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**EDITORS NAME/ EDITOR**

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**LIST OF CONTRIBUTORS/ SENARAI PENYUMBANG**

Ringkasan maklumat penyumbang artikel.

Contoh:

**K. Anbalakan** ialah pensyarah kanan di Bahagian Sejarah, Pusat Pengajian Ilmu Kemanusiaan, USM. Bidang kajian beliau adalah sejarah politik dan pergerakan nasionalisme negara India, sejarah sosioekonomi dan politik Malaysia serta kajian etnik.

**PREFACE/ PRAKATA**

Mukadimah tujuan buku ditulis, skop kandungan buku, untuk siapa buku ditulis, keistimewaan buku dan harapan Editor. Perlu dinyatakan buku diterbitkan daripada laporan atau hasil penyelidikan dan nyatakan Geran Penyelidikan.

**INTRODUCTION/ PENDAHULUAN**

Disediakan oleh Editor (perlu menyentuh secara ringkas setiap bab).

# TITLE OF CHAPTER

Nama penyumbang artikel

## Introduction

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: Times New Roman

Size: 12

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#### ***Case Study/ Issues and Challenges/ Scenario***

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**Figure 1.1** Sentences case (Sumber: Hanipah, 2004)

**Table 1.1** Sentences case

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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).

## Conclusion/ Kesimpulan

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.

Sambungan

**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.

**LAMPIRAN/GLOSARI (Jika Ada)**

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

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Communication Liaison Committee. *Lihat CLC*

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

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