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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

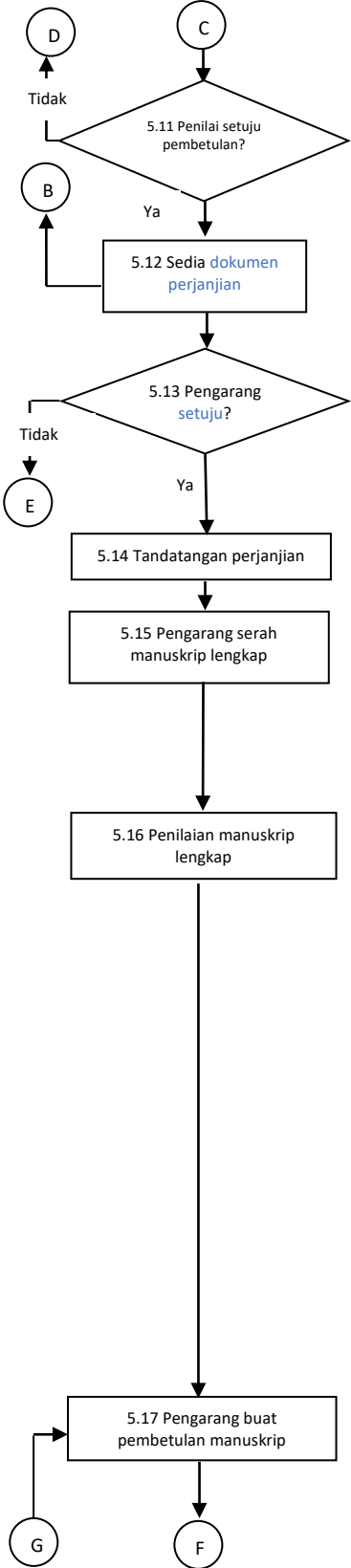
Nombor / Kod Rujukan	Tajuk Dokumen
-	<i>Chicago Manual of Style</i>
-	APA Format and Style
-	Gaya Dewan
-	Kamus Dewan
-	Istilah Dewan
-	<i>Oxford Learners Dictionary</i>
-	Akta Kontrak 1950
-	Akta Mesin Cetak dan Penerbitan 1984
-	Akta Hak Cipta 1987
-	<i>A Guide to Book Production</i>
OPR/ PUPM/GP01/Penyediaan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

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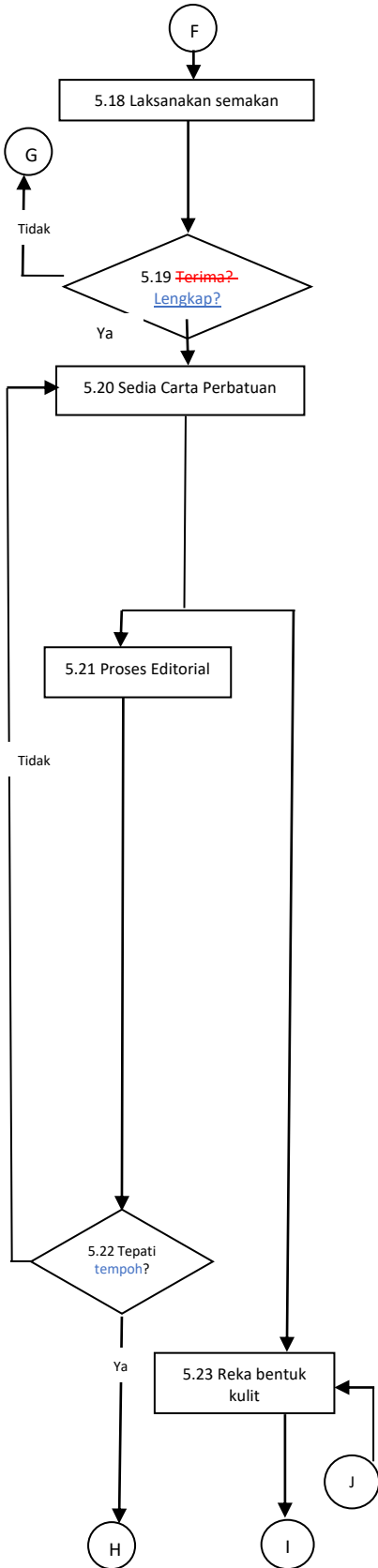
4.0 TERMINOLOGI DAN SINGKATAN

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

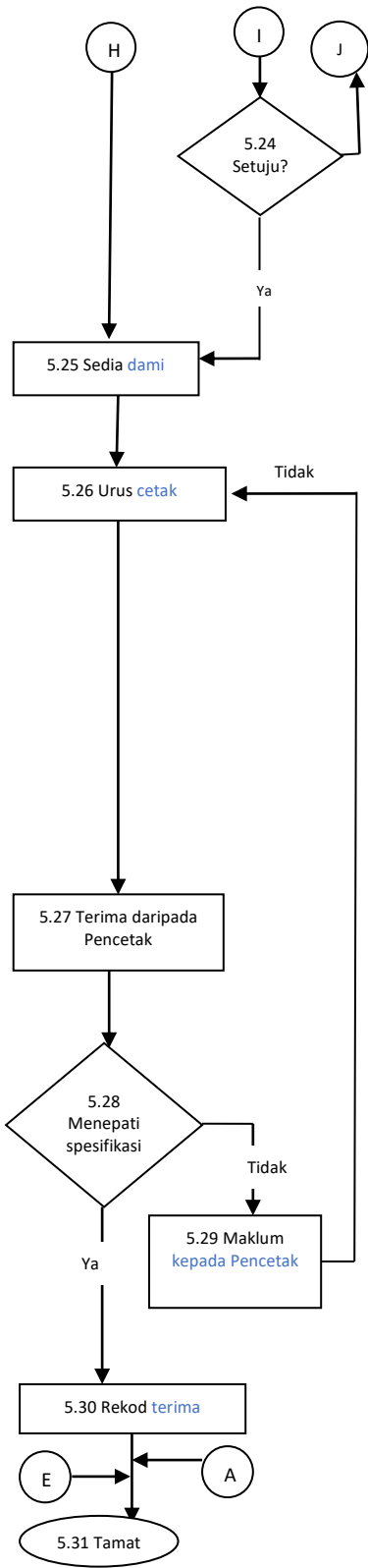
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Tanggungjawab	Carta Alir	Perincian	Rekod/Dokumen Rujukan
Pengarang	 <pre> graph TD D((D)) --> 5.11{5.11 Penilai setuju pembetulan?} 5.11 -- Ya --> 5.12[5.12 Sedia dokumen perjanjian] 5.11 -- Tidak --> D 5.12 --> 5.13{5.13 Pengarang setuju?} 5.13 -- Ya --> 5.14[5.14 Tandatangan perjanjian] 5.13 -- Tidak --> E((E)) 5.14 --> 5.15[5.15 Pengarang serah manuskrip lengkap] 5.15 --> 5.16[5.16 Penilaian manuskrip lengkap] 5.16 --> 5.17[5.17 Pengarang buat pembetulan manuskrip] 5.17 --> G((G)) 5.17 --> F((F)) </pre>	5.11 (a) Jika 'Ya' pergi ke langkah 5.12. (b) Jika 'Tidak' pergi ke langkah 5.8.	Dokumen Perjanjian Penerbit-Pengarang Arahan Kerja UPM/OPR/PUPM/AK02/ Arahan Kerja Urus Perjanjian Penerbit-Pengarang Borang OPR/PUPM/BR01 - Serah Manuskrip Senarai Semak OPR/PUPM/SS01 Borang OPR/PUPM/BR02/Penilaian Manuskrip Surat Pengarang buat pembetulan
KSEP/PPT		5.12 Sedia dan cetak e-mel dokumen Perjanjian Penerbit-Pengarang dan serah kepada Pengarang.	
Pengarang		5.13 (a) Jika 'Ya' pergi ke langkah 5.14. (b) Jika 'Tidak' proses Tamat.	
Pengarang		5.14 Pengarang menandatangani Perjanjian Penerbit-Pengarang.	
Pengarang		5.15 (a) Pengarang serah manuskrip lengkap, Borang Penyerahan Manuskrip dan Senarai Semak Manuskrip. (b) Semak dan teliti manuskrip serta pastikan lengkap (bahagian awalan, bahan teks, bahagian akhiran dan ilustrasi). Tandakan pada Senarai Semak Penyerahan Manuskrip. (c) Rekod penerimaan.	
Pengarang		5.16 Penilaian manuskrip lengkap (a) Kenal pasti dua (2) Penilai Manuskrip; i. Penilai yang dilantik daripada luar UPM dan luar negara. ii. Pastikan Penilai adalah pakar bidang. iii. Pastikan Penilai tiada afiliasi dengan adalah bukan daripada dalam kalangan Penulis Pengarang. (b) Dapatkan persetujuan Penilai , melalui e-mel dalam tempoh 7 hari bekerja. (c) Hantar surat e-mel pelantikan, manuskrip dan Borang Penilaian Manuskrip kepada Penilai untuk dinilai dalam tempoh 20 hari bekerja melalui e-mel. (d) Pantau tempoh penilaian dari semasa ke semasa. Hantar peringatan sekiranya melebihi tempoh. (e) Terima laporan Penilai dan hantar kepada Pengarang serta rekodkan. (f) Bayar Penilai .	
Pengarang		5.17 (a) Hantar surat dan e-mel salinan laporan penilaian serta manuskrip yang telah dinilai kepada Pengarang untuk dibuat pembetulan (15 hari bekerja untuk pindaan kecil dan 30 hari bekerja untuk pindaan besar). melalui atau e-mel (b) Pantau tempoh Pengarang membuat pembetulan. E-mel peringatan sekiranya melebihi (15 hari bekerja untuk pindaan kecil dan 30 hari bekerja untuk pindaan besar). tempoh yang ditetapkan.	

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Tanggungjawab	Carta Alir	Perincian	Rekod/ Dokumen Rujukan
KSEP/PT		5.18 Terima manuskrip yang telah dibuat pembetulan, semak dan teliti manuskrip serta pastikan lengkap.	
		5.19 (a) Jika 'Ya' ke langkah 5.20. (b) Jika 'Tidak' ke langkah 5.17.	
KSEP/PT/PPT		5.20 (a) Sedia carta perbatuan dan rancang pergerakan bermula <u>daripada</u> proses penyuntingan hingga <u>eeetak terbit</u> . (b) E-mel <u>Carta Perbatuan</u> kepada PT/ <u>PR</u> /Pengarang. (c) Pantau <u>Carta Perbatuan</u> : i. Kenal pasti manuskrip yang berkemungkinan lewat diterbitkan. ii. <u>Sekiranya tidak mengikuti Carta Perbatuan, rancang</u> semula <u>carta</u> bermula daripada proses semasa.	Carta Perbatuan Penerbitan Buku
KSEP/PT/PPT		5.21 Kenal pasti manuskrip perlu disunting dan sedia pemacu Google (a) Serah manuskrip kepada PT/Penyunting <u>luar</u> untuk disunting dalam tempoh <u>30 90</u> hari bekerja. (b) Pantau tempoh penyuntingan. <u>Hantar peringatan jika melebihi tempoh 20 hari bekerja.</u> (c) Mula proses reka bentuk dan reka letak tidak melebihi <u>20 30</u> hari bekerja. (d) Mohon cadangan reka bentuk kulit buku. (e) Hantar Pruf 1 kepada <u>Pengarang</u> untuk semakan dalam tempoh 7 hari bekerja. Hantar peringatan sekiranya tidak dipulangkan dalam tempoh yang ditetapkan. (f) <u>Semakan pruf dalam tempoh 30 hari bekerja. Terima Pruf 1 daripada Pengarang dan pembetulan dibuat dalam tempoh 7 hari bekerja.</u> (g) <u>Pembetulan pruf dalam tempoh 30 hari bekerja. Serah Pruf 2 kepada PT untuk disemak dalam tempoh 10 hari bekerja.</u> (h) <u>Mohon ISBN dan CIP melalui PNM.</u> (i) <u>Jika ada pindaan buat pembetulan Pruf 2 dalam tempoh 7 hari bekerja.</u> (j) <u>Serah Pruf 3 kepada PT untuk disemak dalam tempoh 7 hari bekerja. Mohon ISBN dan CIP melalui PNM.</u> (k) Sedia indeks dalam tempoh 5 hari bekerja. (l) <u>Buat pembetulan Pruf 3 dalam tempoh 5 hari bekerja dan masukkan indeks.</u>	Arahan Kerja UPM/OPR/PUPM/AK01/Arahan Kerja Penyuntingan Manuskrip & Pembacaan Pruf Arahan Kerja UPM/OPR/PUPM/AK03/Arahan Kerja Reka Letak Manuskrip
PR/ <u>PPEN</u>		5.22 (a) Jika 'Ya' ke langkah 5.25. (b) Jika 'Tidak' ke langkah 5.20 dan <u>masukkan ke Zon Merah. rancang semula carta perbatuan.</u>	
PSR/PPSR/PR		5.23 (a) Terima permohonan reka bentuk kulit buku melalui <u>Google Form</u> (b) Mula reka bentuk dua (2) cadangan kulit buku dalam tempoh 7 hari bekerja semasa tempoh penyuntingan. (c) Pantau proses reka kulit buku. (d) Serah dua (2) cadangan reka bentuk kepada pengarang untuk membuat pilihan. (e) Terima persetujuan cadangan reka kulit daripada pengarang melalui e-mel/ <u>Whats App</u> .	Arahan Kerja UPM/OPR/PUPM/AK04/Arahan Kerja Reka Bentuk Kulit Buku Ilmiah

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Tanggungjawab	Carta Alir	Perincian	Rekod/ Dokumen Rujukan
PT/PSR/PPSR/PPT/PTPO/PR		5.24 (a) Jika 'Ya' ke langkah 5.25. (b) Jika 'Tidak'/dengan pindaan ke langkah 5.23.	
PR/PTPO		5.25 (a) Sedia dami selepas terima pruf akhir daripada PPPT/PR1. (b) Semak dami dalam tempoh 2 <u>5</u> hari bekerja. (c) <u>Laksanakan proses pengesahan dami akhir sebelum terbit.</u>	
PT/PSR/PPSR/PPT/ /PR/PTPO		5.26 (a) Urus cetak i. <u>Sediakan</u> spesifikasi <u>buku</u>. ii. Pelawa dan dapatkan jawapan sekurang-kurangnya 3 sebut harga daripada Pencetak. iii. Laksanakan proses pengesahan tandatangan dami akhir oleh Pengarang/Pengarah/Ketua Bahagian/Ketua Seksyen/PP. iv. <u>Urus proses perolehan pesanan belian dalam tempoh 20 hari bekerja. Lengkapkan Requestition dan PO Serah sebut harga diperoleh kepada Seksyen Pentadbiran untuk urusan Requestition dan PO.</u> v. Isi Borang Serah Cetak dan serah dami/e-mel salinan lembut <u>bahan</u> kepada Pencetak. vi. Semak <u>mock-up Digital Print</u> daripada Pencetak sebelum pengesahan kerja mencetak daripada PYB. (b) Pantau proses cetak dalam tempoh 7 hingga 14 hari bekerja yang ditetapkan oleh PYB.	Borang OPR/PUPM/BR06/Sebutharga Borang OPR/PUPM/BR07/Serah cetak
PT/PSR/PPSR/PPT/PTPO/PR		5.27 <u>Terima dan semak buku yang telah dicetak oleh PYB.</u>	
KSEP/PT		5.28 (a) Jika 'Ya' ke langkah 5.30. (b) Jika 'Tidak' ke langkah 5.29.	Borang OPR/PUPM/BR07/Serah Cetak
PPT/PTPO		5.29 (a) Maklum kepada pencetak untuk mencetak semula. (b) Urus cetak semula buku. 5.30 (a) Kira dan perimaan buku. <u>Masukkan data</u> ke dalam sistem.	Sistem IRS

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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.	UPM.PUPM.100-16/4/15/No.Fail/ (Tajuk Buku) - Fail Buku - Surat/borang berkaitan penerbitan buku - Salinan Perjanjian Penerbit-Pengarang - Surat bayaran royalti	PYB	PT/PPT	Seksyen Editorial & Pengeluaran / Kekal	Ketua Pengarah Arkib Negara Malaysia
2.	UPM.PUPM.100-1/2/1 Perjanjian Asal Dokumen perjanjian asal Penerbit-Pengarang	PT/PPT	PPT	Seksyen Editorial & Pengeluaran / Kekal	Ketua Pengarah Arkib Negara Malaysia
3.	UPM.PUPM.100-16/4/1 Projek Terbitan - Surat tawaran sebut harga penerbitan - Salinan Setuju Terima - Surat berkaitan penerbitan	PTPO	PPT/PTPO	Seksyen Pentadbiran/ 5 tahun	Ketua Pengarah Arkib Negara Malaysia

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	ARAHAN KERJA URUS PERJANJIAN PENERBIT-PENGARANG	No. Isu: 02
		Tarikh: 30/06/2022 12/09/2025

1.0 PENGENALAN

Arahan Kerja ini merangkumi langkah dan proses kerja pengurusan Perjanjian Penerbit-Pengarang.

2.0 TERMINOLOGI DAN SINGKATAN

PPP	-	Penolong Pegawai Penerbitan
PPT	-	Penolong Pegawai Tadbir
PPEN	-	Pembantu Penerbitan
PTPO	-	Pembantu Tadbir Perkeranian/Operasi
PAP	-	Pembantu Am Pejabat
PKA	-	Pembantu Khidmat Am
PPUU	-	Pejabat Penasihat Undang-undang
PUPM	-	Pusat Penerbit UPM
TNCPI	-	Timbalan Naib Canselor (Penyelidikan dan Inovasi):

3.0 ARAHAN

Tindakan	Tanggungjawab
1. Penyediaan Dokumen Perjanjian Penerbit Pengarang 1.1 E-mel kan draf Perjanjian Penerbit-Pengarang kepada Pengarang untuk lengkapkan maklumat berikut; (a) Nama penuh (seperti yang tertulis di dalam kad pengenalan/passport) <u>Maklumat pengarang dan saksi pengarang</u> (b) Nombor kad pengenalan/passport <u>Jadual 1</u> (c) Alamat terkini pengarang (d) Tajuk buku (e) Tandatangan pengarang (f) Tandatangan saksi pengarang 1.2 Pengarang <u>e-melkan semula draf Perjanjian Penerbit-Pengarang yang telah dilengkapkan</u> pulangkan dua (2) set dokumen perjanjian bagi setiap satu judul buku yang telah lengkap kepada Pusat Penerbit UPM <u>PUPM</u> . 1.3 Rekod-Catatkan tarikh penghantaran e-mel dan penerimaan <u>e-mel draf Perjanjian Penerbit-Pengarang</u> dokumen perjanjian di dalam Rekod-Log Perjanjian Penerbit-Pengarang.	PPP/PPEN <u>PPT/PTPO</u>

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	ARAHAN KERJA URUS PERJANJIAN PENERBIT-PENGARANG		Tarikh: 30/06/2022 12/09/2025

Tindakan		Tanggungjawab
2	<u>Penghantaran Draf Perjanjian Penerbit-Pengarang ke PPUU</u> <u>2.1 E-mel Draf Perjanjian Penerbit-Pengarang ke PPUU untuk semakan dan ulasan.</u> <u>2.2 PPUU emelkan Draf Perjanjian Penerbit-Pengarang selepas semakan beserta ulasan.</u> <u>2.3 Rekod tarikh penghantaran e-mel dan penerimaan e-mel draf Perjanjian Penerbit-Pengarang dokumen perjanjian di dalam Log Perjanjian Penerbit-Pengarang.</u>	<u>PPT / PPUU</u>
2. 3.	<u>Penghantaran Dokumen Perjanjian untuk Ditandatangani</u> 2.1 <u>3.1</u> Penghantaran dokumen perjanjian kepada Timbalan Naib Canselor (Penyelidikan dan Inovasi)- <u>TNCPI</u> : (a) Sedia kan memo dan maklumkan penghantaran dokumen perjanjian bagi setiap satu judul buku untuk ditandatangani pada muka surat terakhir dan perlu dikembalikan ke Penerbit- <u>PUPM</u> . (b) Masukkan memo dan dokumen perjanjian ke dalam sampul surat yang dialamatkan kepada Timbalan Naib Canselor (Penyelidikan dan Inovasi) untuk hantar tangan. (c) (b) <u>Rekod</u> - Catatkan tarikh penghantaran dokumen perjanjian di dalam Rekod - <u>Log</u> Perjanjian Penerbit-Pengarang. 2.2 <u>3.2</u> Penghantaran- Penyerahan dokumen perjanjian kepada Pengarah Pusat Penerbit Universiti Putra Malaysia- <u>PUPM</u> : (a) Maklumkan penghantaran- <u>Serah</u> dokumen perjanjian bagi setiap satu judul buku untuk ditandatangani. pada muka surat terakhir. (b) <u>Rekod</u> - Catatkan tarikh penghantaran- penyerahan dokumen perjanjian di dalam Rekod - <u>Log</u> Perjanjian Penerbit-Pengarang.	PPP/PPEN/PAP <u>TNCPI / PENGARAH/</u> <u>PPT/PTPO/PA</u>

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	Kod Dokumen: UPM/OPR/PUPM/AK02		No. Isu: 02
	ARAHAN KERJA URUS PERJANJIAN PENERBIT-PENGARANG		Tarikh: 30/06/2022 12/09/2025

Tindakan		Tanggungjawab
3.4	Mematikan Setem Hasil Dokumen Perjanjian Serah Dokumen Perjanjian Penerbit-Pengarang Untuk Mati Setem Kepada Pengarang 3.1 Tulis tarikh perjanjian di muka surat pertama dokumen perjanjian pada ayat: 'Perjanjian ini dibuat pada.....haribulan.....' Sedia memo dan maklumkan tindakan pengarang seperti berikut: a) Pengarang dan saksi menandatangani dokumen <u>Perjanjian Penerbit-Pengarang</u> b) Proses mati setem di Lembaga Hasil dalam Negeri c) Kembalikan satu set dokumen <u>Perjanjian Penerbit-Pengarang</u> beserta sijil mati setem ke PUPM. 3.2 Isi maklumat Permohonan Penyeteman Duti Setem Am di laman web <i>Stamps Assesment and Payment System</i> (https://stamps.hasil.gov.my/stamps/) seperti yang dikehendaki oleh Pusat Khidmat Hasil, Lembaga Hasil Dalam Negeri. <u>3.2</u> Rekod tarikh penghantaran dan penerimaan dokumen perjanjian di dalam Log Perjanjian Penerbit-Pengarang. 3.3 Cetak sijil mati setem. 3.4 Catatkan tarikh mati setem dokumen perjanjian di dalam Rekod Perjanjian Penerbit-Pengarang.	PPP/PPEN/PTPO PPT/PTPO/ PENGARANG
4.5	Penyimpanan Dokumen Asal Perjanjian yang telah Dimatikan Setem Hasil 4.1 Dokumen asal perjanjian untuk simpanan pengarang: (a) Sediakan surat makluman penghantaran satu set dokumen asal perjanjian untuk simpanan pengarang. (b) Masukkan surat dan dokumen perjanjian ke dalam sampul surat yang dialamatkan kepada pengarang untuk dihantar melalui pos atau hantar tangan (mengikut keperluan). (c) Catatkan tarikh penghantaran dokumen perjanjian di dalam Rekod Perjanjian Penerbit-Pengarang. 4.2 <u>5.1</u> Dokumen asal perjanjian untuk simpanan Penerbit <u>Simpan satu set dokumen asal perjanjian di dalam fail perjanjian. (UPM/PUPM/100-10)</u> <u>5.2</u> Rekod tarikh penyimpanan dokumen perjanjian di dalam Log Perjanjian Penerbit-Pengarang. (a) Buat satu set salinan dokumen asal perjanjian distem 'copy' di penjuru atas bahagian kanan pada muka surat pertama dan masukkan ke dalam fail buku. (b) Simpan satu set dokumen asal perjanjian di dalam fail	PPP/PPEN/PAP <u>PPT /PTPO</u>

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Tindakan		Tanggungjawab
	perjanjian. (UPM/PUPM/100-10) (c) Catatkan tarikh dokumen perjanjian difailkan di dalam Rekod Perjanjian Penerbit-Pengarang.	

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	GARIS PANDUAN PENYEDIAAN MANUSKRIP	Tarikh: 30/06/2022 12/09/2025

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

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Bil	Perkara
	(b) Kapsyen hendaklah diletakkan di atas jadual. (c) Penomboran dibuat mengikut bab (cth: Jadual 1.2, Jadual 2.1, Jadual 3.1).
2	Jenis manuskrip yang diterima 2.1 Buku yang diterima dalam glosari MyRA II (a) Buku penyelidikan dan bab dalam buku penyelidikan. (b) Kertas polisi. (c) Lain-lain penerbitan (Jurnal tidak berindeks, artikel di dalam majalah, surat khabar, karya asli, penerbitan daripada persidangan, digital atau media cetak). 2.2 Jenis manuskrip yang diterima untuk diterbitkan adalah seperti berikut; (a) Buku teks (b) Buku penyelidikan (c) Bab dalam buku / (CIB) (d) Buku kerja (e) Buku panduan (f) Biografi (g) Modul (h) Prosiding (i) Karya kreatif (novel akademik, puisi) (j) Syarahan Inaugural (k) Buku <i>Coffee table</i> (l) Buku kanak-kanak (m) Buku agama



OPERASI PERKHIDMATAN SOKONGAN

PUSAT PENERBIT UPM

Kod Dokumen:
OPR/PUPM/GP01/PENYEDIAAN
MANUSKRIP

GARIS PANDUAN PENYEDIAAN MANUSKRIP

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12/09/2025

Bil

Perkara

3. Manuskrip yang lengkap hendaklah mengandungi bahan berikut;

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
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</i> (APA Style)	Semua
	Jurnal 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
	Buku Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i> . Guilford Press.	Diletakkan di akhir bab	CIB, Buku Penyelidikan, Prosiding
	Bab dalam buku 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
	e-book Eckes, T. (2000). <i>The developmental social psychology of gender</i> . Retrieved from netLibrary: http://www.netlibrary.com		
	Konferen 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

* Manuskrip yang telah lengkap perlu dihantar bersama laporan *similarity Turnitin* dan *AI Generative* di bawah 20%

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	Kod Dokumen: OPR/PUPM/GP01/PENYEDIAAN MANUSKRIP		No. Isu: 02
	GARIS PANDUAN PENYEDIAAN MANUSKRIP		Tarikh: 30/06/2022 <u>12/09/2025</u>

Bil	Perkara
4.	Syarat penyerahan 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.
5.	Pengarang perlu menghantar manuskrip dalam dua (2) bentuk salinan Lembut <u>format</u> Ms Word dan PDF, dan dihantar kepada: Profesor Ir. Ts. Dr. Mohamed Thariq bin Haji Hameed Sultan Pengarah Pusat Penerbit UPM, Universiti Putra Malaysia 43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia E-mel: dir.penerbit@upm.edu.my Ketua Editorial dan Pengeluaran Abd Razak Ahmad 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 E-mel: <u>upmpress_editorial@upm.edu.my</u>

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	MANUSCRIPT PREPARATION GUIDELINE	Issue No.: 02 Date: 30/06/2022 <u>12/09/2025</u>

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
1.	Manuscript submitted should follow specifications as stated below: 1.1 Manuscript should be typed in MS Word format. 1.2 Use 12-point Times New Roman font and, and double- space your manuscript. 1.3 The minimum number of pages for a manuscript is 50. 1.4 Save each chapter in a separate word document. 1.5 As for manuscript with images/illustrations: (a) Provide the images/illustrations in a separate folder (b) JPEG format (150-300 dpi) or (HD size 1280 x 720/Full HD 1920 x 1080) (c) High resolution to ensure the quality (d) Copyright permission must be included for the adaptation of pictures, images, and figures from other sources 1.6 Figures should be arranged as stated below: (a) Figures should be saved in a separate folder (b) Place captions below figures (c) Use chapter-based numbering (For instance: Figure 1.1, Figure 2.1, Figure 3.1) 1.7 Tables should be arranged as stated below: (a) Tables should be saved in a separate folder (b) Place captions above tables (c) Use chapter-based numbering (For instance; Table 1.1, Table 2.1, Table 3.1)

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No.	Specifications
2.	Types of manuscript that will be accepted; 2.1 Books that are accepted in MyRA II glossary (a) Research book and chapters in research book (b) Policy papers (c) Other publications (non-indexed journals, article in magazines, newspapers, original works, publication from conferences, digital or print media) 2.2 Manuscripts as listed below: (a) Textbooks (b) Research Books (c) Chapter in Book (CIB) (d) Workbooks (e) Guide Books (f) Biographies (g) Modules (h) Proceedings (i) Creative works (academic novels, poems) (j) Inaugural lecture series (k) Coffee table books (l) Children books (m) Religious books

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No.	Specifications		
3.	A complete manuscript should contain:		
	No.	Requirements	Details
	i.	Title Page	Book title, Name of author(s)/Editors(s)
	ii.	List of Contents	Title of Chapter(s)
			Author(s) of the chapter(s)
	iii.	Foreword (If any)	Endorsement by a well- known figure
	iv.	Preface	An introductory passage written by the author about the purpose of the book
	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
	vi.	Text	Minimum number of chapters is 10
	vii.	References	Referencing format is according to the <i>American Psychological Association Style</i> (APA Style)
		Journal 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
		Book Wells, A. (2009). <i>Metacognitive therapy for anxiety and depression in psychology</i> . Guilford Press.	Placed at the end of a chapter
		Chapter in Book 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
		e-book Eckes, T. (2000). <i>The developmental social psychology of gender</i> . Retrieved from netLibrary: http://www.netlibrary.com	
		Conferences 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
	ix.	Author(s) Biodata	Author(s) educational background and achievement information
	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
	xi.	Index	List of names or terms related to the topic
	* Completed manuscript must be submitted with the Turnitin Similarity and <u>AI Generative</u> Report below 20%		

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No.	Specifications
4.	Submission guidelines 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.
5.	Author(s) is/are required to send the manuscript in the Ms Word and PDF versions and that should be addressed 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 <u>Head of Editorial and Production</u> Universiti Putra Malaysia 43400 UPM, Serdang, Selangor Darul Ehsan, Malaysia Telephone No.: +603-9769-8853 E-mail: a_razak@upm.edu.my <u>E-mail: upmpress_editorial@upm.edu.my</u>

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	BORANG PENYERAHAN MANUSKRIP

1. BUTIRAN MANUSKRIP

Tajuk	
-------	--

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

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

Kejuruteraan		Pertanian		Tamadun & Kemanusiaan	
Alam Sekitar		Akuakultur		Komunikasi	
Komputer dan ICT		Perhutanan		Bahasa dan Sastera	
Perubatan dan Sains Kesihatan		Veterinar		Ekonomi dan Perniagaan	
Matematik dan Statistik		Sains Makanan		Reka Bentuk dan Seni Bina	
Sains Tulen		Pengurusan		Kebudayaan & Tradisi	
Kaunseling		Pendidikan		Muzik	
Syarahan Inaugural		Modul Program Pengajian/Pengajaran		Tesis kepada Buku	
Buku Teks		Buku Mewah <i>Coffee Table</i>		Memoir dan Biografi	
Keagamaan		Umum		Karya Kreatif	

4. SILA SERTAKAN LAPORAN *TURNITIN SIMILARITY* DAN AI GENERATIVE 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 KETUA PENGARANG/KETUA EDITOR (*Ruangan ini wajib diisi) (Sila sediakan lampiran jika perlu)

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1. MANUSCRIPT DETAILS

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

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

Engineering		Agriculture		Human & Civilization	
Environmental Studies		Aquaculture		Communication	
Computer & ICT		Forestry		Language and Literature	
Medicine and Health		Veterinary		Economics and Business	
Mathematics and Statistics		Food Science		Architecture and Design	
Pure Science		Management		Culture and Tradition	
Counselling		Education		Music	
Inaugural Lecture		Teaching & Study Module Program		Thesis to Book	
Text Book		Coffee Table		Memoir and Biography	
Religion		General		Creative Works	

4. ATTACH TURNITIN SIMILARITY AND [AI GENERATIVE](#) 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 is 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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ISSUE NO. : 02
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Signature of Main Author /Main Editor

Date:.....

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No. Staf (UPM Sahaja) :

Jawatan :

Alamat :

Tarikh Terima :

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- ii. Salinan muka hadapan penyata bank untuk tujuan pembayaran honorarium penilai.
- iii. [Maklumat swift code bank bagi penilai luar negara.](#)

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- | | Ya | Tidak | Lihat Ulasan |
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| 1. Adakah manuskrip ini merupakan sebuah karya asli? | ☐ | ☐ | ☐ |
| 2. Adakah tajuk manuskrip ini sesuai dengan kandungannya? | ☐ | ☐ | ☐ |
| 3. Adakah terdapat sumbangan/faedah yang ditulis dalam bidang berkenaan? | ☐ | ☐ | ☐ |
| 4. Adakah gaya persembahan dan susunannya memuaskan? | ☐ | ☐ | ☐ |
| 5. Mutu bahasa yang mudah difahami, struktur bahasa dan nahu yang baik serta pengolahan yang sempurna. | ☐ | ☐ | ☐ |
| 6. Adakah terdapat buku-buku lain yang sedia ada berkaitan bidang ini? | ☐ | ☐ | ☐ |
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| 8. Adakah rujukannya mencukupi dan relevan? | ☐ | ☐ | ☐ |
| 9. Adakah format rujukan mengikut gaya APA? | ☐ | ☐ | ☐ |
| 10. Adakah format rujukan disusun mengikut susunan abjad? | ☐ | ☐ | ☐ |
| 11. Adakah gambar dan grafik yang disertakan jelas dan boleh dibaca? | ☐ | ☐ | ☐ |
| 12. Keupayaan dari segi pasaran. | ☐ | ☐ | ☐ |
| 13. Secara keseluruhan manuskrip ini: | | | |

DITERIMA DENGAN PINDAAN KECIL

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DITERIMA DENGAN PINDAAN BESAR

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Saya dengan ini mengesahkan bahawa manuskrip ini adalah karya asli, tidak pernah diterbitkan sebelum ini dan bukan dalam pertimbangan untuk diterbitkan dengan mana-mana pihak.

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(Tandatangan)

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Tarikh

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Penilaian dan ulasan bagi setiap bab manuskrip

Bil	Bab	Ulasan Penilai

Bil	Bab	Ulasan Penilai

Bil	Bab	Ulasan Penilai

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ii. A photocopy of your bank statement for honorarium payment purposes.

iii. [Swift code bank details for international reviewer.](#)

Instruction: Please tick (v) in the box provided.

	Yes	No	View Comments
1. This manuscript is an original work.	☐	☐	☐
2. The title of the manuscript reflects the content.	☐	☐	☐
3. Are there any contributions/benefits gained through this manuscript?	☐	☐	☐
4. The manuscript is well organised and well written.	☐	☐	☐
5. The language can easily be understood, good language structure and grammar, the entire manuscript is well written.	☐	☐	☐
6. Are there any similar existing books in this field?	☐	☐	☐
7. Is there any part of this manuscript that needs to be summarised or ignored?	☐	☐	☐
8. Are the references sufficient?	☐	☐	☐
9. Are the references well-formatted according to the APA style?	☐	☐	☐
10. Are the references arranged according to an alphabetical order?	☐	☐	☐
11. Are the pictures and graphics clear and readable?	☐	☐	☐
12. Is this book marketable?	☐	☐	☐
13. Overall, this manuscript needs to be:	☐		
ACCEPTED WITH MINOR CHANGES	☐		
ACCEPTED WITH MAJOR CHANGES	☐		

Declaration

I hereby confirmed that I have reviewed this manuscript by following the publication ethics stated in Copyright Act 1987 and Printing Presses and Publications Act 1984.

I hereby declare that this manuscript is original, previously unpublished and not under consideration for publication elsewhere.

.....
(Signature)

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Date

REVIEWER NEEDS TO PROVIDE COMMENTS FOR EACH CHAPTER AND THE COMMENT CAN BE FILLED UP IN
PAGE (3-5) OF THIS FORM

Review and comments for each chapters

No.	Chapter	Comments

No.	Chapter	Comments

No.	Chapter	Comments

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	BORANG PELAWAAN SEBUT HARGA

No. Rujukan : SH/ Penerbit Bil /20—Tahun
 Tarikh Tutup :
 Tajuk :

SPESIFIKASI		HARGA SEUNIT (RM)	HARGA KESELURUHAN (RM)
Jumlah muka surat :			
Saiz :			
Kertas	Kulit :		
	Teks :		
	<u>Lain-lain:</u>		
Cetakan	Kulit :		
	Teks :		
	<u>Lain-lain:</u>		
Jilidan :			
Kuantiti :			

HAL-HAL LAIN a. Memberi contoh kertas bagi kulit dan teks. b. Menyiapkan kerja mencetak dalam tempoh <u>7 hingga</u> 14 hari <u>atau mengikut tempoh yang ditetapkan oleh Pusat Penerbit UPM.</u> dari tarikh bahan diterima c. Membekal, menghantar dan mengambil <u>mock-up</u> dari/ke <u>Pusat</u> Penerbit UPM untuk semakan dan pengesahan. d. Mengambil dan menghantar Mock-up dari/ke Penerbit UPM. e. <u>d.</u> Menghantar semula bahan cetakan ke <u>Pusat</u> Penerbit <u>UPM</u> selepas kerja disiapkan. (Jika perlu) f. <u>e.</u> Sebarang keraguan, sila berhubung dengan pegawai bertanggungjawab: Nama : _____ No. Telefon : _____

*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 : 7 hingga 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.

	OPERASI PERKHIDMATAN SOKONGAN PUSAT PENERBIT UPM Kod Dokumen: OPR/PUPM/BR07/SERAH CETAK
	BORANG PENYERAHAN KERJA MENCETAK

A. MAKLUMAT BUKU

Judul		
Pengarang		
Spesifikasi	Saiz :	Cetakan : • Kulit : • Teks:
	Jumlah Muka Surat :	Kuantiti :
	Kemasan/ Finishing :	
	Jilidan :	
NO. PO		

B. MAKLUMAT PENCETAK

Nama Syarikat		
Alamat		
Tarikh Serah	Tarikh Serah Melalui E-mel	Alamat E-mel
Tarikh Perlu Siap		

.....
Tandatangan Pegawai & ~~Cap Rasmi~~

Nama :

Tarikh :

[Cap Rasmi :](#)

.....
Tandatangan Penerima

Nama :

[Tarikh :](#)

~~No. KP:~~

Cap Rasmi Syarikat:

~~(jika ada)~~

Sila lengkapkan SENARAI SEMAK DAMI sebelum diserahkan kepada ~~Pencetak~~ pencetak:

BAHAGIAN	ADA
PRELIMINARY (BAHAGIAN AWALAN) <u>BAHAGIAN AWALAN (PRELIMINARY)</u>	
Halaman Judul Separa (<i>Half Title</i>)	
Halaman Judul Penuh (<i>Full Title</i>)	
Tahun Cetakan	
Halaman Hak Cipta	
Alamat Pencetak	
Pesanan boleh dibuat <u>Diterbitkan Oleh</u>	
Halaman Dedikasi (Jika ada)	
Halaman Kandungan	
Halaman Kata Pengantar (Jika ada)	
Halaman Prakata	
TEKS (<u>TEXT</u>)	
Teks Lengkap	
Bibliografi/Rujukan	
Biodata Pengarang/Senarai Penyumbang (Jika ada)	
Indeks	
KULIT BUKU (<u>COVER</u>)	
Judul (Kulit depan <u>Depan</u>)	
Nama Penulis dan <u>/</u> Editor	
Logo UPM	
Tulang buku <u>Buku</u> (Judul, nama <u>Nama</u> pengarang dan logo <u>Logo</u> UPM) pada tulang belakang buku	
Blurb buku <u>Buku</u> (Sinopsis dan <u>/</u> biodata <u>Biodata</u> pengarang)	
Logo UPM dan Alamat Penerbit (Kulit belakang)	
Kod Jalur (<i>Barcode</i>) & Harga	

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

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 (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 and AI Generative 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. : ~~02~~03
ISSUE NO. : 01
DATE : ~~25/07/2023~~ 12/09/2025

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	

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	

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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.

E.g.

Foreward
Preface
Introduction
Chapter 1



Chapter 10
Conclusion
~~Bibliography~~ References
Index

REVIEW NO. : ~~02~~ 03
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DATE : ~~25/07/2023~~ 12/09/2025

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	

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	

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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

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	

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 **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	

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

Head of ~~Division~~ [Editorial and Production](#)

UPM Press Centre

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan, Malaysia

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

REVIEW NO. : ~~02~~[03](#)

ISSUE NO. : 01

DATE : ~~25/07/2023~~ [12/09/2025](#)

	SUPPORT SERVICE OPERATION
	UPM PRESS CENTRE Document Code: OPR/PUPM/BR12/PROPOSAL REVIEW
PROPOSAL REVIEW FORM	

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):

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?

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.
- iii. [Swift code bank details for international reviewer.](#)

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

~~Head of Division~~ Head of Editorial and Production

UPM Press

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

REVIEW NO. : ~~02~~ 03

ISSUE NO. : 01

DATE : ~~25/07/2023~~ 12/09/2025

	<u>SUPPORT SERVICE OPERATION</u> <u>UPM PRESS CENTRE</u> <u>Document Code: OPR/PUPM/BR13/PROPOSAL CIB</u>
	<u>CONFERENCE TO BOOK CHAPTER</u> <u>SUBMISSION FORM</u>

EDITED BOOK - PUBLISHING PROPOSAL FORM

These guidelines are designed to help editors in preparing their publication proposals in line with the standards set by UPM Press, specifically for edited books in line with the indexing requirements. Your proposal should be thoughtfully crafted and persuasive, aiming to convince the publisher of the value and potential impact of your edited book.

The decision to accept an edited book proposal will be based on its originality, the quality of its content, and the strength of its academic contributions. It is essential that all the information provided is genuine and accurate. UPM Press reserves the right to reject any proposal found to be misleading or fraudulent.

All submitted information will be treated with the highest level of confidentiality. UPM Press takes plagiarism very seriously. Any detected duplication or violation of copyright will result in strict action, including possible rejection or penalties.

EDITED BOOK PROPOSAL FORMAT

CRITERIA FOR EDITED/ CHAPTERS IN BOOK

The book's contents must be relevant to its title. It must have at least 25 chapters, and all chapters must address the book's central issues and themes. The compiled chapters should demonstrate a unified and coherent line of thought.

- The writing must be scientific and academic in nature.
- The edited book should focus on a central theme or issue with list of editors and multiple contributors.
- It should be written by various contributors and edited by scholars or academic experts in the relevant field.
- Each chapter must include an introduction.
- The editor's name must be displayed on the book cover and title page.
- Editor's name should also appear at least in one chapter.
- Each chapter should acknowledge the respective contributor(s).
- The length of each chapter should be balanced in comparison to other chapters and must be between 4000 words to 6000 words excluding references.
- Turnitin Similarity Report and AI Generative along with your publication proposal; level of similarity should be less than 20%.

1. TITLE

The chapter title should be concise, precise, and reflective of the chapter's content. This should be followed up by list of authors and their affiliations.

2. INTRODUCTION

This section should introduce the topic discussed in the chapter and may include background information, research questions, or objectives.

3. CHAPTER CONTENT

The main discussion related to the chapter title should be structured logically and divided into relevant sub-sections using subheadings to improve readability.

4. CONCLUSION

This section should summarise the chapter's key points, highlight the main findings, discuss implications, and suggest further research, if applicable.

5. STATEMENTS AND DECLARATIONS

- Supplementary Materials: If additional materials such as tables, diagrams, or appendices exist, they should be specified here.
- Author Contributions: If multiple authors contributed, their specific roles should be acknowledged.
- Funding: Any funding or grants supporting research or writing should be mentioned.
- Data Availability Statements: If data supports the study in this chapter, specify how it can be accessed.

6. CONFLICT OF INTEREST

Authors must declare any conflict of interest related to the publication of the chapter. E.g., "The author declares no conflict of interest."

7. ACKNOWLEDGEMENT

Recognise individuals, departments, or institutions that provided support in the preparation of the chapter.

8. REFERENCES

All references used in the chapter should be listed according to APA 7th Edition formatting.

1. ABOUT THE EDITORS

MAIN EDITOR / LEAD CONTRIBUTOR DETAILS (REQUIRED)

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

(Signature of Main Author/Editor): _____

CO-EDITORS INVOLVED (THIS SECTION IS REQUIRED)

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

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

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

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

2. CONTENT OVERVIEW FOR EDITED BOOK PROPOSAL

Working Title of the Book

Please suggest a compelling and relevant title that captures the essence of the book. The title should be concise, engaging, and aligned with current trends or keywords for better visibility on online platforms and academic databases.

Chapter Subtitles (by Contributors)

Each chapter subtitle should be meaningful, relevant, and carefully worded to enhance discoverability. Choose subtitles that are concise, keyword-rich, and thought-provoking. This will help increase the reach, citations, and overall engagement with the book. Focus on clarity, thematic relevance, and online searchability.

Proposed Table of Contents (TOC)

Please provide a structured outline of your book. The chapters should be organised to reflect a logical and coherent flow. The TOC also indicates the depth and breadth of the proposed content and helps reviewers understand your editorial vision. A typical TOC may include:

Foreword

Preface

Introduction

Chapter 1: [Chapter Title]

Chapter 2: [Chapter Title]

↓

Chapter 25: [Chapter Title]

Conclusion

Bibliography / References

Index

Kindly submit the completed proposal form to:

Director

UPM Press Centre

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan, Malaysia

E-mail: dir.penerbit@upm.edu.my

-

Head of Editorial and Production

UPM Press Centre

Universiti Putra Malaysia

43400 UPM, Serdang

Selangor Darul Ehsan, Malaysia

E-mail: upmpress_editorial@upm.edu.my

	SUPPORT SERVICE OPERATION UPM PRESS CENTRE Document Code: OPR/PUPM/BR14/PROPOSAL EB
	EDITED BOOK PUBLISHING PROPOSAL FORM

PROPOSAL SUBMISSION FORM FOR EDITED BOOK PUBLICATION

This form is designed to guide editors in preparing a compelling and complete proposal in line with the expectations for high-quality academic publications, particularly those that meet indexing standards.

Our aim is to help you present a strong case for your book, one that clearly demonstrates its originality, academic merit, and potential contribution to the field. We encourage clarity, cohesion, and sincerity in your submission.

All information provided must be accurate and verifiable. UPM Press reserves the right to reject any proposal that contains misleading, plagiarised, or unethical content. All proposals will be reviewed in strict confidence. We take plagiarism and intellectual property rights seriously.

GUIDELINES FOR EDITED BOOK SUBMISSION

1. CHAPTER FORMAT GUIDELINE

Each chapter should follow this structure:

2. TITLE

Should be clear, specific, and accurately reflect the chapter content. Include full names of contributing authors and their affiliations.

3. INTRODUCTION

Outline the context of the chapter, background, purpose, and objectives.

4. MAIN CONTENT

Discuss the subject matter with appropriate academic rigour. Use subheadings to improve structure and readability.

5. CONCLUSION

Summarise key points, highlight findings, discuss implications, and suggest directions for future research if relevant.

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 DATE : 12/09/2025

6. STATEMENTS & DECLARATIONS

- **Supplementary Materials** (if any) such as charts, figures, or appendices.
- **Author Contributions:** Clarify the role of each contributor.
- **Funding Sources** (if applicable).
- **Data Availability:** Indicate where and how the supporting data can be accessed.

7. CONFLICT OF INTEREST

A clear statement should be made, such as: *“The author declares no conflict of interest.”*

8. ACKNOWLEDGEMENTS

Recognise individuals or organisations that supported the research or writing.

9. REFERENCES

Must follow **APA 7th Edition** format.

2. EDITOR INFORMATION

MAIN EDITOR (**Compulsory**)

Full Name	IC/Passport No.	Designation	Contact Number	Email

Signature of Main Editor: _____

CO-EDITORS (Compulsory)

Please provide information for each co-editor involved:

Full Name	IC/Passport No.	Designation	Contact Number	Email

3. BOOK OVERVIEW

Proposed Title of the Book

Suggest a clear and engaging title that captures the core of the book. It should be concise and keyword-rich to support discoverability on online platforms.

Chapter Subtitles

List subtitles for each chapter, ideally crafted with clarity, thematic alignment, and relevance to increase reach and academic impact.

Proposed Table of Contents (TOC)

Provide a structured outline of the book's contents, including:

Foreword
Preface
Introduction
Chapter 1: [Title]
Chapter 2: [Title]
↓
Chapter 15: [Title]
Conclusion
References / Bibliography
Index

Kindly submit the completed proposal form to:

Director
UPM Press Centre
Universiti Putra Malaysia
43400 UPM, Serdang
Selangor Darul Ehsan, Malaysia
E-mail: dir.penerbit@upm.edu.my

Head of Editorial and Production
UPM Press Centre
Universiti Putra Malaysia
43400 UPM, Serdang
Selangor Darul Ehsan, Malaysia
E-mail: upmpress_editorial@upm.edu.my

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

TAJUK MANUSKRIP:

Tandakan (✓) pada yang berkaitan.

BIL	PERKARA	CATATAN		
		ADA	TIADA	N/A
1.	BAHAN AWALAN			
	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.	TEKS			
	Nombor dan Tajuk Bab			
	Teks Lengkap			
	Ilustrasi Gambar raja : Kapsyen, Sumber dan Rujukan Silang			
	Jadual: Kapsyen, Sumber			
	Nota Kaki			
	Gambar resolusi tinggi dalam format JPEG secara berasingan			
	Jadual disertakan dalam folder berasingan			
3.	BAHAN AKHIRAN			
	Lampiran			
	Glosari			
	Senarai Penyumbang (Jika ada)			
	Senarai Rujukan			
	Bibliografi			
	Indeks			
4.	MAKLUMAT KULIT BELAKANG Blurb (inti pati kandungan buku/biodata penulis/latar belakang karya)			
5.	LAPORAN TURNITIN SIMILARITY DAN AI GENERATIVE DI BAWAH 20%			
6.	TERIMA SOFT COPY			
	TERIMA HARD COPY			

Disemak oleh:

Tarikh:

.....

.....