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|  | **CHECKLIST FOR SUBMITTING MANUSCRIPT** |

Manuscript Title:

Author’s Name:

 **(Provide appendix if insufficient)**

**Manuscript**

1. Printed copy of original manuscript

**(2 hardcopies must be submitted to Penerbit)**

1. Softcopy of manuscript (Using Word)
* All in file **(required)**
* Separated file **(required)**

**Front Matter**

1. Proposed book cover – with author’s name
2. Manuscript title **(required)**
3. Dedication page (optional)
4. List of contents **(required)**
5. List of illustrations (optional)
6. List of tables (optional)
7. Foreword (optional)
8. Preface **(required)**
9. Introduction (optional)
10. Acknowledgement (optional)
11. List of abbreviations/symbols (if any)

**Main Text**

1. Title of Parts and numbering (if any)
2. Title of Chapters and numbering **(required)**
3. Title of Segments/Sections **(required)**
4. Segment/Section numbering **(required except for social sciences)**
5. Excerpts/quotes (if any)
6. Illustrations/tables (if any)
7. Illustration/table numbering with caption (if any)
8. Footnotes/chapter notes/endnotes (if any)
9. Page numbering **(required)**

**Back Matter**

1. Appendix (if any)
2. List of terminology (if any)
3. Glossary (optional)
4. Bibliography/References **(required)**
5. Index with original locator **(required)**

**Information for back cover (Blurb)**

1. Synopsis **(required)**
2. Biodata & photo of author **(required)**

**Additional information**

 (a) All copyrighted materials (illustrations, images, tables, newspaper or magazine

 clippings, articles, and acts) must receive the necessary copyright releases from the

 original publisher or conference organiser. (Statement letter/reproduction rights

 from the original publisher **must be attached**.)

 (b)Manuscript plagiarism check

* Turnitin report. Similarity must not exceed 20%, will be checked by Penerbit UTM Press editor/author

**GUIDE TO CONSTRUCT ORIGINAL MANUSCRIPT**

Penerbit UTM Press was established with the goal of providing services towards aiding and encouraging the academic staff to produce original works or translated works for the use of teaching and learning and for general reading materials to the general public.

To ensure that the publication process runs smoothly, submitting authors are advised to follow this guideline for preparing manuscripts to be submitted to Penerbit UTM Press.

* 1. **APPLICATION FOR WRITING**

An author who is interested to produce an original work is recommended to submit an application to Penerbit UTM Press by presenting the proposed title, list of contents, and writing plan schedule. This information is required to allow Penerbit UTM Press to ascertain that there is no duplication with othe titles that are already in publication process or have been published by Penerbit UTM Press.

* 1. **MANUSCRIPT PREPARATION**
		1. *Authors are required to submit* ***TWO (2)*** *printed copies of the manuscript and* ***ONE (1) CD*** *containing the information regarding the said manuscript.*
		2. *Authors are encouraged to use* ***Word*** *(the latest version).*
		3. *The manuscript must be typed/recorded neatly and consistently using size* ***A4*** *paper,* ***double-spacing*** *with only one side printed.*
		4. *Authors must ensure that every text page conforms to the standardised margins, that is 32mm (1.23”) from the left, 32mm (1.23”) from the right, 25mm (1.0”) from the top, and 32mm (1.23”) from the bottom.*
		5. *A manuscript is considered complete when it fulfils all requirements to become a book. Generally, a book contains three main parts, which are the Front Matter, Main Text, and Back Matter. Therefore, an author must ensure that the prepared manuscript contains all three parts.*
		6. The **Front Matter (Prelim)** includes the book title, dedication page, contents, list of illustrations, list of tables, list of authors/contributors, preface, introduction, acknowledgement, and abbreviation/symbols. Every page must be numbered with page numbers (folios) using lowercase Roman numerals, such as i, ii, iii, iv, v, vi, and so on.
		7. The **Main Text** is the materials between the front matter and back matter that may consist of sections, chapters, and subchapters. Text pages must be given page numbers (folios) using Arabic numerals, such as 1, 2, 3, 4, 5, and so on.
		8. The **Back Matter** contains the material that serves as reference for readers to understand the text with more depth, which consists of (and according to the following order):
1. Author’s biography (if any)
2. Appendices (if any)
3. Notes (if any)
4. List of terminology (if any)
5. Glossary (if any)
6. Bibliography/References (required)
7. Index with locator (required)
	* 1. When preparing the manuscript, use of uppercase letters, italic letters, punctuation marks, acronym numbering system, spelling, and grammar should follow and adopt Gaya Dewan.
		2. Preparation of science and engineering manuscripts requires careful and serious attention from the authors with regards to consistency in the use of terminology, measuring units, dimensions, symbols, mathematical formula, technical marks, and so on. Their use must follow the standards set in Gaya Dewan.
		3. The layout of the text is best given attention from the beginning phase of the manuscript preparation according to the following stages:
8. CHAPTER TITLE – can be done in uppercase or lowercase, and can be situated either in the centre or aligned to the left or right using a suitable font size.
9. Dividing titles into subtitles is allowed, but more than FIVE (5) layers of subtitles are not encouraged. Subtitle division is allowed by using certain letters according to the division status guide.

For example

##### **FIRST SUBTITLE**

Consists of bold uppercase letters;

##### **Second Subtitle**

Consists of bold uppercase and lowercase letters;

##### **Third Subtitle**

Consists of bold and italic uppercase and lowercase letters;

##### **Fourth Subtitle**

Consists of medium uppercase and lowercase letters;

##### **Fifth Subtitle**

Consists of italic uppercase and lowercase letters*.*

* 1. **MANUSCRIPT SUBMISSION**
		1. The manuscript submitted to Penerbit UTM Press must consist of the whole material in its original printed form.
		2. The manuscript must be submitted in a flat condition, that is, not folded or rolled or any other condition that may compromise the evaluation process by the reviewers and must be put in an envelope with robust sheet binders. Suitable binding will be done by Penerbit UTM Press.
		3. The manuscript that is submitted to Penerbit UTM Press must be the final thoughts of the author in his/her writing and NOT a draft that will be modified afterwards.
		4. All illustrations such as photography, figures, charts, graphs, maps, and drawings must be submitted in black & white (except for certain cases) and can be presented separately from the text or embedded in the text. If the illustration has been given a caption and number in the rear section, the caption and number must be the same as in the text page.
		5. Handwritten manuscripts that are submitted will NOT be accepted.
	2. **ROYALTY**

A royalty will be paid at a rate of 10%-14% (subject to the number of total prints) from the retail price of the book (minus the promotional copies for the first print only) multiplied by the total number of sold copies. This royalty will be paid based on the number of copies sold.