

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)

| | | | |
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| Kategori manuskrip / Manuscript categories | <input type="checkbox"/> Karya asli / Original work | <input type="checkbox"/> Buku penyelidikan / Research book | <input type="checkbox"/> |
| | <input type="checkbox"/> Karya asli (tesis ke buku) / Original work (thesis to book) | <input type="checkbox"/> Buku Terjemahan / Translation book | <input type="checkbox"/> |
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| | <input type="checkbox"/> Monograf / Monograf | <input type="checkbox"/> Lain-lain (Sila nyatakan) / Others (Please specify) | <input type="checkbox"/> |
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Nama / Name :

Jawatan / Designation :

Fakulti / Institusi / Faculty / Institution :

Alamat pejabat / Surat-menyurat / Office address / Mailing :

No. telefon bimbit / Handphone no. :

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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.

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| 1 | | | |
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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 <i>Subjects</i> | Senarai Semak Pengarang <i>Author's Checklist</i> | Senarai Semak Editorial <i>Editorial Checklist</i> | Catatan <i>Notes</i> |
|----------|--|--|---|-------------------------|
| 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 – APA Edisi 7</i>) <i>Bibliography (Following American Psychological Association style – APA 7 edition)</i> | | | |
| | Biodata pengarang / Senarai penyumbang (jika ada) <i>Author's profile / 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> | | | |
| | Gambar pengarang (dalam ukuran pasport) <i>Author's photo (in passport size)</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 cetak (2 salinan) <i>Harcopy (2 copies)</i> | | | |
| | Salinan lembut <i>Softcopy</i> | | | |

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

Saya mengaku bahawa manuskrip yang diserahkan kepada Pejabat Penerbit UTHM ini adalah MUKTAMAD. Manuskrip ini juga adalah hasil karya sendiri dan bebas daripada sebarang unsur plagiat.

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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EDITORIAL COMMENTS

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