CHECKLIST FOR SUBMITTING MANUSCRIPT

Manuscript Title:

Author's Name:

(Provide appendix if insufficient)

Manuscript
- Printed copy of original manuscript
  (1 hardcopy must be submitted to Penerbit)
- Softcopy of manuscript (Using Word with CD)
  - All in file **(required)**
  - Separated file **(required)**

Front Matter
- Proposed book cover – with author's name
- Manuscript title **(required)**
- Dedication page (optional)
- List of contents **(required)**
- List of illustrations (optional)
- List of tables (optional)
- Foreword (optional)
- Preface **(required)**
- Introduction (optional)
- Acknowledgement (optional)
- List of abbreviations/symbols (if any)

Main Text
- Title of Parts and numbering (if any)
- Title of Chapters and numbering **(required)**
- Title of Segments/Sections **(required)**
- Segment/Section numbering **(required except for social sciences)**
- Excerpts/quotes (if any)
- Illustrations/tables (if any)
- Illustration/table numbering with caption (if any)
- Footnotes/chapter notes/endnotes (if any)
- Page numbering **(required)**

Back Matter
- Appendix (if any)
- List of terminology (if any)
- Glossary (optional)
- Bibliography/References **(required)**

- Index with original locator **(required)**

Information for back cover (Blurb)
- Synopsis **(required)**
- 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