	OPERASI PERKHIDMATAN SOKONGAN PUSAT PENERBIT UPM Kod Dokumen: OPR/PUPM/BR06/SEBUT HARGA
	BORANG PELAWAAN SEBUT HARGA

No. Rujukan : **SH/ Penerbit /20**___

Tarikh Tutup :

Tajuk **Buku**:-


SPESIFIKASI		HARGA SEUNIT (RM)	HARGA KESELURUHAN (RM)
Jumlah muka surat :			
Saiz :			
Kertas	Kulit :		
	Teks :		
Cetakan	Kulit :		
	Teks :		
Jilidan :			
Kuantiti :			

HAL-HAL LAIN
<p>a. Memberi contoh kertas bagi kulit dan teks.</p> <p>b. Menyiapkan kerja mencetak dalam tempoh 14 hari dari tarikh bahan diterima</p> <p>c. Membekal, menghantar dan mengambil mock-up dari/ke Penerbit UPM untuk semakan dan pengesahan</p> <p>d. Mengambil dan menghantar bahan berkenaan (Mock-up dan dami dari/ke Penerbit UPM)</p> <p>e. Menyerahkan Menghantar semula bahan cetakan ke Penerbit selepas kerja disiapkan (Jika perlu)</p> <p>f. Sebarang keraguan, sila berhubung dengan pegawai bertanggungjawab:</p> <p>Nama : _____</p> <p>Jawatan : _____</p> <p>No. Telefon : _____</p>

*Sebut harga yang dikemukakan **PERLU** menggunakan kepala surat rasmi syarikat dan lengkap seperti butiran berikut:

- Sebut Harga yang **TIDAK** disertakan kepala surat rasmi syarikat **tidak akan dipilih**.
- No. Pendaftaran Syarikat (SSM)
- **Tempoh sah laku** sebut harga : 90 hari **Tempoh penghantaran** : 14 hari

- Tandatangan dan cap rasmi syarikat (masukkan "Sebut harga ini adalah cetakan komputer dan tidak memerlukan tandatangan')
- [Sebut harga yang diberi hendaklah termasuk perkhidmatan penyediaan Mock-up untuk semakan dan pengesahan sebelum proses cetak.](#)

 <p>UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERBAKTI</p>	<p>SUPPORT SERVICE OPERATION</p> <p>UPM PRESS CENTRE Document Code: OPR/PUPM/BR11/PROPOSAL</p>
	<p>PUBLISHING PROPOSAL FORM</p>

PUBLISHING PROPOSAL FORM

These guidelines are to assist the authors/editors to prepare publication proposals according to the standard publication requirement of Universiti Putra Malaysia (UPM) Press Centre. Proposed 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 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 publication proposal.
- Ensure spelling consistency; preferably UK spelling.
- Refer to the American Psychological Association (APA) Formatting and Style Guide (~~6th~~ 7th Edition) or the latest edition.
- Use APA referencing style.
- Include copyright permission on any 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.

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

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

PARTICULARS OF MAIN AUTHOR / EDITOR (*Compulsory to fill) (Please provide an attachment if necessary)

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

(Signature of Main Author/Editor): _____

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

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

REVIEW NO. : ~~01~~02

ISSUE NO. : 01

DATE : ~~26/02/2024~~ 25/07/2023

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

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

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

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

2. 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 book.

Table of Contents (TOC)

Create an outline of the 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 [authored and](#) 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 10
Conclusion
Bibliography
Index

REVIEW NO. : ~~01~~[02](#)
ISSUE NO. : 01
DATE : ~~26/02/2024~~ [25/07/2023](#)

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 book . Focus on answering the WH questions by building a complete argument on your 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	

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

Strength

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

E.g.

Strength	Unique Sales Point (USP)

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 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 book.

Competitive Analysis 1

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

REVIEW NO. : ~~01~~ 02
ISSUE NO. : 01
DATE : ~~26/02/2021~~ 25/07/2023

Competitive Analysis 2

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

Competitive Analysis 3

Title	
Author(s) / Editor (s)	
Number of Pages	
Year of Publication	
Name of Publisher	
Price	
What differentiates your 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

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

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	
Bulk Purchase 3	

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

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.~~ with no affiliation with the authors/editors.

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	

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2024~~ 25/07/2023

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

~~Abd Razak Ahmad~~

Head of Division

UPM Press Centre

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan Malaysia


~~Direct line: +603-9769-8853~~

E-mail: ~~a_razak@upm.edu.my~~ kb_penerbit@upm.edu.my

REVIEW NO. : ~~01~~02

ISSUE NO. : 01

DATE : ~~26/02/2024~~ 25/07/2023

 <p>UPM UNIVERSITI PUTRA MALAYSIA BERILMU BERAKTI</p>	<p>SUPPORT SERVICE OPERATION</p> <p>UPM PRESS CENTRE Document Code: OPR/PUPM/BR12/ PROPOSAL REVIEW</p>
	<p>PROPOSAL REVIEW FORM</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):

REVIEW NO. : ~~01-02~~
ISSUE NO : 01
DATE : ~~26/02/2021~~ 25/07/2023

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?

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2021~~25/07/2023

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?

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2021~~25/07/2023

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

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2021~~25/07/2023

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.

REVIEW NO. : ~~01~~02
ISSUE NO. : 01
DATE : ~~26/02/2021~~25/07/2023

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

~~Abd Razak Ahmad~~

Head of Division

UPM Press

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan Malaysia

~~Direct line: +603-97698853~~

E-mail: ~~a_razak@upm.edu.my~~ kb_penerbit@upm.edu.my

REVIEW NO. : ~~01~~02

ISSUE NO. : 01

DATE : ~~26/02/2021~~25/07/2023

**SENARAI DOKUMEN OPERASI PERKHIDMATAN SOKONGAN – PUSAT PENERBIT UPM
(OPR - PUPM) YANG DIGUGURKAN BERKUATKUASA PADA 25 JULAI 2023**

KATEGORI DOKUMEN :BORANG					
BIL.	KOD DOKUMEN	TAJUK DOKUMEN	NO. ISU	NO. SEMAKAN	TARIKH KUATKUASA
1.	OPR/PUPM/BR08/NILAI PENCETAK	BORANG PENILAIAN PRESTASI PENCETAK	02	07	30/06/2022 *(G)