	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman: 1/4
	<b>PUSAT PENERBIT UPM</b>	No. Semakan: 06
	<b>Kod Dokumen: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	No. Isu: 02
	<b>GARIS PANDUAN PENYEDIAAN MANUSKRIP</b>	Tarikh: 30/06/2022

## 1.0 PENGENALAN


Garis panduan ini disediakan sebagai rujukan kepada semua penulis, ahli akademik dan pekerja Pusat Penerbit UPM dalam penyediaan manuskrip.

## 2.0 TERMINOLOGI DAN SINGKATAN

CIB - *Chapter in Book*

## 3.0 PANDUAN

Bil	Perkara
1.	<p><b>Manuskrip yang dihantar hendaklah mengikut spesifikasi berikut:</b></p> <p>1.1 Manuskrip hendaklah ditaip dalam format Microsoft Word (<i>Ms Word</i>).</p> <p>1.2 Jenis fon Times New Roman/saiz fon 12/langkau dua baris (<i>double spacing</i>).</p> <p>1.3 Jumlah minimum muka surat bagi sebuah manuskrip ialah 50.</p> <p>1.4 Fail hendaklah diasingkan mengikut pecahan bab.</p> <p>1.5 Bagi manuskrip yang mempunyai gambar/ilustrasi perlulah:</p> <p>(a) Disertakan dalam folder berasingan.</p> <p>(b) Format JPEG (150-300 dpi) atau (saiz HD 1280 x 720/Full HD 1920 x 1080).</p> <p>(c) Beresolusi tinggi (<i>maximum quality</i>).</p> <p>(d) Gambar/ilustrasi yang diambil daripada mana-mana sumber perlu mendapatkan kebenaran bertulis daripada pihak berkenaan.</p> <p>1.6 Format menyusun rajah adalah seperti berikut:</p> <p>(a) Rajah hendaklah disertakan dalam folder berasingan.</p> <p>(b) Kapsyen hendaklah diletakkan di bawah rajah.</p> <p>(c) Penomboran dibuat mengikut bab (cth: Rajah 1.2, Rajah 2.1, Rajah 3.1).</p> <p>1.7 Format menyusun jadual adalah seperti berikut:</p> <p>(a) Jadual hendaklah disertakan dalam folder berasingan.</p>

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman: 2/4
	<b>PUSAT PENERBIT UPM</b>	No. Semakan: 06
	<b>Kod Dokumen: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	No. Isu: 02
	<b>GARIS PANDUAN PENYEDIAAN MANUSKRIP</b>	Tarikh: 30/06/2022

Bil	Perkara
	<ul style="list-style-type: none"> <li>(b) Kapsyen hendaklah diletakkan di atas jadual.</li> <li>(c) Penomboran dibuat mengikut bab (cth: Jadual 1.2, Jadual 2.1, Jadual 3.1).</li> </ul>
2	<p><b>Jenis manuskrip yang diterima</b></p> <p>2.1 Buku yang diterima dalam glosari MyRA II</p> <ul style="list-style-type: none"> <li>(a) Buku penyelidikan dan bab dalam buku penyelidikan.</li> <li>(b) Kertas polisi.</li> <li>(c) Lain-lain penerbitan (Jurnal tidak berindeks, artikel di dalam majalah, surat khabar, karya asli, penerbitan daripada persidangan, digital atau media cetak).</li> </ul> <p>2.2 Jenis manuskrip yang diterima untuk diterbitkan adalah seperti berikut;</p> <ul style="list-style-type: none"> <li>(a) Buku teks</li> <li>(b) Buku penyelidikan</li> <li>(c) Bab dalam buku / (CIB)</li> <li>(d) Buku kerja</li> <li>(e) Buku panduan</li> <li>(f) Biografi</li> <li>(g) Modul</li> <li>(h) Prosiding</li> <li>(i) Karya kreatif (novel akademik, puisi)</li> <li>(j) Syarahan Inaugural</li> <li>(k) Buku <i>Coffee table</i></li> <li>(l) Buku kanak-kanak</li> <li>(m) Buku agama</li> </ul>



**OPERASI PERKHIDMATAN SOKONGAN**

Halaman: 3/4

**PUSAT PENERBIT UPM**

No. Semakan: 06


**Kod Dokumen:  
OPR/PUPM/GP01/PENYEDIAAN  
MANUSKRIP**

No. Isu: 02


**GARIS PANDUAN PENYEDIAAN MANUSKRIP**

Tarikh: 30/06/2022

Bil	Perkara		
3.	<b>Manuskrip yang lengkap hendaklah mengandungi bahan berikut;</b>		
<b>BIL</b>	<b>PERKARA</b>	<b>BUTIRAN</b>	<b>JENIS MANUSKRIP</b>
i.	Halaman Judul	Judul buku, nama Pengarang/Editor	Semua
ii.	Senarai Kandungan	Tajuk bab	Semua
		Pengarang bab	CIB, Buku Penyelidikan, Prosiding
iii.	Kata Pengantar (Jika ada)	Ulasan oleh tokoh terkemuka	Semua
iv.	Prakata	Ulasan pengarang tentang tujuan buku dihasilkan	Semua
v.	Penghargaan (jika ada)	Rakaman penghargaan oleh penulis untuk mereka yang terlibat dalam penghasilan karya.	Semua
vi.	Bahan teks	Minimum bab ialah 10	Semua kecuali Syarahan Inaugural
vii.	Senarai Rujukan	Format rujukan adalah mengikut <i>American Psychological Association Style (APA Style)</i>	Semua
	<b>Jurnal</b> Kyratsis, A. (2004). Talk and interaction among children and the co-construction of peer groups and peer culture. <i>Annual Review of Anthropology</i> , 33(4), 231-247.	Diletakkan selepas bab akhir	Buku Penyelidikan, Buku Kerja, Buku Teks, Syarahan Inaugural
	<b>Buku</b> Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i> . Guilford Press.	Diletakkan di akhir bab	CIB, Buku Penyelidikan, Prosiding
	<b>Bab dalam buku</b> Payne, S. (1999). 'Dangerous and different': Reconstructions of madness in the 1990s and the role of mental health policy. In S. Watson & L. Doyal (Eds.), <i>Engendering social policy</i> (pp. 180-195). Open University Press.	Tiada senarai rujukan	Novel, Puisi
	<b>e-book</b> Eckes, T. (2000). <i>The developmental social psychology of gender</i> . Retrieved from netLibrary: <a href="http://www.netlibrary.com">http://www.netlibrary.com</a>		
	<b>Konferen</b> Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), <i>Sociology for the New Millennium</i> . Papers presented at The Australian Sociological Association, held at Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Victoria: Celts.		
viii.	Lampiran (jika ada)	Bahan tambahan kepada teks	Buku Penyelidikan, CIB
ix.	Biodata Pengarang	Maklumat latar belakang pendidikan dan pencapaian penulis	Semua
x.	Blurb	Maklumat kulit belakang buku yang mengandungi sinopsis buku dan sasaran pembaca yang ditulis untuk tujuan promosi	Semua
xi.	Indeks	Senarai nama atau perkara yang berkaitan dengan topik	Kecuali Novel, Puisi
<p><b>* Manuskrip yang telah lengkap perlu dihantar bersama laporan <i>similarity Turnitin</i> di bawah 20%</b></p>			

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman: 4/4
	<b>PUSAT PENERBIT UPM</b>	No. Semakan: 06
	<b>Kod Dokumen: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	No. Isu: 02
	<b>GARIS PANDUAN PENYEDIAAN MANUSKRIP</b>	Tarikh: 30/06/2022

Bil	Perkara
<b>4.</b>	<p><b>Syarat penyerahan</b></p> <p>Manuskrip yang dihantar adalah karya asli dan belum pernah diterbitkan oleh mana-mana penerbit lain. Pengarang perlu membuat perakuan ini semasa penyerahan manuskrip. Perakuan ini turut terkandung di dalam Perjanjian Penerbit-Pengarang yang akan ditandatangani apabila manuskrip dipersetujui untuk diterbitkan.</p>
<b>5.</b>	<p><b>Pengarang perlu menghantar manuskrip dalam dua (2) bentuk salinan Lembut Ms Word dan PDF, dan dihantar kepada:</b></p> <p><b>Profesor Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan</b>  Pengarah  Pusat Penerbit UPM Universiti PutraMalaysia  43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia  E-mel: dir.penerbit@upm.edu.my</p> <p><b>Abd Razak Ahmad</b> Ketua Bahagian Pusat Penerbit UPM  Universiti Putra Malaysia  43400 UPM, Serdang, Selangor Darul Ehsan Malaysia  No. Telefon: +603-9769 8853  E-mel: a_razak@upm.edu.my</p>

	<b>SUPPORT SERVICE OPERATION</b>	Pages: 1/4
	<b>UPM PRESS CENTRE</b> <b>Document Code:</b> <b>OPR/PUPM/GP01/PENYEDIAAN</b> <b>MANUSKRIP</b>	Review No.: 06
	<b>MANUSCRIPT PREPARATION GUIDELINE</b>	Issue No.: 02
		Date: 30/06/2022

## 1.0 INTRODUCTION


This guideline aims to assist all the authors (editors), academicians, and UPM Press Centre staff in preparing manuscripts for publication.

## 2.0 TERMINOLOGY AND ABBREVIATION


CIB - *Chapter in Book*

## 3.0 GUIDE


No.	Specifications
<b>1.</b>	<p><b>Manuscript submitted should follow specifications as stated below:</b></p> <p>1.1 Manuscript should be typed in MS Word format.</p> <p>1.2 Use 12-point Times New Roman font and, and double- space your manuscript.</p> <p>1.3 The minimum number of pages for a manuscript is 50.</p> <p>1.4 Save each chapter in a separate word document.</p> <p>1.5 As for manuscript with images/illustrations:</p> <ul style="list-style-type: none"> <li>(a) Provide the images/illustrations in a separate folder</li> <li>(b) JPEG format (150-300 dpi) or (HD size 1280 x 720/Full HD 1920 x 1080)</li> <li>(c) High resolution to ensure the quality</li> <li>(d) Copyright permission must be included for the adaptation of pictures, images, and figures from other sources</li> </ul> <p>1.6 Figures should be arranged as stated below:</p> <ul style="list-style-type: none"> <li>(a) Figures should be saved in a separate folder</li> <li>(b) Place captions below figures</li> <li>(c) Use chapter-based numbering (For instance: Figure 1.1, Figure 2.1, Figure 3.1)</li> </ul> <p>1.7 Tables should be arranged as stated below:</p> <ul style="list-style-type: none"> <li>(a) Tables should be saved in a separate folder</li> <li>(b) Place captions above tables</li> <li>(c) Use chapter-based numbering (For instance; Table 1.1, Table 2.1, Table 3.1)</li> </ul>

	<b>SUPPORT SERVICE OPERATION</b>	Page: 2 /4
	<b>UPM PRESS CENTRE</b>	Review No.: 06
	<b>Document Code: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	Issue No.: 02
	<b>MANUSCRIPT PREPARATION GUIDELINE</b>	Date: 30/06/2022

No.	Specifications
<b>2.</b>	<p><b>Types of manuscript that will be accepted;</b></p> <p>2.1 Books that are accepted in MyRA II glossary</p> <ul style="list-style-type: none"> <li>(a) Research book and chapters in research book</li> <li>(b) Policy papers</li> <li>(c) Other publications (non-indexed journals, article in magazines, newspapers, original works, publication from conferences, digital or print media)</li> </ul> <p>2.2 Manuscripts as listed below:</p> <ul style="list-style-type: none"> <li>(a) Textbooks</li> <li>(b) Research Books</li> <li>(c) Chapter in Book (CIB)</li> <li>(d) Workbooks</li> <li>(e) Guide Books</li> <li>(f) Biographies</li> <li>(g) Modules</li> <li>(h) Proceedings</li> <li>(i) Creative works (academic novels, poems)</li> <li>(j) Inaugural lecture series</li> <li>(k) Coffee table books</li> <li>(l) Children books</li> <li>(m) Religious books</li> </ul>

	<b>SUPPORT SERVICE OPERATION</b>	Page: 3 /4
	<b>UPM PRESS CENTRE</b>	Review No.: 06
	<b>Document Code: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	Issue No.: 02
	<b>MANUSCRIPT PREPARATION GUIDELINE</b>	Date: 30/06/2022

No.	Specifications		
<b>3.</b>	<b>A complete manuscript should contain:</b>		
	<b>No.</b>	<b>Requirements</b>	<b>Details</b>
	i.	Title Page	Book title, Name of author(s)/Editors(s) All
	ii.	List of Contents	Title of Chapter(s) Author(s) of the chapter(s) All CIB/Research Books/Proceedings
	iii.	Foreword (If any)	Endorsement by a well- known figure All
	iv.	Preface	An introductory passage written by the author about the purpose of the book All
	v.	Acknowledgement (If any)	Author's recognition and appreciation to those who helped to produce the book  Books produced through grant financing should include information about the grant All
	vi.	Text	Minimum number of chapters is 10 All except Inaugural Lecture Series
	vii.	References	Referencing format is according to the <i>American Psychological Association Style (APA Style)</i> All
		<b>Journal</b> Kyratsis, A. (2004).Talk and interaction among children and the co-construction of peer groups and peer culture. <i>Annual Review of Anthropology</i> , 33(4), 231-247.	Placed after the final chapter Research Books, Workbooks, Textbooks, Inaugural Lecture Series
		<b>Book</b> Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i> . Guilford Press.	Placed at the end of a chapter CIB, Research Books, Proceedings
		<b>Chapter in Book</b> Payne, S. (1999). 'Dangerous and different': Reconstructions of madness in the 1990s and the role of mental health policy. In S. Watson & L. Doyal (Eds.), <i>Engendering social policy</i> (pp. 180-195). Open University Press.	No references list Novels, Poems, Biographies
		<b>e-book</b> Eckes, T. (2000). <i>The developmental social psychology of gender</i> . Retrieved from netLibrary: <a href="http://www.netlibrary.com">http://www.netlibrary.com</a>	
		<b>Conferences</b> Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), <i>Sociology for the NewMillennium</i> . Papers presented at The Australian Sociological Association, held at Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Victoria: Celts.	
	viii.	Appendix (if any)	Supplementary material that enhances the main text Research Books, CIB
	ix.	Author(s) Biodata	Author(s) educational background and achievement information All
	x.	Blurb	A short description of the book containing information about the book content and intended readers for promotional purposes, placed at the back cover All
	xi.	<b>Index</b>	List of names or terms related to the topic Except Novels, Poems
	* <b>Completed manuscript must be submitted with the Turnitin Similarity Report below 20%</b>		

	<b>SUPPORT SERVICE OPERATION</b>	Page: 4 /4
	<b>UPM PRESS CENTRE</b> <b>Document Code:</b> <b>OPR/PUPM/GP01/PENYEDIAAN</b> <b>MANUSKRIP</b>	Review No.: 06
	<b>MANUSCRIPT PREPARATION GUIDELINE</b>	Issue No.: 02  Date: 30/06/2022

No.	Specifications
4.	<p><b>Submission guidelines</b></p> <p>The manuscript submitted is an original work and has not been published elsewhere and author(s) is/are required to confirm this during the manuscript submission. This declaration has also been stated in Publisher-Author Agreement that will be signed when the manuscript is has been agreed to be published.</p>
5.	<p><b>Author(s) is/are required to send the manuscript in the Ms Word and PDF versions and that should be addressed to:</b></p> <p><b>Professor Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan</b>  Director  UPM Press Centre  Universiti Putra Malaysia  43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia  E-mail: dir.penerbit@upm.edu.my</p> <p><b>Abd Razak Ahmad</b>  Head of Division UPM Press Centre  Universiti Putra Malaysia  43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia  Telephone No.: +603-9769 8853  E-mail: a_razak@upm.edu.my</p>