Professor of Accounting at the University of Malaya. Her research interests among others are Islamic banking and finance, financial reporting from an Islamic perspective, corporate social responsibility (CSR), Islamic tourism and Islamic business ethics.

Noor Akma Mohd Salleh is Associate Professor of Information Systems at the Faculty of Business and Accountancy, the University of Malaya. Her primary research activities involve the area of adoption behaviour of innovative information systems (e.g., accounting and business information systems) by organisations, and also the area of information management and it effect on organisations.

4. Are there any copyrighted material used in the book? If yes, please ensure that permissions to reproduce all copyrighted material have been obtained from the respective copyright holders / publishers, and send us a copy of the clearance documentation. The documentation can be formally issued by the publishing houses, or an email correspondence from the copyright holder granting permission. The book will not go into production unless permissions have been obtained, or the copyrighted material has been removed from the manuscript.
(We have checked through the manuscripts and to the best of our knowledge there is none)

5. Index (We are currently doing the indexing and are committed to email you the completed index latest by next Friday, 26/10/2019)
Indexing rate is based on total word count of the text at US$6 per 1000 words.
Our books will include an index at the end of the book. Please indicate if you would like to

A. Complete the index yourself, or
B. Outsource the indexing to our production team for a fee.

If you would like to outsource the indexing, please indicate if payment should be

A. Invoiced directly to you, or
B. Costed against the book’s royalties.

6. Monograph Cover Design (We have chosen No. 15 as the Cover Design)

As this book will be published as a research monograph, you will be able to choose from 30 different design cover samples the cover you would like to have for your book. The cover samples are attached for reference. Please kindly let me know your preferred cover.

Please note that additional changes to the selected cover design, e.g. pattern, font, colour is not permitted by the production team.

We would like to thank you and Yongling once again for your kind assistance in facilitating the publication of this book. We really appreciate it.

Kind regards

Akma and Rusnah

Noor Akma Mohd Salleh, PhD
Associate Professor
PhD/DMgt Coordinator
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[Quoted text hidden]

Phua, Samantha <Samantha.Phua@tandf.com.sg>  
To: NOOR AKMA MOHD SALLEH <akmasalleh@um.edu.my>  
Cc: RUSNAH BINTI MUHAMAD <rusnah@um.edu.my>, "Lam, Yong Ling" <Lam.YongLing@tandf.com.sg>

Dear Prof Salleh,

Many thanks for getting back to me, and for the responses to the queries. I’ve taken note of the slight changes to the blurb as well.

I will be working on the administrative preparation and will get back to you latest by Friday to let you know that your files have been sent for production and the subsequent follow up action required. Thank you again.

Kind regards,

Samantha

Samantha PHUA (Ms)
Senior Editorial Assistant | Routledge

Please note that I will be away from 20 October to 4 November with no email access.
Dear Samantha and YongLing,

I hope that this email finds you well. First we would like to apologise for not able to send you the indexes on Friday 26/10/2018 as promised. WE are now sending you the indexes. The indexes are based on the subject, and we hope that it is okay with you. There are also few changes to the front matter, and Chapter 2, Chapter 3 and Chapter 4.

The front matter:
The editors are as follows: Rusnah Muhamad and Noor Akma Mohd Salleh

Chapter 2:
The authors names are as follows;
Rusnah Muhamad
https://orcid.org/0000-0002-9395-8562
Noor Akma Mohd-Salleh
https://orcid.org/0000-0001-7201-0097
Ibrahim Mohd-Sabrun
https://orcid.org/0000-0002-2553-3183

Chapter 3:
The authors names are as follows;
Ibrahim Mohd-Sabrun
https://orcid.org/0000-0002-2553-3183
Rusnah Muhamad
https://orcid.org/0000-0002-9395-8562

Chapter 4:
Noor Adwa Sulaiman
https://orcid.org/0000-0001-5867-9077
Rusnah Muhamad
https://orcid.org/0000-0002-9395-8562
Noor Akma Mohd-Salleh
https://orcid.org/0000-0001-7201-0097

The Indexes:
The indexes are based on subjects related to all issues discusses in the chapter. Please let us know if this categorisation is acceptable or need to be revised.

Please find attach the indexes, front matter, and three chapters files

Thank you for your patience and we look forward to hear from you soon.

Best regards,

Noor Akma Mohd Salleh, PhD
Associate Professor
PhD/Dmgt Coordinator
Faculty of Business and Accountancy
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50603 Kuala Lumpur.
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Phua, Samantha <Samantha.Phua@tandf.com.sg>  
To: NOOR AKMA MOHD SALLEH <akmasalleh@um.edu.my>  
Cc: RUSNAH BINTI MUHAMAD <rusnah@um.edu.my>  

Dear Akma,

Apologies for the late response, as I was away on leave. For the changes, please flag this up with the project manager as the files have left my end and are now with the production team. For the index, please also submit it directly to the project manager. Thank you.

Kind regards,
Samantha

Samantha PHUA (Ms)  
Senior Editorial Assistant | Routledge

From: NOOR AKMA MOHD SALLEH <akmasalleh@um.edu.my>  
Sent: Monday, 29 October 2018 08:48 AM  
To: Phua, Samantha <Samantha.Phua@tandf.com.sg>  
Cc: RUSNAH BINTI MUHAMAD <rusnah@um.edu.my>; Lam, Yong Ling <Lam.YongLing@tandf.com.sg>  
Subject: Re: Manuscript ready for production

Dear Samantha and YongLing,

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Error! Filename not specified.

[Quoted text hidden]

NOOR AKMA MOHD SALLEH <akmasalleh@um.edu.my>  
To: "Phua, Samantha" <Samantha.Phua@tandf.com.sg>  
Cc: RUSNAH BINTI MUHAMAD <rusnah@um.edu.my>, "Lam, Yong Ling" <Lam.YongLing@tandf.com.sg>  

Dear Samantha,

Thank you for your email. Ms Jeniffer Bonnar has emailed us with regards to the production of the book. We have also flagged her the changes to the book. Thank you again for your kind assistance with this matter.

Best wishes
Akma
Noor Akma Mohd Salleh, PhD
Associate Professor
PhD/DMgt Coordinator
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University of Malaya
50603 Kuala Lumpur.
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