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**BORANG CADANGAN PENERBITAN BUKU**

***BOOK PUBLISHING PROPOSAL FORM***

|  |  |  |
| --- | --- | --- |
| **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 √)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Tetap/***Permanent* |  |  | **Kontrak (nyatakan tarikh tamat kontrak:** |  | |  |  | *Contract (State contract expiry date):* |  | |  |  |  |  | |  |  |  |  |  | | |
| **B.** | **MAKLUMAT MANUSKRIP/***DETAILS OF MANUSCRIPT* | |
|  | 1. Bidang [Sila Tandakan (√)] Fields. [Please Tick (√)]  |  |  |  |  | | --- | --- | --- | --- | |  | 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:*   |  |  | | --- | --- | |  | 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*.   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | |
|  | **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*   |  |  | | --- | --- | | **1.** |  | | **2.** |  | | **3.** |  | | |
|  | **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*** |  |  |  |  | | --- | --- | | **Nama/*Name*** |  | | **Jawatan/*Position*** |  | | **No Staf/KP/*Staff ID/IC*** |  | | **Alamat Pejabat/**  ***Office Address*** |  | | **Alamat Rumah**  ***Home Address*** |  | | **No Telefon/*Mobile No.*** |  | | **Emel/*Email*** |  |  |  |  | | --- | --- | | **Nama/*Name*** |  | | **Jawatan/*Position*** |  | | **No Staf/KP/*Staff ID/IC*** |  | | **Alamat Pejabat/**  ***Office Address*** |  | | **Alamat Rumah**  ***Home Address*** |  | | **No Telefon/*Mobile No.*** |  | | **Emel/*Email*** |  | | |
|  | **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.*   |  |  |  |  | | --- | --- | --- | --- | | Tandatangan Pemohon: |  | Tarikh: |  | | *Applicant’s Signature* | ( ) | *Date* |  | | | |
| **E** | **PERAKUAN/ULASAN OLEH KETUA JABATAN/ DEKAN**  *DECLARATION/COMMENT BY HEAD OF DEPARTMENT/DEAN* | |
|  | **Sila tandakan (**√)/*Please Tick (√)*   |  |  | | --- | --- | |  | **Disokong/***Recommmended* | |  | **Tidak Disokong/***Not Recommended* |   **Ulasan/*Comments*:**  **…………………………………………………………………………………………………**  **…………………………………………………………………………………………………**   |  |  |  |  | | --- | --- | --- | --- | | Tandatangan dan cop:  *Signature and Stamps* |  | Tarikh: |  | | ( ) | *Date:* |  | | |
| **F** | **PENGESAHAN PENGARAH PENERBIT UniMAP**  *VERIFICATION BY DIRECTOR OF PENERBIT UniMAP* | |
|  | **Ulasan/*Comments:***  **…………………………………………………………………………………………………**  **…………………………………………………………………………………………………**  **…………………………………………………………………………………………………**   |  |  |  |  | | --- | --- | --- | --- | | Diterima/*Accepted* |  | Ditolak/*Rejected* |  |  |  |  |  |  | | --- | --- | --- | --- | | Tandatangan dan cop:  *Signature and Stamp* |  | Tarikh: |  | | ( ) | *Date:* |  | | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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*** | |  |  |