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## 1.0 SKOP


Prosedur ini merangkumi cara perancangan, pelaksanaan, penilaian dan pemantauan pengurusan manuskrip hingga diterbitkan.

## 2.0 TANGGUNGJAWAB

Ketua PTJ bertanggungjawab memastikan prosedur ini dipatuhi semasa proses pengurusan manuskrip dilaksanakan. Sesiapa yang terlibat dalam proses ini wajib mematuhi prosedur ini.

## 3.0 DOKUMEN RUJUKAN

Nombor / Kod Rujukan	Tajuk Dokumen
-	<i>Chicago Manual of Style</i>
-	APA Format and Style
-	Gaya Dewan
-	Kamus Dewan
-	Istilah Dewan
-	<i>Oxford Learners Dictionary</i>
-	Akta Kontrak 1950
-	Akta Mesin Cetak dan Penerbitan 1984
-	Akta Hak Cipta 1987
-	<i>A Guide to Book Production</i>
OPR/ PUPM/GP01/Penyediaan	Garis Panduan Penyediaan Manuskrip

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#### 4.0 TERMINOLOGI DAN SINGKATAN

AF	:	Ahli Fotografi
CIP	:	<i>Cataloguing-in-Publication Data</i>
Dami	:	Contoh buku sebagai cadangan bentuk buku yang sebenarnya akan terbit
FA	:	<i>Final Artwork</i>
ISBN	:	<i>International Serial Book Numbers</i>
JKPEN	:	Jawatankuasa Penerbitan Universiti
KB	:	Ketua Bahagian
KSEP	:	Ketua Seksyen Editorial & Pengeluaran
LHDN	:	Lembaga Hasil Dalam Negeri
Pengarang	:	Penulis buku
Penilai	:	Pakar bidang
PNM	:	Perpustakaan Negara Malaysia
PO	:	Pembantu Operasi
PP	:	Pegawai Penerbitan
PPP	:	Penolong Pegawai Penerbitan
PPEN	:	Pembantu Penerbitan
<del>PPT</del>	:	<del>Penolong Pegawai Tadbir</del>
PPSR	:	Penolong Pegawai Senireka
<del>PR1</del> PSR	:	Pegawai Seni Reka
<del>PR2</del> -PR	:	Pereka
PTPO	:	Pembantu Tadbir (Perkeranian & Operasi)
PTJ	:	Pusat Tanggungjawab
TNC (P&I)	:	Timbalan Naib Canselor (Penyelidikan & Inovasi)



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**5.0 PROSES TERPERINCI**

Tanggungjawab	Carta Alir	Perincian	Rekod/ Dokumen Rujukan
KB/KSEP/PP/PPP		5.2 Terima borang cadangan <del>penyediaan manuskrip.</del> penerbitan	Borang OPR/PUPM/BR11/ Proposal
PP/PPP		5.3 Rekod Penerimaan (a) Rekod butiran <del>manuskrip</del> cadangan penerbitan lengkap di dalam komputer.	<del>Senarai Semak OPR/PUPM/SS01</del> <del>Garis Panduan OPR/PUPM/GP01</del>
KSEP/PP/PPP		5.4 Penilaian Cadangan Penerbitan (a) Kenal pasti tiga (3) penilai manuskrip i. Penilai yang dilantik daripada luar UPM dan luar negara. ii. Pastikan penilai adalah pakar bidang. iii. Pastikan penilai adalah bukan daripada kalangan Penulis. iv. Sekiranya melantik semula Penilai, Penilai tersebut dinilai sekurang-kurangnya pada skala 'Memuaskan'. (b) Dapatkan persetujuan Penilai melalui e-mel dalam tempoh 5 hari bekerja. (c) Hantar surat pelantikan, <i>Proposal Publication Form</i> dan <i>Proposal Review Form</i> kepada Penilai untuk dinilai dalam tempoh 10 hari bekerja melalui e-mel. (d) Pantau tempoh penilaian dari semasa ke semasa. (e) Terima laporan penilai dan hantar kepada pengarang serta failkan. <del>(f) Nilai prestasi penilai.</del> (g) <del>Bayar penilai.</del>	Surat pelantikan Penilai Borang UPM/PUPM/BR12- Proposal Review One <del>UPM/PUPM/BR09- Nilai Penilai/penyunting-luar</del>
KSE PP/PPP		5.5 (a) Jika 'Ya' pergi ke langkah 5.6. (b) Jika 'Tidak' pergi ke langkah 5.7 dan Tamat.	
KSE/PP/PPP		5.6 Maklum kepada pengarang untuk membuat pembetulan <del>dan menyerahkan manuskrip lengkap.</del> berdasarkan laporan Penilai.	Surat Pengarang membuat pembetulan
		5.7 Maklum penolakan sekiranya cadangan dua daripada tiga penilai 'Tolak'.	Surat penolakan
PP/PPP		5.8 <del>(a) Sedia dan cetak dokumen Perjanjian Penerbit Pengarang</del> <del>(b) Serah kepada Pengarang semasa langkah 5.6.</del> Pengarang membuat pembetulan cadangan penerbitan berdasarkan cadangan Penilai dalam tempoh 7 hari bekerja dan serah kepada Penerbit UPM	Arahan Kerja UPM/OPR/PUPM/ AK02
PP/PPP		5.9 <del>(a) Jika 'Ya' pergi ke langkah 5.10.</del> <del>(b) Jika 'Tidak' proses Tamat.</del> Hantar cadangan penerbitan yang telah dibuat pembetulan kepada Penilai untuk disemak semula	Borang UPM/PUPM/BR12- Proposal Review Two



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Tanggungjawab	Carta Alir	Perincian	Rekod/Dokumen Rujukan
<p>Pengarang</p> <p>KSE/PPP/pp</p>		<p>5.10 <del>Pengarang menandatangani Perjanjian Penerbit-Pengarang-</del> (a) Jika 'Ya' pergi ke Langkah 5.11 (b) Jika 'Tidak' pergi ke Langkah 5.8</p> <p>5.11 <del>Sedia dan cetak dokumen Perjanjian Penerbit-Pengarang dan serah kepada Pengarang. Penilaian manuskrip lengkap</del> (a) <del>Kenal pasti dua (2) Penilai Manuskrip;</del> <del>i. Penilai yang dilantik daripada luar UPM dan luar negara.</del> <del>ii. Pastikan Penilai adalah pakar bidang.</del> <del>iii. Pastikan Penilai adalah bukan daripada kalangan Penulis.</del> <del>iv. Sekiranya melantik semula Penilai, Penilai tersebut dinilai sekurang-kurangnya pada skala 'Memuaskan'.</del> <del>(b) Dapatkan persetujuan penilai, melalui telefon atau e-mel dalam tempoh 7 hari bekerja.</del> <del>(c) Hantar surat pelantikan, manuskrip dan Borang Penilaian kepada penilai untuk dinilai dalam tempoh 20 hari bekerja melalui pos atau e-mel.</del> <del>(d) Pantau tempoh penilaian dari semasa ke semasa. Sekiranya melebihi tempoh hantar peringatan melalui surat/e-mel/telefon.</del> <del>(e) Terima laporan penilai dan hantar kepada pengarang serta failkan. Nilai prestasi penilai.</del> <del>(f) Bayar penilai.</del></p>	<p>Dokumen Perjanjian Penerbit-Pengarang Arahan Kerja UPM/OPR/PUPM/AK02/ Arahan Kerja Urus Perjanjian Penerbit-Pengarang</p> <p>Borang UPM/PUPM/BR02</p> <p>Borang UPM/PUPM/BR09</p>
<p>Pengarang</p>	<p>5.11 <del>Penilaian manuskrip lengkap</del> 5.13 Tandatangani Perjanjian</p> <p>5.12 <del>Pengarang buat pembetulan</del> 5.14 Pengarang serah manuskrip lengkap</p>	<p>5.12 (a) Jika 'Ya' pergi ke Langkah 5.13 (b) Jika 'Tidak' proses Tamat <del>(c) Hantar surat dan salinan laporan penilaian serta manuskrip yang telah dinilai kepada pengarang untuk dibuat pembetulan (15 hari bekerja pindaan kecil dan 30 hari bekerja pindaan besar) melalui pos atau e-mel.</del> <del>(d) Pantau tempoh pengarang membuat pembetulan. Sekiranya melebihi (15 hari bekerja untuk pindaan kecil dan 30 hari bekerja untuk pindaan besar) peringatan melalui e-mel.</del></p> <p>5.13 <del>Pengarang menandatangani Perjanjian Penerbit-Pengarang-</del> (a) <del>Terima manuskrip lengkap dan Borang Penyerahan Manuskrip.</del> (b) <del>Semak dan teliti manuskrip serta pastikan lengkap (bahagian awalan, bahan teks, bahagian akhiran dan ilustrasi). Tandakan pada Senarai Semak Penyerahan Manuskrip.</del> (c) <del>Rekod dan fail.</del></p> <p>5.14 (a) Pengarang serah manuskrip lengkap dan Borang Penyerahan Manuskrip. (b) Semak dan teliti manuskrip serta pastikan lengkap (bahagian awalan, bahan teks, bahagian akhiran dan ilustrasi). Tandakan pada Senarai Semak Penyerahan Manuskrip.</p>	<p>Borang UPM/PUPM/BR01/serah manuskrip</p>



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<p>KSE/PP/PPP</p> <p>Pengarang</p> <p>KSE/PP/PPP</p>		<p>(c) Rekod dan fail</p> <p><del>(a) Jika 'Ya' ke langkah 5.15.</del> <del>(b) Jika 'Tidak' ke langkah 5.12.</del></p> <p>5.15 Penilaian manuskrip lengkap</p> <p>(a) Kenal pasti dua (2) Penilai Manuskrip;</p> <ol style="list-style-type: none"> <li>Penilai yang dilantik daripada luar UPM dan luar negara.</li> <li>Pastikan Penilai adalah pakar bidang.</li> <li>Pastikan Penilai adalah bukan daripada kalangan Penulis.</li> <li>Sekiranya melantik semula Penilai, Penilai tersebut dinilai sekurang-kurangnya pada skala 'Memuaskan'.</li> </ol> <p>(b) Dapatkan persetujuan penilai, melalui telefon atau e-mel dalam tempoh 7 hari bekerja.</p> <p>(c) Hantar surat pelantikan, manuskrip dan Borang Penilaian kepada penilai untuk dinilai dalam tempoh 20 hari bekerja melalui pos atau e-mel.</p> <p>(d) Pantau tempoh penilaian dari semasa ke semasa. Sekiranya melebihi tempoh hantar peringatan melalui surat/e-mel/telefon.</p> <p>(e) Terima laporan penilai dan hantar kepada pengarang serta failkan. Nilai prestasi penilai.</p> <p>(f) Bayar penilai.</p> <p><del>(a) Sedia carta perbatuan dan rancang pergerakan bermula dari proses penyuntingan hingga cetak.</del> <del>(b) Fail dan serah carta perbatuan kepada PP/PR.</del> <del>(c) Pantau carta perbatuan;</del></p> <ol style="list-style-type: none"> <li>Kenal pasti manuskrip yang berkemungkinan lewat diterbitkan.</li> <li>Labelkan tag merah pada doket manuskrip yang dikenal pasti dan diletakkan di-Zon Merah.</li> <li>Rancang semula carta perbatuan bermula daripada proses semasa.</li> </ol> <p>5.16</p> <p>(a) Hantar surat dan salinan laporan penilaian serta manuskrip yang telah dinilai kepada pengarang untuk dibuat pembetulan (15 hari bekerja pindaan kecil dan 30 hari bekerja pindaan besar) melalui pos atau e-mel.</p> <p>(b) Pantau tempoh pengarang membuat pembetulan.</p> <p>(c) Sekiranya melebihi (15 hari bekerja untuk pindaan kecil dan 30 hari bekerja untuk pindaan besar) peringatan melalui e-mel.</p> <p>5.17</p> <p>Terima manuskrip yang telah dibuat pembetulan, semak dan teliti manuskrip serta pastikan lengkap.</p> <p><del>Kenal pasti manuskrip perlu disunting dan sedia doket:</del></p> <p><del>(a) Serah manuskrip kepada PP/Penyunting Luar untuk disunting dalam tempoh 30 hari bekerja. Keluarkan surat lantikan bagi Penyunting Luar.</del></p> <p><del>(i) Nilai prestasi Penyunting sekiranya Penyunting Luar.</del></p> <p><del>(b) Pantau tempoh penyuntingan. Hantar peringatan jika melebihi tempoh 20 hari bekerja.</del></p> <p><del>(c) Mula proses reka bentuk dan reka letak tidak melebihi 20 hari bekerja.</del></p> <p><del>(d) Hantar Pruf 1 kepada pengarang untuk semakan dalam tempoh 7 hari bekerja. Hantar peringatan sekiranya tidak dipulangkan dalam tempoh yang ditetapkan.</del></p> <p><del>(e) Terima Pruf 1 daripada pengarang dan pembetulan dibuat dalam tempoh 7 hari bekerja.</del></p> <p><del>(f) Serah Pruf 2 kepada PP untuk disemak dalam tempoh 10 hari bekerja.</del></p> <p><del>(g) Mohon ISBN dan CIP daripada PNM.</del></p>	<p>Senarai Semak OPR/PUPM/SS01</p> <p>Borang OPR/PUPM/BR02/Penilaian Manuskrip Borang OPR/PUPM/BR09/Penilaian Penilai/Penyunting Luar</p> <p>Borang UPM/PUPM/BR02 Borang UPM/PUPM/BR09</p> <p>Surat pengarang buat pembetulan</p>
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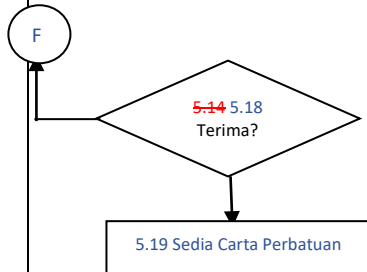
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KSE/PP/PPP



- ~~(h) Jika ada pindaan buat pembetulan Prof 2 dalam tempoh 7 hari bekerja.~~
- ~~(i) Serah Prof 2 kepada PP untuk disemak dalam tempoh 7 hari bekerja.~~
- ~~(j) Sedia indeks dalam tempoh 5 hari bekerja.~~
- ~~(k) Buat pembetulan Prof 3 dalam tempoh 5 hari bekerja dan masukkan indeks.~~

5.18

- (a) Jika 'Ya' ke langkah 5.19.
- (b) Jika 'Tidak' ke langkah 5.16.

5.19

- (a) Sedia carta perbatuan dan rancang pergerakan bermula dari proses penyuntingan hingga cetak.
- (b) Fail dan serah carta perbatuan kepada PP/PR.
- (c) Pantau carta perbatuan;
  - i. Kenal pasti manuskrip yang berkemungkinan lewat diterbitkan.
  - ii. Labelkan tag merah pada doket manuskrip yang dikenal pasti dan diletakkan di Zon Merah.
  - iii. Rancang semula carta perbatuan bermula daripada proses semasa.

Carta Perbatuan Penerbitan Buku



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Tanggungjawab	Carta Alir	Perincian	Rekod/ Dokumen Rujukan
<p>PP/PPP/PPEN KSE/PP/PPP</p> <p>PR/PPEN</p>	<pre> graph TD     Start((D)) --&gt; S16[5.16 5.20 Proses Editorial]     S16 --&gt; D1{5.17 5.21 Tepati Tempoh?}     D1 -- Tidak --&gt; S16     D1 -- Ya --&gt; S18[5.18 5.22 Reka bentuk kulit]     S18 --&gt; D2{5.19 5.23 Setuju?}     D2 -- Tidak --&gt; S18     D2 -- Ya --&gt; S20[5.20 5.24 Sedia Dami]     S20 --&gt; End((F))     </pre>	<p>5.165.20 Kenal pasti manuskrip perlu disunting dan sedia doket:</p> <ul style="list-style-type: none"> <li>(a) Serah manuskrip kepada PP/Penyunting Luar untuk disunting dalam tempoh 30 hari bekerja. Keluarkan surat lantikan bagi Penyunting Luar.             <ul style="list-style-type: none"> <li>(i) Nilai prestasi Penyunting sekiranya Penyunting Luar.</li> </ul> </li> <li>(b) Pantau tempoh penyuntingan. Hantar peringatan jika melebihi tempoh 20 hari bekerja.</li> <li>(c) Mula proses reka bentuk dan reka letak tidak melebihi 20 hari bekerja.</li> <li>(d) Hantar Pruf 1 kepada pengarang untuk semakan dalam tempoh 7 hari bekerja. Hantar peringatan sekiranya tidak dipulangkan dalam tempoh yang ditetapkan.</li> <li>(e) Terima Pruf 1 daripada pengarang dan pembetulan dibuat dalam tempoh 7 hari bekerja.</li> <li>(f) Serah Pruf 2 kepada PP untuk disemak dalam tempoh 10 hari bekerja.</li> <li>(g) Mohon ISBN dan CIP daripada PNM.</li> <li>(h) Jika ada pindaan buat pembetulan Pruf 2 dalam tempoh 7 hari bekerja.</li> <li>(i) Serah Pruf 3 kepada PP untuk disemak dalam tempoh 7 hari bekerja.</li> <li>(j) Sedia indeks dalam tempoh 5 hari bekerja.</li> <li>(k) Buat pembetulan Pruf 3 dalam tempoh 5 hari bekerja dan masukkan indeks.</li> </ul> <p>5.175.21</p> <ul style="list-style-type: none"> <li>(a) Jika 'Ya' ke langkah 5.20 5.24.</li> <li>(b) Jika 'Tidak' ke langkah 5.15 5.19 dan masukkan ke Zon Merah.</li> </ul>	<p>Borang OPR/PUPM/BR03/ Penyuntingan Arahan Kerja UPM/OPR/PUPM/AK01</p> <p>Borang OPR/PUPM/BR09/Nilai Penilai/Penyunting Borang OPR/PUPM/BR04/Reka letak</p> <p>Arahan kerja UPM/OPR/PUPM/AK03/ Reka letak</p> <p>Borang OPR/PUPM/BR10/Pantau atau format seumpamanya melalui <a href="#">Google Drive</a></p> <p>Borang Permohonan ISBN/PDP</p>
<p>PR1/PR2/PSR/PSPR/PR/AF</p> <p>PR/PPEN</p>	<pre> graph TD     S20[5.20 5.24 Sedia Dami] --&gt; D3{5.21 5.25 Sedia Dami?}     D3 -- Tidak --&gt; S20     D3 -- Ya --&gt; S22[5.22 5.26 Semak Dami]     S22 --&gt; End((F))     </pre>	<p>5.185.22</p> <ul style="list-style-type: none"> <li>(a) Mula reka bentuk 2 cadangan kulit buku dalam tempoh 10 hari bekerja semasa tempoh penyuntingan.</li> <li>(b) Pantau proses reka bentuk kulit buku.</li> <li>(c) Serah 2 cadangan reka bentuk kepada pengarang untuk membuat pilihan.</li> <li>(d) Terima pilihan cadangan daripada pengarang (Setuju/Setuju dengan Pindaan/Tidak Setuju).</li> </ul> <p>5.195.23</p> <ul style="list-style-type: none"> <li>(a) Jika 'Ya' ke langkah 5.20 5.24</li> <li>(b) Jika 'Tidak'/dengan pindaan ke langkah 5.18 5.22</li> </ul> <p>5.205.24</p> <ul style="list-style-type: none"> <li>(a) Sedia dami selepas terima teks lengkap daripada PP/PR1.</li> <li>(b) Semak dami dalam tempoh 2 hari bekerja.</li> </ul>	<p>Borang OPR/PUPM/BR05/Reka Kulit</p> <p>Borang OPR/PUPM/BR05/Reka Kulit</p> <p>Arahan kerja UPM/OPR/PUPM/AK04/Reka kulit</p>



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PP/ <del>PR1/PR2</del> /PPP/ PPEN/PTPO		<p><del>5-24</del>5.25 (g) Urus cetak</p> <p>i. Sedia spesifikasi</p>	<p>Borang OPR/PUPM/BR06/Sebutharga</p>
PP/PR1/PR2/PPP/ PPEN		<p><del>5-22</del>5.26 (h) Pantau proses cetak dalam tempoh 7 hingga 14 hari bekerja.</p>	<p>Borang OPR/PUPM/BR07/ Serah cetak</p>
KSE/PP		<p><del>5-23</del>5.27 (i) Terima dan semak buku yang telah dicetak.            (j) Nilai prestasi pencetak.</p> <p>(k) Jika 'Ya' ke langkah <del>5-25</del>5.29            (l) Jika 'Tidak' ke langkah <del>5-24</del>5.28</p>	<p>Borang OPR/PUPM/BR08/Nilai Pencetak</p>
PPP/PPEN		<p><del>5-25</del>5.29 (m) Maklum kepada pencetak untuk mencetak semula            (n) Urus cetak semula buku.</p> <p>Rekod penerimaan buku dan masukkan ke dalam sistem</p>	<p>Borang OPR/PUPM/BR07/ Serah cetak</p>





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## 6.0 REKOD

Bil	Kod Fail, Tajuk Fail, dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<p><del>UPM/PUPM/100-10/7/No.Fail/ (Tajuk Buku)</del>  UPM.PUPM.100-16/4/15/No.Fail/ (Tajuk Buku)</p> <p><b>Fail Buku</b></p> <ul style="list-style-type: none"> <li>• Borang Serah Manuskrip OPR/PUPM/BR01/SERAH MANUSKRIP atau OPR/PUPM/BR11/ PROPOSAL</li> <li>• Senarai Semak OPR/PUPM/SS01/SERAH MANUSKRIP</li> <li>• Surat akuan terima manuskrip</li> <li>• Surat kepada Penilai</li> <li>• Borang Penilaian Manuskrip OPR/PUPM/BR02/PENILAIAN atau OPR/PUPM/BR12/PROPOSAL REVIEW</li> <li>• Salinan Laporan Penilaian daripada Penilai</li> <li>• Surat pengarang jalankan pembetulan</li> <li>• Borang Penyerahan Manuskrip untuk Penyuntingan OPR/PUPM/BR03/PENYUNTINGAN</li> <li>• Borang Penyerahan Manuskrip untuk Reka Letak OPR/PUPM/BR04/REKA LETAK</li> <li>• Borang Penyerahan Kerja Mencetak Buku OPR/PUPM/BR07/SERAH CETAK/JILID</li> <li>• Borang Pantau Kerja Reka Letak (OPR/PUPM/BR10/PANTAU REKA LETAK) <i>atau format seumpamanya melalui Google Drive</i></li> <li>• Gantt Chart</li> <li>• Salinan Dokumen Perjanjian</li> <li>• OPR/PUPM/BR09 Nilai Penilai/Penyunting Luar</li> </ul>	PYB	PP/ PPP	<p>Seksyen Editorial</p> <p>Kekal</p>	Ketua Pengarah Arkib Negara Malaysia

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>  <b>PUSAT PENERBIT UPM</b> <b>Kod Dokumen: UPM/OPR/PUPM/P001</b>		Halaman: 11/8 No. Semakan: <del>10-00</del> No. Isu: <del>02-03</del>		
	<b>PROSEDUR PENGURUSAN PENERBITAN BUKU ILMIAH</b>		Tarikh: <del>19/06/2020-26/7/2021</del>		
2.	UPM/PUPM/ISBN-CIP UPM.PUPM.100-16/4/15-ISBN  <ul style="list-style-type: none"> <li>Borang Mohon ISBN</li> <li>Borang Mohon CIP</li> </ul>	PYB	PPEN	Seksyen Editorial  5 tahun	Ketua Pengarah Arkib Negara Malaysia

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>  <b>PUSAT PENERBIT UPM</b> <b>Kod Dokumen: UPM/OPR/PUPM/P001</b>	Halaman: 12/8
		No. Semakan: <del>10-00</del>
		No. Isu: <del>02-03</del>
	<b>PROSEDUR PENGURUSAN PENERBITAN</b> <b>BUKU ILMIAH</b>	Tarikh: <del>19/06/2020</del> 26/7/2021

Bil	Kod Fail, Tajuk Fail, dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
3.	OPR/PUPM/BR06/BORANG SEBUT HARGA  <ul style="list-style-type: none"> <li>Spesifikasi</li> <li>Surat tawaran mencetak</li> </ul>	PTPO	PTPO	Seksyen Pentadbiran  5 tahun	Ketua Pengarah Arkib Negara Malaysia
4.	<del>UPM/PUPM/100-10/Perjanjian Asal Buku</del> UPM.PUPM.100-1/2/PERJANJIAN ASAL  <ul style="list-style-type: none"> <li>Dokumen perjanjian asal</li> </ul>	PP/PPP	PPP	Seksyen Editorial  Kekal	Ketua Pengarah Arkib Negara Malaysia
5.	<del>UPM/PUPM/100-10/Reka Bentuk Kulit</del> UPM.PUPM.100-16/4/15- Reka bentuk Kulit  <ul style="list-style-type: none"> <li>Borang Penyerahan Untuk Kerja Reka Bentuk Kulit Buku (OPR/PUPM/BR05/REKA KULIT BUKU)</li> <li>Mock-up kulit yang dipilih</li> </ul>	PR1	PR1	Seksyen Media Kreatif  1 tahun	Ketua Pengarah Arkib Negara Malaysia
6.	Deraf manuskrip asal, pruf dan dami	PP/PPP	PPP	Seksyen Editorial 3 bulan	Ketua Pengarah Arkib Negara Malaysia
7.	<del>UPM/PUPM/100-10/7/2 PROJEK Sebut Harga</del> UPM.PUPM.100-16/4/1 PROJEK	PTPO	PTPO	Seksyen Pentadbiran  5 tahun	Ketua Pengarah Arkib Negara Malaysia
8	UPM.PUPM.100-16/4/16 – PROPOSAL PENERBITAN	PP/PPP	PPP	Seksyen Editorial	Ketua Pengarah Arkib Negara Malaysia

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	<b>PUSAT PENERBIT UPM</b>	No. Semakan: <del>0405</del>
	<b>Kod Dokumen: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	No. Isu: 02
	<b>GARIS PANDUAN PENYEDIAAN MANUSKRIP</b>	Tarikh: <del>19/06/2020</del> 26/02/2021

## 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 <del>font</del> <i>font</i> Times New Roman/saiz <i>font</i> 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: <ul style="list-style-type: none"> <li>(a) Disertakan dalam folder berasingan</li> <li>(b) Format JPEG (150-300 dpi) atau (saiz HD 1280 x 720/Full HD 1920 x 1080)</li> <li>(c) Beresolusi tinggi (<i>maximum quality</i>)</li> <li>(d) Gambar/ilustrasi yang diambil daripada mana-mana sumber perlu mendapatkan kebenaran bertulis daripada pihak berkenaan</li> </ul> </p> <p>1.6 Format menyusun rajah adalah seperti berikut: <ul style="list-style-type: none"> <li>(a) Rajah hendaklah disertakan dalam folder berasingan</li> <li>(b) Kapsyen hendaklah diletakkan di bawah rajah</li> <li>(c) Penomboran dibuat mengikut bab (cth: Rajah 1.2, Rajah 2.1, Rajah 3.1)</li> </ul> </p> <p>1.7 Format menyusun jadual adalah seperti berikut: <ul style="list-style-type: none"> <li>(a) Jadual hendaklah disertakan dalam folder berasingan</li> </ul> </p>



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	<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>																		
3.	<p><b>Manuskrip yang lengkap hendaklah mengandungi bahan berikut;</b></p> <table border="1"> <thead> <tr> <th>BIL</th> <th>PERKARA</th> <th>BUTIRAN</th> <th>JENIS MANUSKRIP</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td>Halaman Judul</td> <td>Judul buku, nama Pengarang/Editor</td> <td>Semua</td> </tr> <tr> <td rowspan="2">ii.</td> <td rowspan="2">Senarai Kandungan</td> <td>Tajuk bab</td> <td>Semua</td> </tr> <tr> <td>Pengarang bab</td> <td>CIB, Buku Penyelidikan, Prosiding</td> </tr> <tr> <td>iii.</td> <td>Kata Pengantar (Jika ada)</td> <td>Ulasan oleh tokoh terkemuka</td> <td>Semua</td> </tr> </tbody> </table>	BIL	PERKARA	BUTIRAN	JENIS MANUSKRIP	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
BIL	PERKARA	BUTIRAN	JENIS MANUSKRIP																
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																



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iv.	Prakata	Ulasan pengarang tentang tujuan buku dihasilkan	Semua
v.	Penghargaan (Jika ada)	Rakaman penghargaan oleh penulis untuk mereka yang terlibat dalam penghasilan karya.  Buku yang dihasilkan melalui pembiayaan geran perlu dinyatakan maklumat geran.	Semua
vi.	Bahan teks	Minimum bab ialah 10	Semua kecuali Syarahan Inaugural
	<p>Senarai Rujukan</p> <p><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.</p> <p><b>Buku</b> Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i>. New York, NY: Guilford Press.</p> <p><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 &amp; L. Doyal (Eds.), <i>Engendering social policy</i> (pp. 180-195). Philadelphia, PA: Open University Press.</p> <p><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></p> <p><b>Konferen</b> Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, &amp; S. Russell</p>	Format rujukan adalah mengikut <i>American Psychological Association Style</i> (APA Style)	Semua
		Diletakkan selepas bab akhir	Buku penyelidikan, Buku kerja, Buku teks, Syarahan Inaugural
		Diletakkan di akhir bab	CIB, Buku Penyelidikan, Prosiding
		Tiada senarai rujukan	vii:



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	(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 similarity Turnitin di bawah 20%</b></p>			
4.	<p><b>Syarat penyerahan</b></p> <p>4.1 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>		
5.	<p><b>Pengarang perlu menghantar manuskrip dalam dua (2) bentuk salinan <i>hardcopy</i> dan <i>softcopy</i> dan dihantar kepada:</b></p> <p><b>Profesor Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan</b>  Pengarah  Pusat Penerbit UPM  Universiti Putra Malaysia  43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia  E-mel: dir.penerbit@upm.edu.my</p>		



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		No. Isu: 02
	<b>GARIS PANDUAN PENYEDIAAN MANUSKRIP</b>	Tarikh: <del>19/06/2020</del> 26/02/2021

	<p><del><b>Nor Azila Azmi</b></del>  Ketua  Seksyen Editorial dan Pengeluaran  Penerbit UPM  Universiti Putra Malaysia  43400 UPM, Serdang, Selangor Darul Ehsan Malaysia  No. Telefon: +603-97698852  E-mel: <a href="mailto:azilaaz@upm.edu.my">azilaaz@upm.edu.my</a></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</p>
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	<b>Document Code: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP</b>	Issue No.: 02
	<b>MANUSCRIPT PREPARATION GUIDELINE</b>	Date: <del>19/06/2020</del> 26/02/2021

## 1.0 INTRODUCTION

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

## 2.0 TERMINOLOGY AND ABBREVIATION

CIB - Chapter in Book

## 3.0 GUIDE

No.	Specifications
1.	<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>

Printed documents are 'UNCONTROLLED DOCUMENTS'

In case of any dispute, the Bahasa Melayu version shall be used as the correct interpretation



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	<p>1.7 Tables should be arranged as stated below<del>7</del>:</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>
<p>2.</p>	<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 <del>C</del>hapters in research book</li><li>(b) Policy papers</li><li>(c) Other publications (<del>N</del>on-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 (<del>A</del>cademic 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>



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3. A complete manuscript should contain;

No.	Requirements	Details	Types of Manuscript
i.	Title Page	Book title, Name of author(s)/Editors(s)	All
ii.	List of Contents	Title of Chapter(s)	All
		Author(s) of the chapter(s)	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  <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.	Referencing format is according to the <i>American Psychological Association Style</i> (APA Style)	All
		Placed after the final chapter	Research books, Workbooks, Textbooks, Inaugural Lecture Series



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	<p><b>Book</b> Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i>. New York, NY: Guilford Press.</p> <p><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 &amp; L. Doyal (Eds.), <i>Engendering social policy</i> (pp. 180-195). Philadelphia, PA: Open University Press.</p> <p><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></p> <p><b>Conferences</b> Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, &amp; 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.</p>	<p>Placed at the end of a chapter</p> <p>No references list</p>	<p>CIB, Research bBooks, Proceedings</p> <p>Novels, Poems, Biographies</p>
Viii,	Appendix (If any)	Supplementary material that enhances the main text	Research bBooks,, 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	All



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xi	Index	purposes, placed at the back cover  List of names or terms related to the topic	Except Novels, Poems
<p><b>* Completed manuscript must be submitted with the Turnitin Similarity Report below 20%</b></p>			
4.	<p><b>Submission guidelines</b> 4.1 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 has 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 both the hardcopy and softcopy 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: <a href="mailto:dir.penerbit@upm.edu.my">dir.penerbit@upm.edu.my</a></p> <p><del><b>Nor Azila Azmi</b> Head Editorial and Production Section- UPM Press Universiti Putra Malaysia 43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia- Telephone No.: +603-97698852 E-mail: <a href="mailto:azilaaz@upm.edu.my">azilaaz@upm.edu.my</a></del></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.: +603-97698853 E-mail: <a href="mailto:a_razak@upm.edu.my">a_razak@upm.edu.my</a></p>		



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	<b>BORANG PENYERAHAN MANUSKRIP</b>

### 1. BUTIRAN MANUSKRIP

Tajuk:

Tajuk	
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2. KATEGORI:  Sains Sosial & Kemanusiaan       Sains Teknologi & Perubatan

### 3. BIDANG MANUSKRIP. SILA TANDA (/) PADA BIDANG YANG BERKENAAN

Akuakultur	/	Kejuruteraan		Penyelidikan	
Alam sekitar		Komputer dan ICT		Perhutanan	
Bahasa dan Sastera		Komunikasi		Pertanian	
<i>Coffee Table</i>		Matematik dan Statistik		Perubatan dan Sains Kesihatan	
Ekonomi dan Perniagaan		Memoir dan Biografi		Reka Bentuk dan Seni Bina	
Islamik		Muzik		Sains Makanan	
Karya Kreatif		Pendidikan		Umum	
Kaunseling		Pengurusan		Veterinar	

### 4. ~~PENGESAHAN KEASLIAN HASIL KERJA~~ SILA SERTAKAN LAPORAN TURNITIN SIMILARITY DI BAWAH 20% BESERTA MANUSKRIP

### 5. PENGESAHAN KEASLIAN HASIL KERJA

**\*Saya/Kami** mengesahkan bahawa manuskrip ini adalah hasil karya asli, tidak pernah diterbitkan sebelum ini, atau diserahkan untuk penerbitan di organisasi lain. Sekiranya **saya/kami** ingin menggunakan sebarang carta, gambar rajah, gambar atau petikan teks yang pernah diterbitkan di sumber lain sebelum ini, kami bersetuju untuk mendapatkan kebenaran bertulis daripada pengarang/penerbit sumber tersebut. Pengesahan manuskrip ini juga adalah berdasarkan persetujuan pengarang-pengarang lain yang turut terlibat dalam penghasilan manuskrip ini.

**Saya/Kami** bersetuju untuk bertanggungjawab sepenuhnya ke atas sebarang unsur plagiat dalam manuskrip ini.

*\*sila potong yang tidak berkenaan*



**6. BUTIRAN PENGARANG UTAMA / EDITOR (\*Ruangan ini wajib diisi) (Sila sediakan lampiran jika perlu)**

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Tandatangan Pengarang Utama /  
Ketua Editor

Tarikh:.....

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No. Telefon	
E-mel	

Nama	
<del>No. Kad Pengenalan / No. Pasport</del> Alamat Institusi	
<del>No. Staf (UPM sahaja)</del> Jawatan	
<del>Jawatan</del> No. Kad Pengenalan/No Passport	
<del>Alamat Institusi</del> No. Staf (UPM sahaja)	
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Nama	
<del>No. Kad Pengenalan / No. Pasport</del> Alamat Institusi	
<del>No. Staf (UPM sahaja)</del> Jawatan	
<del>Jawatan</del> No. Kad Pengenalan/No Passport	
<del>Alamat Institusi</del> No. Staf (UPM sahaja)	
No. Telefon	
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Nama	
<del>No. Kad Pengenalan / No. Pasport</del> Alamat Institusi	
<del>No. Staf (UPM sahaja)</del> Jawatan	
<del>Jawatan</del> No. Kad Pengenalan/No Passport	
<del>Alamat Institusi</del> No. Staf (UPM sahaja)	
No. Telefon	
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Nama	
Jawatan	
Alamat	
No. Telefon	
E-mel	

Nama	
Jawatan	
Alamat	
No. Telefon	
E-mel	

Nama	
Jawatan	
Alamat	
No. Telefon	
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	<b>MANUSCRIPT SUBMISSION FORM</b>

**1. MANUSCRIPT DETAILS**

Title :-

Title	
-------	--

**2. CATEGORY:**     Social Sciences & Humanities     Science, Technology & Medicine

**3. MANUSCRIPT FIELD. TICK (/) THE RELATED FIELD.**

Aquaculture		Engineering		Research	
Environmental Studies		Computer & ICT		Forestry	
Language and Literature		Communication		Agriculture	
Coffee Table		Mathematics and Statistics		Medicine and Health	
Economics and Business		Memoir & and Biography		Architecture and Design	
Islamic		Music		Food Science	
Creative Works		Education		General	
Counselling		Management		Veterinary	

**4. ~~CONFIRMATION OF WORK'S ORIGINALITY~~ ATTACH TURNITIN SIMILARITY REPORT ALONG WITH YOUR MANUSCRIPT; LEVEL OF SIMILARITY SHOULD BE LESS THAN 20%.**

**5. CONFIRMATION OF WORK'S ORIGINALITY**

**I/We** declare that this **manuscript** an original work of mine, has not been published before and is not under consideration for publication elsewhere. Tables, figures, and images that have been previously published or adapted from previous publications must gain written permission from the source and submitted with the manuscript.

**I/We** also certify that all the authors have permitted the paper for submission and agreed with the contents. **I/We** understand that **I/we** will be held responsible for any acts of plagiarism to the submitted content.

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<del>Staff No. (UPM only)</del> Designation	
<del>Designation</del> Identity Card No./ Passport No.	
<del>Address/Institution</del> Staff No. (UPM only)	
Contact No.	
E-mail	

.....  
Signature of Main Author /Chief Editor

Date:.....

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<del>Designation</del> -Identity Card No./ Passport No.-	
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<del>Staff No. (UPM only)</del> Designation	
<del>Designation</del> -Identity Card No./ Passport No.-	
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Name	
<del>Identity Card No./</del> <del>Passport No.-</del> Address/Institution	
<del>Staff No. (UPM only)</del> Designation	
<del>Designation</del> -Identity Card No./ Passport No.-	
<del>Address/Institution</del> -Staff No. (UPM only)	


Contact No.	
E-mail	

**~~8. SUGGESTION OF REVIEWERS (Two reviewers should be from abroad or outside Malaysia and one reviewer from Malaysia but outside your institution)~~**

Name	
Designation	
Address	
Contact No.	
E-mail	

Name	
Designation	
Address	
Contact No.	
E-mail	

Name	
Designation	
Address	
Contact No.	
E-mail	

	<b>SUPPORT SERVICE OPERATION</b>  <b>UPM PRESS CENTRE</b> <b>Document Code: OPR/PUPM/BR11/PROPOSAL</b>
	<b>PUBLISHING PROPOSAL FORM</b>

## PUBLISHING PROPOSAL FORM

These guidelines are to assist the authors/editors to prepare **manuscripts proposal** according to the standard publication requirement of Universiti Putra Malaysia (UPM) Press. Proposed **manuscripts publication proposals** should be persuasive, intended to convince the publisher to accept your book for publication and are subject to peer reviewing. Publication **proposals** acceptance will be based on the originality, quality, and academic arguments. All the information provided needs to be authentic and the publisher has all the right to reject a **manuscript publication proposal** that is suspected to be fraudulently produced. The publisher will ensure that all the data included remains confidential. The publisher will sternly not tolerate plagiarism and a severe penalty will be imposed in case of duplication/breaching of copyright laws.

## PROPOSAL SUBMISSION FORMAT

- Use a 12-point font; the type of font should be Times New Roman; and coloured in black type only.
- Double space your manuscript.
- Ensure spelling consistency; preferably UK spelling.
- Refer to the American Psychological Association (APA) Formatting and Style Guide (6th Edition) or the latest edition.
- Use APA referencing style.
- Copyright permission must be included for adaptation of pictures, images, and figures from other sources.
- Attach Turnitin Similarity Report along with your **publication proposal**; level of similarity should be less than 20%.

If the proposal is accepted for publication, please refer to the Manuscript Preparation Guideline (*Garis Panduan Penyediaan Manuskrip*) that can be downloaded from the UPM Press Website or please contact the **Head of the Editorial & Production Section** ~~Chief Editor for COMPLETE BOOK SUBMISSION FORMAT.~~

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ISSUE NO. : 01  
DATE : ~~19/06/2020~~26/02/2021



It is compulsory to thoroughly fill out all the requested information.

## 1. PERSONAL PARTICULARS OF AUTHOR(S)/EDITOR(S)

---

<b>Name(s)</b>	
<del>Single Author/Editor- Main Author</del>	
<del>Co-Author 1</del>	
<del>Co-Author 2</del>	
<del>Co-Author 3</del>	
<del>Designation (for each author)</del>	
<del>The institution (of each author)</del>	
<del>Mailing address (of each author)</del>	
<del>Contact number (of each author)</del>	
<del>E-mail address (of each author)</del>	
<del>List of previous publications according to years (each author)</del>	
<del>CV/Resume (can include as separate attachment) (each author)</del>	

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ISSUE NO. : 01

DATE : ~~19/06/2020~~26/02/2021

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Contact Number	
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(Signature of Main Author/Editor): \_\_\_\_\_

**CO- AUTHORS / EDITORS (\*Compulsory to fill of) (Please provide an attachment if necessary)**

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E-mail	

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Identity Card No./ Passport No.	
Staff No. (UPM only)	
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Identity Card No./ Passport No.	
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Contact Number	
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E-mail	

## 2. **MANUSCRIPT PROPOSAL CONTENT/OUTLINE**

---

**Title of the Book Manuscript/:** \_\_\_\_\_

---

### **Subtitle of Each Chapter**

This is a very significant part for maximising sales and citation of the published book later whereby the titles and subtitles need to be discoverable on the online search engines to a maximum number of readers. Selection of the titles and subtitles must be concise, thought-provoking, and it should predominantly lay focus on key terms to increase the accessibility of the **manuscript book**.

### **Table of Contents (TOC)**

Create an outline of the **manuscript** book you plan to propose. TOC should be arranged and structured in an orderly pattern to demonstrate a well-organised content besides presenting a good flow as well as an indication that you have covered all the crucial aspects of your topics. An edited book should contain not less than 10 **chapters** and not more than 20 chapters ( $10 < X < 20$ ) while an authored book should contain not less than 10 **chapters** and not more than 12 chapters ( $10 < X < 12$ ).

E.g.

Foreward  
Preface  
Introduction  
Chapter 1



Chapter ~~5~~-10  
Conclusion  
Bibliography  
Index

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## Summary

In this section, provide a clear and concise overview of each of your chapters. Highlight the method of approach applied. Progression of each chapter should be purposeful and ideas should be developmentally creating a delicate balance of the entire ~~manuscript~~-book. Focus on answering the WH questions by building a complete argument on your ~~manuscript~~-book. Present it in a table form as shown below.

E.g.

Parts	Description
Introduction	
Chapter 1	
Chapter 2	
Chapter 3	
Chapter 4	
Chapter 5	
Chapter 6	
Chapter 7	
Chapter 8	
Chapter 9	
Chapter 10	
Conclusion	

## Strength

Discuss the strength of your ~~manuscript~~ book. Centre your arguments on the distinctive features of your ~~manuscript~~ book and tell us what is unique about it and the reasons to get it published.

E.g.

Strength	Unique Sales Point (USP)

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### 3. TARGET MARKET

---

#### Competition

State a minimum of three competitive titles that form the central competition for the sales of the book. Articulate how your **manuscript book** differs from the earlier ones by extending its scope, applying new methodology and engaging new corpus of evidence. Analysis of competitive books should be critical by providing sufficient information on the similarities and differences from your book. You can also use titles you have used as references in producing this **manuscript book**.

#### Competitive Analysis 1

Title	
Author(s) / Editor (s)	
Number of Pages	
Year of Publication	
Name of Publisher	
Price	
What differentiates your <b>manuscript book</b> from this one	

#### Competitive Analysis 2

Title	
Author(s) / Editor (s)	
Number of Pages	
Year of Publication	
Name of Publisher	
Price	
What differentiates your <b>manuscript book</b> from this one	

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### Competitive Analysis 3

Title	
Author(s) / Editor (s)	
Number of Pages	
Year of Publication	
Name of Publisher	
Price	
What differentiates your <del>manuscript</del> book from this one	

### Potential Market (Local/International)

Analyse and identify the intended readership or prospective readers and niche market. Do state any demographic or sub-groups specifically in need of your book. Discuss the probability of a cross-border market.

E.g.

Local	International

### Translation/Collaboration Opportunities

Explain subsidiary rights such as translation opportunities and ideas to initiate and sustain long term partnerships with local/international publishers. Please set out your goals and elaborate on how you will achieve them.

### Promotional Ideas

List down the promotional ideas you have. This should also include the price range, possibilities of bulk purchases of your book for instance for teaching purpose, purchase by libraries, NGOs, other learning institutions, and etc.

E.g.

Price Range	
Bulk Purchase 1	
Bulk Purchase 2	

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Bulk Purchase 3	
-----------------	--

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#### 4. REVIEWERS DETAIL

---

Suggest three potential reviewers, preferably field experts with recognised qualifications to provide feedback for further improvements. Two reviewers should be from abroad or OUTSIDE Malaysia and one reviewer from Malaysia but OUTSIDE your institution.

Reviewer 1

Name	
Affiliation	
Mailing Address	
E-mail Address	
Phone Number	

Reviewer 2

Name	
Affiliation	
Mailing Address	
E-mail Address	
Phone Number	

Reviewer 3

Name	
Affiliation	
Mailing Address	
E-mail Address	
Phone Number	

(Signature) \_\_\_\_\_ :

Name \_\_\_\_\_ :

I.D. No. \_\_\_\_\_ :

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**Please return the completed form to:**

**Professor. Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan**

Director

UPM Press Centre

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan, Malaysia

E-mail: [dir.penerbit@upm.edu.my](mailto:dir.penerbit@upm.edu.my)

~~Nor Azila Azmi~~ **Abd Razak Ahmad**

Head of Division

UPM Press Centre

~~Editorial & Production Section~~

Universiti Putra Malaysia ~~Press~~

43400 UPM, Serdang

Selangor Darul Ehsan Malaysia

Direct line: ~~+603-97698852~~ +603- 97698853


~~E-mail: [azilaaz@upm.edu.my](mailto:azilaaz@upm.edu.my)~~ [a\\_razak@upm.edu.my](mailto:a_razak@upm.edu.my)

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	<p><b>PROPOSAL REVIEW FORM</b></p>

**PERSONAL PARTICULAR OF REVIEWER**

---

Name:

Affiliation:

Specialisation:

Institution:

Country of Origin:

E-mail Address:

Complete Mailing Address:

**PROPOSAL AND AUTHOR**

---

Title of the proposal:

Name of Author(s):

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## MANUSCRIPT CONTENT/OUTLINE

---

1. Do the title and table of contents reflect, embrace and convey the actual content of the proposed manuscript? **Please explain.**
2. Is the structure/ Are the chapters have been organised accordingly? Do explain if additional information needs to be added or omission needs to be done for extraneous information in the proposed manuscript.
3. Does the title need to be changed or amended? If yes please provide your reason(s) and suggestions.
4. Do the language and style of writing clearly explain the cohesion and coherence of the proposed manuscript? If no, please state your opinion on how it could be improved further.
5. Is the methodology sound and substantial?

6. Is the conclusion captivating and consistent with the entire write-up? Please explain.
7. State the strength(s) of this proposed manuscript.
8. State the weaknesses of this proposed manuscript (If any). Please do suggest how it can be improved.

## **TARGET MARKET**

---

1. Does this proposed manuscript stand out when compared with competing titles?
2. Do you think this proposed manuscript is sellable?
3. Please state your opinion on the estimated useful life of this proposed manuscript.
4. Who do you think is the target audience for this proposed manuscript? In your point of view, is the manuscript precisely written for the intended readers?

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5. Do you find this proposed manuscript interesting for collaboration opportunities?
  
6. Do you think this proposed manuscript is suitable to be published as an e-book or print book?
  
7. Do you think the price range suggested is reasonable?
  
8. Do you think the promotional ideas can boost the sales? Please state your justification.

## OVERALL PROPOSED MANUSCRIPT

---

Do you think the overall proposed manuscript can be accepted for publication?

**ACCEPTED**

**REJECTED**

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## ADDITIONAL COMMENTS

---

We welcome further comments and suggestions from you if you have any.

UPM Press appreciates your time and effort in reviewing the proposed manuscript. We will give your suggestions serious consideration and all the comments and ideas will be used for further improvements. Thank you!

.....  
(Signature)

Name :

I.D. No. :

Date :

If you are an external reviewer (except staff from UPM), please attach

- i. A photocopy of your Identity Card/Passport
- ii. A photocopy of your bank statement for honorarium payment purposes.

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**Please return the completed form to:**

**Professor. Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan**

Director

UPM Press

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan, Malaysia

E-mail: [dir.penerbit@upm.edu.my](mailto:dir.penerbit@upm.edu.my)

**Nor Azila Azmi**

Head

Editorial & Production Section

Universiti Putra Malaysia Press

43400 UPM, Serdang

Selangor Darul Ehsan Malaysia

Direct line: +603-97698852


E-mail: [azilaaz@upm.edu.my](mailto:azilaaz@upm.edu.my)

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	<b>OPERASI PERKHIDMATAN SOKONGAN</b>  <b>PUSAT PENERBIT UPM</b> <b>Kod Dokumen: OPR/PUPM/SS01/SERAH MANUSKRIP</b>
	<b>SENARAI SEMAK PENYERAHAN MANUSKRIP</b>

**TAJUK MANUSKRIP:**

Tandakan ( ✓ ) pada yang berkaitan.

BIL	PERKARA	CATATAN		
		ADA	TIADA	N/A
1.	<b>BAHAN AWALAN</b>			
	Halaman Judul Penuh (Tajuk dan Nama Pengarang)			
	Senarai Kandungan/ <i>Table of Contents</i>			
	Senarai Ilustrasi, Jadual dan Gambar Rajah (jika ada)			
	Kata Pengantar			
	Prakata			
	Penghargaan			
	Pendahuluan/Pengenalan (Jika ada)			
	Singkatan/Symbol/Formulasi/Ukuran/Transliterasi			
2.	<b>TEKS</b>			
	Nombor dan Tajuk Bab			
	Teks Lengkap			
	Ilustrasi: Kapsyen, Sumber dan Rujukan Silang			
	Jadual: Kapsyen, Sumber			
	Nota Kaki			
	Gambar resolusi tinggi dalam format JPEG secara berasingan			
	Jadual disertakan dalam folder berasingan			
3.	<b>BAHAN AKHIRAN</b>			
	Lampiran			
	Glosari			
	Senarai Penyumbang (Jika ada)			
	Senarai Rujukan			
	Bibliografi			
	Indeks			
4.	<b>MAKLUMAT KULIT BELAKANG</b> Blurb (inti pati kandungan buku/biodata penulis/latar belakang karya)			
5.	<b>LAPORAN TURNITIN SIMILARITY DI BAWAH 20%</b>			
5.6	<b>TERIMA SOFT COPY</b>			
	<b>TERIMA HARD COPY</b>			

Disemak oleh:

Tarikh:

.....

.....