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**BORANG CADANGAN PENERBITAN BUKU**

***BOOK PUBLISHING PROPOSAL FORM***

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| **A.**  | **MAKLUMAT PENULIS UTAMA/PENYUNTING/EDITOR/PERTERJEMAH***DETAILS OF MAIN AUTHOR/EDITOR/TRANSLATOR*  |
|  | **Nama Penuh:** *Full Name:* | **No. Kakitangan:** *Staff No:***No. Kad Pengenalan:***IC/Passport No:* |
| **Fakulti/Pusat/Jabatan:** *Faculty//Centre/Department:* |
| **No. Telefon Pejabat:** *Office Telephone No:***No. Telefon Bimbit:** *Mobile Telephone No:* | **Emel:***Email:* |
| **Alamat Pejabat:***Office Address:* | **Alamat Rumah:***Home Address:* |
| **Jawatan:***Position:* | **Tarikh Mula Berkhidmat dengan Universiti ini:***Date of First Appointment with this University* |
| **Jenis Perkhidmatan (SilaTandakan** √**)/***Type of Service (Please Tick √)*

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| **Tetap/***Permanent* |[ ]   | **Kontrak (nyatakan tarikh tamat kontrak:** | [ ]  |
|  |  |  | *Contract (State contract expiry date):*  |  |
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| **B.**  | **MAKLUMAT MANUSKRIP/***DETAILS OF MANUSCRIPT* |
|  | 1. Bidang [Sila Tandakan (√)] Fields. [Please Tick (√)]

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| --- | --- |
|[ ]  Sains, Teknologi dan Kejuruteraan |[ ]  Sains Sosial dan Kemanusiaan  |
|  | *Science, Technology and Engineering* |  | *Humanities and Social Science* |

1. Kategori buku yang ingin diterbitkan:

*Categories of book to be published:*

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|[ ]  Buku Ilmiah/*Scholarly Book* |
|[ ]  Buku Bukan Ilmiah*/Non-Scholarly Book* |
|[ ]  Buku Umum/*General Book* |
|[ ]  Karya Suntingan(Bab Dalam Buku)/*Edited Volume/Chapter in Book* |
|[ ]  Siri/Monograf/Buku Penyelidikan/*Series/Monograph/Research Book* |
|[ ]  Buku Teks Universiti /*University Textbook* |
|[ ]  Buku Terjemahan/ *Translation Book* |
|[ ]  Prosiding Persidangan/*Conference Proceeding* |
|[ ]  Modul Pengajaran/*Teaching Module* |
|[ ]  Laporan Teknikal/*Technical Report* |

 1. Manuskrip yang dihantar: Bercetak *(printed)*

 *Type of submission manuscript: Digital/(softcopy)*1. Jumlah bab/topik yang terkandung dalam buku:

*Total of chapters/topics in the book:*1. Jumlah rajah/ilustrasi/jadual:

*Total of figures/illustrations/tables: Rajah/Figure*  Ilustrasi*/Illustration*   Jadual/*Table*Lain-lain (nyatakan) *Other (please specify)*1. Jumlah muka surat yang dianggarkan:

*Estimate total of pages:*  |
| **C.** | **RINGKASAN CADANGAN PENERBITAN /**SUMMARY OF PROPOSEDPUBLICATION **(***Sila Rujuk* *Panduan Penerbitan Kertas Cadangan/Please Refer to Publication Guidelines Proposal)*  |
|  | 1. **Tajuk Buku Yang Dicadangkan**

*Title of Proposed Book* |
|  | **2. Sinopsis (Keterangan Manuskrip)***(150 - 300 patah perkataan)* *Synopsis (Manuscript Description (150-300 words)* |
|  | 1. **Kata Kunci/***Keywords***:**

 Senarai 5 kata kunci yang mengambarkan keseluruhan idea buku anda.  *List of 5 keywords that cover the central ideas of your book*.

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|  | **4. Kebenaran Hak Cipta Rajah, Gambar dan Ilustrasi (jika ada)***Copyrights Permission for Figures, Pictures and Illustrations (if any)* |
|  | 1. **Senarai Kandungan**

*Table of Contents* |
|  | **6. Siapakah Khalayak Sasaran Buku Anda?** *Who is your book's intended audience?* |
|  | **7. Persaingan buku ini di pasaran ? Apakah kelebihan buku ini berbanding dengan buku- buku lain di pasaran.***Are there any competing books available in the market? What are the strength of your book compared to its competitors?* |
|  | **8. Tempoh Masa Penulisan (Jika Berkenaan)** *Duration time of writing (If applicable)* |
|  | **9. Biodata Penulis/Editor** *[50-300 patah perkataan]* *Author/Editor Biography [50-300 words]* |
|  | **10. Susunan Nama Penulis Pada Kulit Buku/***Arrangements Author Name in Cover Book*

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| **1.** |  |
| **2.** |  |
| **3.** |  |

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|  | **10. Nama Penulis Bersama Yang Lain/Editor/Perterjemah atau berkumpulan (jika ada)**  *Other Author Name/Editor/Translator or Groups (If any)*

|  |  |
| --- | --- |
| **Nama/*Name*** |  |
| **Jawatan/*Position*** |  |
| **No Staf/KP/*Staff ID/IC*** |  |
| **Alamat Pejabat/*****Office Address*** |  |
| **Alamat Rumah*****Home Address*** |  |
| **No Telefon/*Mobile No.*** |  |
| **Emel/*Email*** |  |

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| **No Staf/KP/*Staff ID/IC*** |  |
| **Alamat Pejabat/*****Office Address*** |  |
| **Alamat Rumah*****Home Address*** |  |
| **No Telefon/*Mobile No.*** |  |
| **Emel/*Email*** |  |

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| **No Staf/KP/*Staff ID/IC*** |  |
| **Alamat Pejabat/*****Office Address*** |  |
| **Alamat Rumah*****Home Address*** |  |
| **No Telefon/*Mobile No.*** |  |
| **Emel/*Email*** |  |

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|  | **11. Senarai buku yang pernah diterbitkan sebelum ini. (Sila nyatakan tajuk, nama penulis, nama penerbit, tempat, ISBN dan tahun terbitan)** *List of Previous Books Published (Please include title, author(s), publisher, place, ISBN, publication year)*  |
| **D** | **PERAKUAN PEMOHON /***DECLARATION BY APPLICANT* |
| Saya dengan ini mengesahkan bahawa segala maklumat yang diberikan adalah benar, Universiti Malaysia Perlis berhak menolak permohonan saya sekiranya butiran dan maklumat yang diberikan adalah bercanggah. *I hereby certify that the information provided is accurate, Universiti Malaysia Perlis have right to reject my application if the details and the information are conflicting.*

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| Tandatangan Pemohon: |  | Tarikh: |  |
| *Applicant’s Signature* | ( ) | *Date* |  |

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| **E** | **PERAKUAN/ULASAN OLEH KETUA JABATAN/ DEKAN** *DECLARATION/COMMENT BY HEAD OF DEPARTMENT/DEAN* |
|  | **Sila tandakan (**√)/*Please Tick (√)*

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|[ ]  **Disokong/***Recommmended* |
|[ ]  **Tidak Disokong/***Not Recommended* |

**Ulasan/*Comments*:****…………………………………………………………………………………………………****…………………………………………………………………………………………………**

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| Tandatangan dan cop:*Signature and Stamps* |  | Tarikh: |  |
| ( ) |  *Date:* |  |

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| **F** | **PENGESAHAN PENGARAH PENERBIT UniMAP***VERIFICATION BY DIRECTOR OF PENERBIT UniMAP* |
|  | **Ulasan/*Comments:*****…………………………………………………………………………………………………****…………………………………………………………………………………………………****…………………………………………………………………………………………………**

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| Diterima/*Accepted* |[ ]   Ditolak/*Rejected* |[ ]

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| Tandatangan dan cop:*Signature and Stamp* |  | Tarikh: |  |
| ( ) |  *Date:* |  |

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**SENARAI SEMAKAN PERMOHONAN /APPLICATION *CHECKLIST***

|  |  |
| --- | --- |
| **Penulis/***Author:* |  |
| **Tajuk Manuskrip:** |  |
| *Manuscript Title:*  |  |

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| **No.** | **Senarai Semakan/*Checklist*** | **Tandakan (×)*****Please Tick*** | **Catatan*****Notes*** |
| **1.** | **Halaman Judul /*Title Page*** |[ ]   |
| **2.** | **Halaman Hak Cipta (disediakan oleh Penerbit UniMAP)*****Copyright Page (provide by Penerbit UniMAP)*** |[ ]   |
| **3.** | **Penghargaan /*Acknowledgements*** |[ ]   |
| **4.** | **Kata Pengantar/ *Forward*** |[ ]   |
| **5.** | **Prakata/*Preface*** |[ ]   |
| **6.** | **Senarai Kandungan /*Table of Contents*** |[ ]   |
| **7.** | **Bab (nyatakan bilangan bab dan bilangan muka surat).*****Chapter (total of chapters and pages)*** |[ ]   |
| **8.** | **Lampiran /*Appendix***  |[ ]   |
| **9.** | **Rujukan/bibliografi/*References/Bibilography***  |[ ]   |
| **10.** | **Glosari/*Glossary*** |[ ]   |
| **11.** | **Istilah (Bahasa Melayu-Bahasa Inggeris)/*****Term (Malay Language-English Language)*** |[ ]   |
| **12.** | **Indeks /*Index*** |[ ]   |
| **13.** | **Lain-lain (nyatakan)*****Other( please specify)***  |  |  |  |
|  |  |  |  |  |
| **14.** | **Sinopsis (*Blurb*) 150-300 Patah Perkataan /*Synopsis 150-300 word*** |[ ]   |
| **15.** | **Konsep Kulit Hadapan Buku/*Front Cover Book Concept***  |[ ]   |
| **16.** | **Susunan Nama Penulis/*Arrangements of Author Name*** |[ ]   |
| **17.** | **Gambar Penulis/*Author’s Photo*** |[ ]   |
| **18.** | **Biodata Penulis/*Author’s Biography*** |[ ]   |