



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**Universiti
Putra
Malaysia**

PENERBITAN BUKU SYARAHAN INAUGURAL UPM DI PUSAT PENERBIT UPM

 UniPutraMalaysia

 @uputramalaysia

 uniputramalaysia

 universitiputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

Serahan Dokumen Lengkap:

- 1) surat Semakan Manuskrip oleh JK Fakulti yang telah ditandatangani oleh Dekan Fakulti;
- 2) laporan *Turn It In* (bawah 20%);
- 3) teks manuskrip lengkap di dalam format MSWord (tidak melebihi 100 ms termasuk gambar/rajah/jadual/rujukan/biodata/dsbnya);
- 4) gambar/rajah/jadual dalam resolusi tinggi dan disimpan di dalam folder yang berasingan;
- 5) biodata; dan
- 6) gambar berjubah.

*Rujukan (References) mengikut format APA (7th Edition)

PROSES PENERBITAN BUKU SYARAHAN INAUGURAL UPM

TEMPOH 12 MINGGU / 3 BULAN

AKTIVITI URUS TERBIT	TEMPOH
SUNTINGAN FORMAT	7 HARI BEKERJA
REKA BENTUK KULIT DAN REKA LETAK TEKS	20 HARI BEKERJA
SERAH PRUF 1	7 HARI BEKERJA
PEMBETULAN PRUF 1	5 HARI BEKERJA
SERAH PRUF 2	5 HARI BEKERJA
PEMBETULAN PRUF 2	5 HARI BEKERJA
PERMOHONAN ISBN	7 HARI BEKERJA
URUSAN SEBUT HARGA (ERO DAN PO)	14 HARI BEKERJA
SERAH DAMI	3 HARI BEKERJA
PEMBETULAN DAMI	3 HARI BEKERJA
PENGESAHAN CETAK DAN SERAH CETAK	3 HARI BEKERJA
PROSES CETAK OLEH PENCETAK	10 HARI BEKERJA
URUSAN FLIPBOOK OLEH IDEC	7 HARI BEKERJA
TERIMA DAN SEMAK BUKU	3 HARI BEKERJA
SERAH BUKU KE FAKULTI	1 HARI BEKERJA
	100 HARI BEKERJA



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



Thank You / Terima Kasih

 UniPutraMalaysia

 @uputramalaysia

 uniputramalaysia

 universitiputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**Universiti
Putra
Malaysia**

UPM INAUGURAL LECTURE BOOK PUBLICATION AT UPM PRESS CENTRE

 UniPutraMalaysia

 @uputramalaysia

 uniputramalaysia

 universitiputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE



Completed Document Submission:

- 1) a letter of Manuscript Review by the Faculty Committee signed by the Dean;
- 2) Turn It In report (below 20%);
- 3) completed manuscript text in MSWord (not more than 100 pages including photos/graph/table/reference/biodata/etc.);
- 4) photos/graph/table in high resolution and being kept in different folders;
- 5) biodata; and
- 6) a photo with the doctoral robe.

*References must follow the latest APA format (7th Edition)

UPM INAUGURAL LECTURE BOOK PUBLICATION PROCESS

DURATION OF 12 WEEKS / 3 MONTHS

PRE, DURING AND POST PUBLICATION PROCESS	DURATION
FORMAT EDITING	7 WORKING DAYS
COVER DESIGN AND TYPESET	20 WORKING DAYS
PROOF 1 SUBMISSION	7 WORKING DAYS
PROOF 1 CORRECTION	5 WORKING DAYS
PROOF 2 SUBMISSION	5 WORKING DAYS
PROOF 2 CORRECTION	5 WORKING DAYS
ISBN APPLICATION	30 WORKING DAYS
QUOTATION MATTERS (ERO AND PO)	14 WORKING DAYS
DUMMY SUBMISSION	3 WORKING DAYS
DUMMY CORRECTION	3 WORKING DAYS
PRINT ENDORSEMENT AND SUBMISSION	3 WORKING DAYS
PRINTING BY PRINTER	10 WORKING DAYS
FLIPBOOK CONVERSION BY IDEC	7 WORKING DAYS
RECEIVE AND CHECK BOOK AS SPEC	3 WORKING DAYS
SUBMIT TO FACULTY	1 WORKING DAYS
	123 WORKING DAYS



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



Thank You / Terima Kasih

 UniPutraMalaysia

 @uputramalaysia

 uniputramalaysia

 universitiputramalaysia

PERTANIAN • INOVASI • KEHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE