Title/ Tajuk

**AUTHOR’S NAME/ NAMA PENULIS**

**DEDICATION/ DEDIKASI**

Ucapan khas penulis kepada orang perseorangan atau tertentu…

**TABLE OF CONTENT/ KANDUNGAN**

DEDICATION ii

TABLE OF CONTENT iv

PREFACE vi

ACKNOWLEDGEMENT viii

CHAPTER ONE 1

TITLE OF CHAPTER ONE 1

Sub-heading Level 3 1

CHAPTER TWO 3

TITLE OF CHAPTER ONE 3

Sub-heading Level 3 3

CHAPTER FIVE 3

CONCLUSION 3

Sub-heading Level 3 3

REFERENCES 3

INDEX 3

**PREFACE/ PRAKATA**

Kata aluan daripada penulis mengenai buku ini. Sekiranya manuskrip tersebut hasil daripada penyelidikan, penulis perlu menyatakan nombor geran atau menceritakan maklumat yang berkaitan.

**ACKNOWLEDGEMENT/ PENGHARGAAN**

Ucapan penghargaan atau keizinan yang diperolehi untuk menggunakan sesuatu bahan untuk menghasilkan buku tersebut.

**ABBREVIATIONS/ SINGKATAN (jika ada)**

|  |  |
| --- | --- |
| EAC | Engineering Accreditation Council |
| CalTech | California Institute of Technology |
| RU | Research University |

# CHAPTER 1/ BAB 1

# TITLE OF CHAPTER 1

## Sub-heading Level 2

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

Format for guidance:

Font: Palatino Linotype/ Times New Roman

Size: 12

Spacing: 1.5

### Sub-heading Level 3

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

#### ***Sub-heading Level 4***

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

**Figure 1.1** XXXXXX

**Table 1.1** XXXX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Example of Citations**

According to Adams (2010), many students…..

**OR**

Many students…… (Adams, 2010).

**OR** \*3 – 5 authors.

According to Adams, Bryan and John (2011), many students….. However, Adams et al. (2011), suggested…..

**OR** \*6 authors and above.

Adams et al. (2011), many students……

**Example of Direct Quotation**

“Einstein (1945) stated that a person “who can drive safely…….” (p. 15).

# CHAPTER 2/ BAB 2

# TITLE OF CHAPTER 2

## Sub-heading Level 2

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

Format for guidance:

Font: Palatino Linotype/ Times New Roman

Size: 12

Spacing: 1.5

### Sub-heading Level 3

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

#### ***Sub-heading Level 4***

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

**Figure 2.1** XXXXXX

**Table 2.1** XXXX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# CHAPTER 5/ BAB 5

# CONCLUSION/ KESIMPULAN

## Sub-heading Level 2

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

Format for guidance:

Font: Palatino Linotype/ Times New Roman

Size: 12

Spacing: 1.5

### Sub-heading Level 3

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

#### ***Sub-heading Level 4***

This is the format of the paragraph writing. Make sure every time you do the heading you click to the “Style” bar for the respective headings. This will make it easier when we want to do the auto-generated table of content.

**REFERENCES/ RUJUKAN (susunan mengikut abjad)**

Format for guidance for **APA Style**:

**Book**

Last Name, F. (Year). *Title italic.* Place published: Publisher.

Comfort, A. (1997). *Simulation based approach to lean manufacturing*. Melaka: Penerbit UTeM.

***2 authors***

Adams, M., & Kelvin, C. (2001). How to be a millionaire. Kuala Lumpur: Penerbit Fajar Bakti

***3 - 6 authors***

Adams, M., Gerrad, S., & Kelvin, C. (2001). How to be a millionaire. Kuala Lumpur: Penerbit Fajar Bakti

***7 authors & above (\*Nama penulis ke 7 tidak dimasukkan, tetapi nama penulis terakhir dimasukkan)***

Adams, M., Gerrad, S., Kelvin, C. Bryan, T., John, A., Thomas, B., … Rubin, L., (2001). How to be a millionaire. Kuala Lumpur: Penerbit Fajar Bakti

**Organisation**

Organisation Name. (Year). *Title (Italic).* Place published: Publisher.

World Health Organisation. (2013). *The diabetes statistics of the world*. Brookly, NY: WHO Press.

**Journal**

Last Name, F. (Year). Title of article. *Journal Italic, Volume Italic* (Number), Article page.

Abdul, F.A., & Rajagopal, J. (2007). Analyzing the benefits of lean manufacturing and value stream mapping via simulation: a process sector case study’, *International Journal of Production Economics, Vol. 107* (6), 134-150.

Mickey, K., (2010). *Become a good student*. Journal of Education. 13 (2), 29-40.

**Websites**

Last Name, F. (Year/Month/Date of article). *Title of article*. Retrieve from http://www.website.com.

Simon, M. (2010, June 20). *The world is flat*. Retrieved from http://www.psychology.com/worldisflat.html.

Simon, M. (2010). *The world is flat*. Retrieved from http://www.psychology.com/worldisflat.html.

**INDEX/ INDEKS**

**(\*disediakan oleh penulis setelah proses reka letak/bentuk selesai dilakukan oleh Penerbit semasa penyerahan semakan pruf)**

**A**

Abdul Rahim Kajai, 71, 111

API, 86-90

**B**

Bintang Timur, 204

**C**

campur tangan British, 96, 157, 235

dalam CLC, 211

dalam pentsdbiran negeri, 234

CLC, 12, 78, 99, 202, 209, 213-218, 222

Communication Liaison Committee. *Lihat CLC*

**BLURB (sinopsis untuk diletakkan di belakang kulit buku)**

* Disediakan oleh penulis;
* 200 patah perkataan; dan
* Disediakan dalam bahasa Melayu & bahasa Inggeris.

**BIODATA PENULIS (untuk diletakkan di belakang kulit buku)**

* Disediakan oleh penulis;
* 200 patah perkataan;
* Sertakan gambar berukuran passport; dan
* Disediakan dalam bahasa berdasarkan buku yang ingin diterbitkan.

**PENYERAHAN MANUSKRIP**

Manuskrip yang telah lengkap hendaklah diserahkan beserta maklumat berikut:

1. Borang Permohonan Perkhidmatan Penerbit Universiti;
2. Borang Ringkasan Bahan;
3. Borang Akujanji Penulis;
4. Dua *hard copy* manuskrip;
5. Satu *soft copy* manuskrip (dalam CD/DVD/USB format Word dan PDF); dan
6. Laporan keaslian karya iaitu *Turnitin* (peratus *similarity* mestilah kurang daripada 30%).

**PERTANYAAN ATAU MAKLUMAT LANJUT HUBUNGI**

**Puan Faradila binti Md Yusof**

Pegawai Penerbitan Kanan

Penerbit Universiti

Universiti Teknikal Malaysia Melaka

Tel: 06-2701252

E-mel: faradila@utem.edu.my

**Puan Siti Muhaini binti Shaari**

Penolong Pegawai Penerbitan

Penerbit Universiti

Universiti Teknikal Malaysia Melaka

Tel: 06-2701257

E-mel: muhaini@utem.edu.my