Title/ Tajuk

**AUTHOR’S NAME/ NAMA PENULIS**

**DEDICATION/ DEDIKASI**

Ucapan khas penulis kepada orang perseorangan atau tertentu…

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**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.

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Font: Palatino Linotype/ Times New Roman

Size: 12

Spacing: 1.5

### Sub-heading Level 3

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#### ***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

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**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

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

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**Figure 2.1** XXXXXX

**Table 2.1** XXXX

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# CHAPTER 5/ BAB 5

# CONCLUSION/ KESIMPULAN

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#### ***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.

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

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