

PEJABAT PENERBIT
UNIVERSITI TUN HUSSEIN ONN MALAYSIA



BORANG PENYERAHAN MANUSKRIP
MANUSCRIPT SUBMISSION FORM

1) BUTIRAN MANUSKRIP / MANUSCRIPT DETAILS

Tajuk
Title :

Senarai Pengarang
List of Author(s) :

Bidang Manuskrip
Manuscript Field : Sains Sosial
Social Science Sains & Teknologi
Science & Technology Lain-lain (Sila nyatakan)
Others (Please specify)

Kategori manuskrip Manuscript categories	Karya asli Original work	<input type="checkbox"/>	Buku penyelidikan Research book	<input type="checkbox"/>
	Karya asli (tesis ke buku) Original work (thesis to book)	<input type="checkbox"/>	Buku Terjemahan Translation book	<input type="checkbox"/>
	Karya suntingan Edited works	<input type="checkbox"/>	Buku teks Text book	<input type="checkbox"/>
	Karya kreatif Creative works	<input type="checkbox"/>	Modul Module	<input type="checkbox"/>
	Penerbitan khas Special publication	<input type="checkbox"/>	Bab dalam buku Book chapters	<input type="checkbox"/>
	Monograf Monograf	<input type="checkbox"/>	Lain-lain (Sila nyatakan) Others (Please specify)	<input type="checkbox"/>

2) BUTIRAN PENGARANG UTAMA / MAIN AUTHOR DETAILS

Nama
Name :

Jawatan
Designation :

Fakulti / Institusi
Faculty / Institution :

Alamat pejabat /
Surat-menyurat
Office address /
Mailing :

No. telefon bimbit
Handphone no. :

E-mel
E-mail :

3) CADANGAN PENILAI / SUGGESTED REVIEWERS

Sila cadangkan EMPAT (4) penilai (bukan staf UTHM) yang boleh menilai manuskrip anda berdasarkan kepakaran, kelayakan dan pengalaman penilai tersebut.

Please suggest FOUR (4) reviewers (not UTHM staff) that should be able to review your manuscript based on the reviewers' expertise, qualifications and experience.

Bil. No.	Nama Penilai <i>Reviewer's Name</i>	Institusi <i>Institution</i>	E-mel / No. Telefon <i>E-mail / Telephone No.</i>
1			
2			
3			
4			

4) SENARAI SEMAK PENGARANG / AUTHOR CHECKLIST

Bil. No.	Perkara <i>Subjects</i>	Senarai Semak Pengarang <i>Author's Checklist</i>	Senarai Semak Editorial <i>Editorial Checklist</i>	Catatan <i>Notes</i>
1	BAHAGIAN AWALAN PREFIX PART			
	Halaman tajuk (Pengarang/Editor maksimum TIGA (3) pengarang) <i>Title page (Author/Editor maximum of THREE (3) authors)</i>			
	Senarai susunan nama penulis bersama atau Editor bersama (Jika melebihi tiga pengarang) <i>Name lists of co-authors or co-editors (If more than three authors)</i>			
	Isi kandungan <i>Table of contents</i>			
	Senarai jadual, gambar rajah dan singkatan (jika ada) <i>List of tables, figures and abbreviations (if any)</i>			
	Dedikasi (jika ada) <i>Dedication (if any)</i>			
	Kata pengantar (jika ada) <i>Foreward (if any)</i>			
	Prakata <i>Preface</i>			
	Penghargaan (jika ada) <i>Acknowledgements (if any)</i>			
2	BAHAGIAN TEKS TEXT PART			
	Pengenalan/ <i>Introduction</i>			
	Bilangan Bab <i>Number of Chapters</i> <ul style="list-style-type: none"> ○ Ilmiah (minimum lima bab) <i>Scientific (maximum of five chapters)</i> ○ Penyelidikan (minimum empat bab) <i>Research (minimum of four chapters)</i> ○ Bab dalam Buku (minimum enam bab) <i>Book Chapters (minimum of six chapters)</i> 			
	Penutup/ <i>Conclusion</i>			

Bil. No.	Perkara Subjects	Senarai Semak Pengarang <i>Author's Checklist</i>	Senarai Semak Editorial <i>Editorial Checklist</i>	Catatan Notes
3	BAHAGIAN AKHIRAN FINAL PART			
	Lampiran (jika ada) <i>Attachment (if any)</i>			
	Glosari (jika ada) <i>Glosary (if any)</i>			
	Bibliografi (Mengikut gaya <i>American Psychological Association</i> – APA Edisi 7) <i>Bibliography (Following American Psychological Association style – APA 7 edition)</i>			
	Biodata pengarang (gambar pengarang dalam ukuran pasport) / Senarai penyumbang (jika ada) <i>Author's profile (in passport size) / List of contributors (if any)</i>			
	Indeks <i>Index</i>			
4	LAIN-LAIN (PROMOSI) OTHERS (PROMOTION)			
	Sinopsis buku / blurb (100 – 150 perkataan) <i>Book synopsis / blurb (110 – 150 words)</i>			
	Konsep kulit buku (jika ada) <i>Book cover concept (if any)</i>			
5	LAMPIRAN (WAJIB) ATTACHMENTS (COMPULSORY)			
	Borang Penyerahan Manuskrip (BP/UE-B/01-Pin. 2023) <i>Manuscript Submission Form (BP/UE-B/01-Pin. 2023)</i>			
	Surat Aku Janji Penerbitan Universiti (BP/UE-B/02-2024) <i>Letter of Undertaking University Publication (BP/UE-B/02-2024)</i>			
	Borang Kajian Pemasaran Buku (BP/UP-04-2024) <i>Book Market Survey Form (BP/UP-04-2024)</i>			
	Laporan Turnitin (maksimum 30%) <i>Turnitin Report (maximum 30%)</i>			
	Salinan lembut <i>Softcopy</i>			

5) PENGESAHAN MANUSKRIP OLEH PENGARANG UTAMA / MANUSCRIPT VERIFICATION BY MAIN AUTHOR

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I declare the manuscript that submitted to Pejabat Penerbit UTHM is finalized. The manuscript is my own works and free from other elements of plagiarism.

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Signature of Main Author / Editor and Official Stamp

Tarikh
Date

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1. ULASAN EDITORIAL
EDITORIAL COMMENTS

Disemak oleh:
Checked by:

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Signature of Publication Officer and Official Stamp

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Date