



**UniMAP PRESS  
UNIVERSITI MALAYSIA PERLIS**

**BOOK PUBLISHING PROPOSAL**

<b>A. AUTHOR/TRANSLATOR/EDITOR/COMPILER</b>	
<b>Full Name:</b>	<b>Staff Identification No:</b>  <b>Passport No:</b>  <b>Citizenship:</b>
<b>School/Department:</b>	
<b>Office Telephone No:</b> <b>Mobile Telephone No:</b> <b>Fax No:</b>	<b>Email:</b>
<b>Office Full Address:</b>	<b>Postal Address:</b>
<b>Title:</b>	<b>Date service at the University Malaysia Perlis:</b>
	<b>Date appointed: (permanent/contract/impermanent):</b>
	<b>If contract staff, please stated the last date:</b>
<b>B. MANUSCRIPT NOTIFICATION</b>	
1. Type of imprint applied for :	
Scholarly	<input type="checkbox"/>
Popular Scholarly	<input type="checkbox"/>
Series/Monograph	<input type="checkbox"/>
Proceeding/Journal	<input type="checkbox"/>

2.	Type of book:		
	Original	<input type="checkbox"/>	
	Editing Work	<input type="checkbox"/>	
	Translation	<input type="checkbox"/>	
3.	Manuscript submission:	Hardcopy	<input type="checkbox"/>
		CD-ROM/Email (electronic copy)	<input type="checkbox"/>
4.	Total of chapter/topic:		
5.	Total of figure/illustration/table	:Figure	<input type="checkbox"/>
		Illustration	<input type="checkbox"/>
		Table	<input type="checkbox"/>
		Other (Please specify): .....	<input type="checkbox"/>
6.	Estimate total of pages:		

**C. PLEASE COMPLETE THE FOLLOWING PARTICULARS**

<b>1.</b>	<b>Title of book.</b>
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<b>2.</b>	<b>Please describe your manuscript briefly in about 200 words.</b>
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	<p><b>3. Figures, illustrations and copyrights.</b></p>
	<p><b>4. Please provide the outline of your writing and its table of contents.</b></p>
	<p><b>5. Who are the target audience of your book? What is their estimated number?</b></p>
	<p><b>6. Are there any competing books available in the market? What are the strenghts of your book compared to its competitors?</b></p>
	<p><b>7. When do you plan to complete your writing process?</b></p>

	<p><b>8. Authors' academic qualification or expertise in the area of this writing [100-150 words].</b></p>
	<p><b>9. Other Author/Editor/Translator/Compiler.</b></p>
	<p><b>10. List of your other publications (book, monograph, etc).</b></p>

<b>D.</b>	<b>DECLARATION</b>
	<p>The author(s) declare that permission has been obtained from the copyright owner to use all the materials (texts, illustrations and tables) taken from any copyrighted sources.</p> <p>Signature of Author: ..... Date: ..... Name ( )</p>
<b>E.</b>	<b>APPROVAL FROM THE UNIVERSITY PUBLICATIONS COMMITTEE</b>
	<p><b>Comment:</b></p> <p>..... ..... ..... .....</p> <p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>Signature: ..... Date: ..... Deputy Vice Chancellor (Research and Innovation) cum Chairman of the University Publications Committee</p>

**CHECKLIST**

**This checklist is used to ensure that you have finished the preparation of your manuscript and have enclosed all the supporting materials the Press needs to begin production. Please complete the following checklist before submit the manuscript to the Publication Unit, Universiti Malaysia Perlis.**

**Author :**

**Title of book :**

CHECKLIST	PLEASE TICK (√)	NOTES
1. Title	<input type="checkbox"/>	
2. Acknowledgements	<input type="checkbox"/>	
3. Dedication	<input type="checkbox"/>	
4. Preface	<input type="checkbox"/>	
5. Contents	<input type="checkbox"/>	
6. Chapter (total of chapters and pages)	<input type="checkbox"/>	
7. Appendix	<input type="checkbox"/>	
8. References/Bibliography	<input type="checkbox"/>	
9. Glosarry	<input type="checkbox"/>	
10. Terms	<input type="checkbox"/>	
11. Index	<input type="checkbox"/>	
12. Others (please specify)	<input type="checkbox"/>	
.....		
.....		
13. Disc	<input type="checkbox"/>	
14. Synopsis (250-800 words)	<input type="checkbox"/>	
15. Book Cover Concept (suggestion)	<input type="checkbox"/>	
16. Author Photo	<input type="checkbox"/>	
17. Author Background	<input type="checkbox"/>	