



BORANG PENYERAHAN MANUSKRIP BUKU BOOK MANUSCRIPT SUBMISSION FORM

A. Maklumat Umum | General Information

1. JUDUL BUKU | TITLE OF THE BOOK

2. NAMA DAN ALAMAT PENGARANG/EDITOR NAME AND ADDRESS OF AUTHOR(S)/EDITOR(S)

i. Nama:
Name:

Date of birth: *Tarikh lahir:* **Jawatan sekarang:**
Present Position:

Nama F/P/I: **E-mel:**
Name of F/C/I: *Email Address:*

Telefon: **Faks:** **No. Tel. Bimbit (Pilihan):**
Telephone: *Fax:* *Handphone no. (Optional):*

ii. Nama:
Name:

Date of birth: *Tarikh lahir:* **Jawatan sekarang:**
Present Position:

Nama F/P/I: **E-mel:**
Name of F/C/I: *Email Address:*

Telefon: **Faks:** **No. Tel. Bimbit (Pilihan):**
Telephone: *Fax:* *Handphone no. (Optional):*

iii. Nama:
Name:

Date of birth: *Tarikh lahir:* **Jawatan sekarang:**
Present Position:

Nama F/P/I: **E-mel:**
Name of F/C/I: *Email Address:*

Telefon: **Faks:** **No. Tel. Bimbit (Pilihan):**
Telephone: *Fax:* *Handphone no. (Optional):*

iv. Nama:
Name:

Date of birth: *Tarikh lahir:* **Jawatan sekarang:**
Present Position:

Nama F/P/I: **E-mel:**
Name of F/C/I: *Email Address:*

Telefon: **Faks:** **No. Tel. Bimbit (Pilihan):**
Telephone: *Fax:* *Handphone no. (Optional):*

v. Nama:
Name:

Date of birth: *Tarikh lahir:* **Jawatan sekarang:**
Present Position:

Nama F/P/I: **E-mel:**
Name of F/C/I: *Email Address:*

Telefon: **Faks:** **No. Tel. Bimbit (Pilihan):**
Telephone: *Fax:* *Handphone no. (Optional):*

3. PLAGIARISME | PLAGIARISM

Penulis perlu mengesahkan bahawa manuskrip yang dihantar adalah bebas dari sebarang unsur **plagiat**. Sila nyatakan perisian antiplagiat yang digunakan berserta tarikh ia digunakan:

*Author(s) is(are) required to declare that the manuscript is free of **plagiarism** and provide details of the updated plagiarism checker used with date. Only manuscript with percentage below 30% is accepted for publication. Author(s) is(are) required to attach the plagiarism report.*

a. Turnitin

c. Viper

Viper (plagiarism scanner)

b. plagiarismchecker.com

d. Lain-lain, nyatakan:

Others, please name:

Tarikh pengesanan plagiat dilakukan:

Date on which plagiarism checking was carried out using above tools:

4. CADANGAN PEWASIT (Wajib) | SUGGESTED REVIEWERS (Compulsory)

Sila cadangkan 3 pewasit (bukan staf UMS) yang boleh mewasit manuskrip anda berdasarkan kepakaran, kelayakan dan pengalaman pewasit tersebut. Pewasit tersebut sekurang-kurangnya berpangkat profesor madya (pada pangkat yang sama atau lebih tinggi daripada Penulis/Editor).

- Sila lampirkan resume pewasit-pewasit yang dicadangkan dengan menyatakan maklumat berkaitan dengan penerbitan sepanjang 5 tahun kebelakangan ini.
- Berikan nama, jawatan dan alamat (termasuk e-mel dan telefon) untuk dihubungi.

Please suggest three reviewers (not UMS staff) that should be able to review your manuscript based on the reviewers' expertise, qualifications and experience. The reviewers must at least be an associate professor (same or higher level than the Author(s)/Editor(s)).

- Please attach the suggested reviewers' curriculum vitae that present information with regard to publications over the last 5 years.
- Give name, position and corresponding address (please include email address and contact number).

Bil. No.	Nama Name	Jawatan Position	Alamat Address
1.			
2.			
3			

5. SKOP SUBJEK/BIDANG | SCOPE OF THE SUBJECT

Sila jelaskan (maksimum 250 patah perkataan) untuk memaklumkan pembaca tentang buku ini, selain untuk tujuan promosi. Penjelasan haruslah meliputi (i) tujuan buku ini diterbitkan. Sekiranya bab dalam buku/kertas kerja yang diambil dari seminar/persidangan, nyatakan butirannya, (ii) penjelasan ringkas tentang isi kandungan buku dan (iii) sasaran pembaca.

Please write a maximum of 250 words that could be used to inform the readers of your book and to promote it. It should include (i) brief outline as to why there is a need for the book or if a proceedings volume, the background of the conference, (ii) description of the contents highlighting the significant features and (iii) intended audience.

6. MAKLUMAT PENULIS/EDITOR | INFORMATION ABOUT AUTHOR(S)/EDITOR(S)

Sila sertakan biografi ringkas anda termasuk jawatan terkini, ijazah tertinggi dan bidang penyelidikan/pengkhususan tidak melebihi 50 patah perkataan.

Please attach a short biography describing your current position, highest degree and research interests (not exceeding 50 words).

B. Pasaran Untuk Buku Anda | Market For Your Book

1. SASARAN PEMBACA / TARGET READERSHIP

Jelaskan sasaran pembaca buku ini.

Specify your intended target readers.

2. SENARAI EDARAN | MAILING LIST

Sila nyatakan pembaca sasaran anda yang berpotensi untuk membantu Penerbit UMS memasarkan dan menyediakan naskah promosi yang akan menekankan ciri-ciri penjualan buku anda. Senaraikan pembaca anda dengan menyatakan jawatan/pekerjaan dan sebab mereka perlu membeli buku anda.

Please identify your book's potential readers and target audiences, and help us acquire mailing lists and to create promotional copy that will highlight appropriate selling points. Specify the readers for your book by title or job function, and why they should purchase your book.

Bil. No.	Jawatan/Pekerjaan Pembaca <i>Reader's Title/Job Function</i>	Manfaat Membeli Buku Anda <i>Major Benefit Your Book Provides to the Reader</i>
1.		
2.		
3.		
4.		

Sediakan senarai edaran berserta e-mel dan nombor telefon (sama ada perwakilan persidangan, ahli persatuan dan lain-lain) yang boleh digunakan untuk mempromosikan buku anda.

Please provide mailing lists (e.g., conference delegates' lists, society membership lists, etc.) that we could use to promote your book.

3. HUBUNGAN DENGAN AHLI AKADEMIK | *ACADEMIC CONTACTS*

Senaraikan ahli akademik yang boleh kami maklumkan tentang penerbitan buku anda. Jika yakin buku anda berpotensi dijadikan buku teks, sila senaraikan nama kursus yang sesuai menggunakannya. Nyatakan juga institusi yang menawarkan kursus tersebut.

Please list any academic contacts that you would like us to notify the release of your book. If you believe your book has potential as a textbook, please list the names of courses for which it would be suitable and institutions which offer such courses.

Bil. No.	Nama Name	Kursus Course	Institusi Institution
1.			
2.			
3.			

4. KEUNIKAN DAN KELEBIHAN DI PASARAN | *UNIQUE SELLING POINTS*

Jelaskan ciri yang membezakan buku anda dengan lain-lain judul di pasaran. Maklumat ini perlu merangkumi bahan-bahan seperti jadual, carta, sampel rajah dan lain-lain termasuklah kepakaran anda dalam bidang tersebut.

Please tell us what distinguishes your book from the competing titles. These selling points can include any special materials that may be included in the book, such as tables, charts, sample forms, etc. They should also take into account your own expertise in the subject area.

5. PEMASARAN ATAS TALIAN | *ONLINE MARKETING*

Anda mempunyai laman web/blog sendiri?

Jika ya, sila nyatakan alamatnya dan jumlah pembaca blog anda setiap bulan. Bolehkah anda menggunakan blog tersebut sebagai medium untuk memasarkan buku?

Do you have a website/blog?

If yes, please specify the address and number of visitors per month, if possible, and let us know if you can use this medium for announcing the publication of your book.

Sila berikan senarai e-mel pembaca yang disasarkan yang anda ingin kami promosikan buku anda.

Please provide us the email list that you would like us to reach intended readers to promote your book.

6. SEKUTU PEMASARAN | ASSOCIATION MARKETING

Senaraikan lima atau lebih persatuan profesional/kemasyarakatan yang boleh kami hubungi untuk mengedarkan maklumat berkenaan penerbitan buku anda (sila sertakan e-mel).

Please list below five or more professional associations or societies which we can contact to disseminate information about your book publication (please provide their email addresses).

7. JUALAN PUKAL | BULK SALES

Senaraikan pembeli seperti penganjur persidangan, persatuan, koperasi/pertubuhan, universiti atau individu (termasuk penulis sendiri) yang mungkin berminat membeli sekurang-kurangnya 50 naskhah buku anda (sila sertakan e-mel).

Please list catalogues, resellers, conferences, associations, corporations, universities or individuals that might be interested in purchasing 50 or more copies of your book (please include their email addresses).

8. PERSIDANGAN/SEMINAR/BENGGKEL/SIMPOSIUM | CONFERENCE/SEMINAR/WORKSHOP/SYMPOSIUM

Senaraikan aktiviti yang dirancang akan disertai dalam tempoh setahun buku terbit di mana buku ini boleh dipromosikan.

Please list any of the above that you plan to attend within one year of the possible publication of your book where your book can be promoted.

9. MAJLIS | SPEAKING EVENTS

Senaraikan sebarang majlis seperti syarahan umum dan seumpamanya yang dirancang dalam setahun yang membolehkan anda mempromosikan buku ini. Sila maklumkan jika jualan buku boleh dibuat semasa majlis itu dan sertakan nombor telefon penganjur untuk dihubungi.

Please list any speaking engagements (public or private) that you have scheduled within one year of the possible publication of your book. Please indicate whether book sales can be arranged for the event and provide us the contact name and number of the organiser, if possible.

10. POTENSI PASARAN ANTARABANGSA | INTERNATIONAL MARKET POTENTIAL

Sila nyatakan ciri-ciri dan kelebihan buku anda yang akan menarik pasaran antarabangsa.

Please describe in particular the features and strengths of your book that will attract international markets.

C. Pengesahan Dekan/Pengarah | *Dean's/Director's Approval*

Ulasan:

Comments:

Lulus
Approve

Tolak
Reject

Diluluskan oleh:

Approved by:

Tarikh: _____

Date:

Tandatangan & cop rasmi Dekan/Pengarah
Dean's/Director's signature & official seal

D. Senarai Semak Pengarang | *Author's/Editor's Checklist*

Bil. No.	Perkara Subject	√	Semakan Editorial Editorial Checklist	Catatan Notes
1	Borang Penyerahan Manuskrip <i>Manuscript Submission Form</i>			
2	Laporan Turnitin <i>Turnitin report</i>			
3	Isi kandungan <i>Table of contents</i>			
4	Senarai rajah <i>List of figures</i>			
5	Senarai jadual <i>List of tables</i>			
6	Kata Pengantar (jika ada) <i>Foreword (if any)</i>			
7	Prakata <i>Preface</i>			
8	Penghargaan (jika ada) <i>Acknowledgements (if any)</i>			
9	Pengenalan <i>Introduction</i>			
10	Bab-bab <i>Chapters</i>			
11	Bab penutup <i>Concluding chapter</i>			
12	Senarai penyumbang (jika ada) <i>List of contributors (if any)</i>			
13	Rujukan <i>References</i>			
14	Indeks <i>Index</i>			
15	Blurb dan biodata pengarang <i>Blurb and author's profile</i>			

E. Pengesahan Pengarang | *Author's Declaration*

Saya memperakukan manuskrip ini tidak terikat dengan mana-mana penerbit. Saya juga berjanji tidak akan menghantar manuskrip ini kepada penerbit lain. Sekiranya saya menarik balik manuskrip, saya bersetuju akan menanggung segala kos penerbitan yang terlibat.

I declare that this manuscript is not bound to any publishers. I also pledge not to send this manuscript to other publisher. If I withdraw this manuscript, I agree to bear all the publication costs incurred.

Tandatangan pengarang/editor:

Author's/Editor's signature:

Tarikh: _____

Date:

F. Bahagian Penerbit UMS | UMS Press Section

1. ULASAN EDITORIAL | EDITORIAL COMMENTS

Cadangan saiz buku: 6"×9" 7"×10" Lain-lain:
Proposed book size: Others:

Diterima oleh:
Received by:

Tarikh: _____
Date:

Pembantu Penerbitan
Publication Assistant

Disemak oleh:
Checked by:

Tarikh: _____
Date:

Pegawai Penerbitan
Publication Officer

2. ULASAN PEMASARAN | MARKETING COMMENTS

Cadangan jumlah cetakan: naskhah Dicetak sebagai e-buku
Proposed number of prints: copies Printed as e-book

Diterima oleh:
Received by:

Tarikh: _____
Date:

Pembantu Penerbitan
Publication Assistant

Disemak oleh:
Checked by:

Tarikh: _____
Date:

Pegawai Penerbitan
Publication Officer

3. ULASAN PENGARAH | DIRECTOR'S COMMENTS

Diperakukan oleh:
Acknowledged by:

Pengarah Penerbit UMS
Director of UMS Press

Tarikh: _____
Date:



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