



Penerbit UMS

Penerbit UMS, Universiti Malaysia Sabah, Tingkat Bawah,
Perpustakaan, Jalan UMS, 88400 Kota Kinabalu, Sabah, Malaysia.

Talian Terus | Direct Line:
088-320 000 samb. | ext. 204500, 204501, 204502
E-mel | E-mail: penerbit@ums.edu.my

BORANG PENYERAHAN MANUSKRIP BUKU POPULAR **POPULAR BOOK MANUSCRIPT SUBMISSION FORM**

A. Maklumat Umum | General Information

1. JUDUL BUKU | TITLE OF THE BOOK

2. GENRE

☐ Buku/Novel/Cerpen kanak-kanak
Children's book/novel/short story

☐ Travelog | *Travelogue*

☐ Novel dewasa | *Adult novel*

☐ Buku komik/Novel grafik | *Comic book/Graphic novel*

☐ Agama | *Religion*

Lain-lain: _____
Others: _____

☐ Motivasi/Inspirasi | *Motivational/Inspirational*

3. NAMA DAN ALAMAT PENGARANG

NAME AND ADDRESS OF AUTHOR(S)

i. Nama:
Name:

Tarikh lahir: Jawatan sekarang:
Date of birth: Present position:

JAFPIB: E-mel:
Email Address:

Telefon: No. Tel. Bimbit:
Telephone: Handphone no.:

ii. Nama:
Name:

Tarikh lahir: Jawatan sekarang:
Date of birth: Present position:

JAFPIB: E-mel:
Email Address:

Telefon: No. Tel. Bimbit:
Telephone: Handphone no.:

iii. Nama:
Name:

Tarikh lahir: Jawatan sekarang:
Date of birth: Present position:

JAFPIB: E-mel:
Email Address:

Telefon: No. Tel. Bimbit:
Telephone: Handphone no.:

iv. Nama:
Name:

Tarikh lahir: Jawatan sekarang:
Date of birth: Present position:

JAFPIB: E-mel:
Email Address:

Telefon: No. Tel. Bimbit:
Telephone: Handphone no.:

4. PLAGIARISME | PLAGIARISM

Pengarang perlu mengesahkan bahawa manuskrip yang dihantar adalah bebas dari sebarang unsur plagiat. Sila nyatakan peratus keputusan Turnitin berserta tarikh ia digunakan. Hanya manuskrip dengan peratus di bawah 30% sahaja diterima untuk penerbitan. Pengarang perlu melampirkan bersama laporan plagiarisme tersebut. *Author(s) is(are) required to declare that the manuscript is free of plagiarism. Please provide the Turnitin's percentage result with date. Only manuscript with percentage below 30% is accepted for publication. Author(s) is(are) required to attach the plagiarism report.*

Peratusan Turnitin: %
Percentage of Turnitin:

Tarikh pengesanan plagiat dilakukan:
Date on which plagiarism checking was carried out:

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

Sila cadangkan 3 pewasit yang boleh mewasit manuskrip anda berdasarkan kepakaran, kelayakan dan pengalaman pewasit tersebut.

- 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 that should be able to review your manuscript based on the reviewers' expertise, qualifications and experience.

- *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			

6. SINOPSIS BUKU | BOOK SYNOPSIS

Sila jelaskan (maksimum 150 patah perkataan) untuk memaklumkan pembaca tentang buku ini, selain untuk tujuan promosi. Penjelasan haruslah meliputi tujuan buku ini diterbitkan, penjelasan ringkas tentang isi kandungan buku dan sasaran pembaca.

Please write a maximum of 150 words that could be used to inform the readers of your book and to promote it. It should include brief outline as to why there is a need for the book, description of the contents highlighting the significant features and intended audience.

7. MAKLUMAT PENGARANG | INFORMATION ABOUT AUTHOR(S)

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

Please attach a short biography describing your current position, highest qualification 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 naskhah 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 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.		

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

Ulasan:

Comments:

☐ Lulus
Approve

☐ Tolak
Reject

Diluluskan oleh:

Approved by:

Tarikh:

Date:

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

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

Bil. No.	Perkara Subject	✓	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	Kata Pengantar (jika ada) <i>Foreword (if any)</i>	☐	
5	Prakata <i>Preface</i>	☐	
6	Penghargaan (jika ada) <i>Acknowledgements (if any)</i>	☐	
7	Pengenalan <i>Introduction</i>	☐	
8	Bab-bab <i>Chapters</i>	☐	
9	Bab penutup <i>Concluding chapter</i>	☐	
10	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. Saya juga bersetuju menjual buku ini secara konsainan serta mempromosikan dan mengadakan sesi bicara buku.

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. I also agree to sell the books in consignments as well as to promote and hold a book talk session.

Tandatangan pengarang:
Author's signature:

Tarikh:

Date:

F. Bahagian Penerbit UMS | UMS Press Section

BAHAGIAN FUNGSIAN EDITORIAL | EDITORIAL FUNCTION DEPARTMENT

1. ULASAN KETUA SEKSYEN EDITORIAL BUKU | HEAD OF BOOK EDITORIAL SECTION REVIEW

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	Kata Pengantar (jika ada) <i>Foreword (if any)</i>	☐	
5	Prakata <i>Preface</i>	☐	
6	Penghargaan (jika ada) <i>Acknowledgements (if any)</i>	☐	
7	Pengenalan <i>Introduction</i>	☐	
8	Bab-bab <i>Chapters</i>	☐	
9	Bab penutup <i>Concluding chapter</i>	☐	
10	Blurb dan biodata pengarang <i>Blurb and author's profile</i>	☐	

Pembantu Penerbitan
Publication Assistant

Nama: _____
Name:

Tarikh: _____
Date:

2. ULASAN KETUA SEKSYEN PRACETAK BUKU | HEAD OF BOOK PREPRESS SECTION REVIEW

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

(ii) Anggaran jumlah halaman: Berwarna Hitam dan putih
Approximate number of pages: Colored Black and white

(iii) Kualiti gambar dan jadual: ☐ Memuaskan ☐ Kurang memuaskan
Image and table quality: Satisfying Less satisfactory

Cadangan:
Suggestion:

(iv) Jenis kertas: ☐ Art paper ☐ Simili Lain-lain: _____ Berat kertas: gram
 Paper type: _____ Others: _____ Paper weight: _____

(v) ☐ Stitching ☐ Perfect bind

(vi) Kemasan kulit buku: ☐ Embossed ☐ Matte laminate ☐ Spot UV ☐ Glossy laminate
 Book cover finishing:

Berat art card: gram
 Art card weight: _____

Nama: _____
 Name: _____

Pereka
 Designer

Tarikh: _____
 Date: _____

3. ULASAN KETUA SEKTOR PENGURUSAN BUKU | HEAD OF BOOK MANAGEMENT SECTOR REVIEW

Nama: _____
 Name: _____

Pegawai Penerbitan Kanan
 Senior Publication Officer

Tarikh: _____
 Date: _____

BAHAGIAN FUNGSIAN JUALAN | SALES FUNCTION DEPARTMENT

1. ULASAN KETUA SEKTOR PENGURUSAN PERCETAKAN | HEAD OF PRINTING MANAGEMENT SECTOR REVIEW

(i) Cadangan jumlah cetakan: naskhah
 Recommended print volume: _____ copies (ii) ☐ Dicitak sebagai e-buku
 Printed as an e-book

(iii) Percetakan: ☐ Offset
 Printing: _____

(iv) Anggaran kos: RM
 Estimated cost: _____

☐ Digital

Nama: _____
 Name: _____

Pegawai Penerbitan Kanan
 Senior Publication Officer

Tarikh: _____
 Date: _____

3. ULASAN KETUA BAHAGIAN FUNGSIAN JUALAN | HEAD OF DEPARTMENT OF SALES FUNCTION REVIEWNama: _____
Name: _____Timbalan Ketua Pegawai Penerbitan
*Deputy Chief Publishing Officer*Tarikh: _____
Date: _____**4. ULASAN PENGARAH | DIRECTOR REVIEW**Nama: _____
Name: _____Pengarah
*Director*Tarikh: _____
Date: _____**Penerbit UMS**

Penerbit Universiti Malaysia Sabah
Tingkat Bawah, Perpustakaan,
Universiti Malaysia Sabah, Jalan UMS,
88400 Kota Kinabalu, Sabah, Malaysia
Faks: 088-320446 E-mel: penerbit@ums.edu.my

• Tarikh kemas kini: 31.10.2023 •