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**UNITEN PRESS**

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**MANUSCRIPT PREPARATION**

* + Authors are required to submit TWO (2) printed copies and ONE (1) softcopy of a complete manuscript.
	+ Authors are encouraged to use Word (the latest version).
	+ The manuscript must be typed using size A4 paper, 1.15 spacing with double-sided printed.
	+ The following guidelines are applied for manuscript preparation:

Minimum words for book publication: 25,000 words

Abstract: 50 -100 words

Keywords: 6 words

* Keywords are used by abstracting and indexing services; choosing the right ones can increase the chances of your book being found by other researchers.

Font Format: Times New Roman 11 or Arial 10

Spacing : 1.15 spacing

One column page writing

Margin text :
Top: 1 in (2.5 cm)
Bottom: 1 inch (2.5cm)
Right: 1 inch (2.5cm)
Left: 1 inch (2.5 cm)

Formula and Equation: Mathtype format

Figures and tables: Labelled and embedded in the text.

Diagrams, table, figures source file in jpeg or eps format must be attached separately.

* All illustrations such as photography, figures, charts, graphs, maps, and drawings can be submitted in either black & white or colour and can be presented separately from the text or embedded in the text

Attached: Author’s biodata and photograph (jpeg format).

Reference style should be in [**IEEE Formatting Style**](https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf) for Engineering/IT/Pure Sciences and for Business/Social Sciences should be in [**APA Formatting Style**](https://www.mendeley.com/guides/apa-citation-guide)**.**

**A COMPLETE MANUSCRIPT**

* + A manuscript is considered complete when it fulfils all requirements to become a book. Generally, a book contains three main parts, which are the Front Contents, Main Text, and Back Contents. Therefore, an author must ensure that the prepared manuscript contains all three parts.
1. **Front Contents**

The **Front Contents** shouldconsist of (and according to the following order):

* + The Book Title
	+ Dedication page (if any)
	+ Preface – should outline the aims of the book, how the chapters are organised and target readers
	+ Acknowledgement (if any)
	+ About the Author (for authored books)

or About the Editor/List of Contributors (for edited books)

* + Table of contents

Every page of the front contents must be numbered with page numbers using lowercase Roman numerals, such as i, ii, iii, iv, v, vi, and so on.

1. **Main Text**

The **Main Text** is the materials between the Front Contents and Back Contents that may consist of sections, chapters, and subchapters.

Text pages must be given page numbers using Arabic numerals, such as 1, 2, 3, 4, 5, and so on.

1. **Back Content**s

The **Back Contents** contains the material that serves as reference for readers to understand the text with more depth, which consists of (and according to the following order):

* + - Author’s biography
		- Appendices (if any)
		- Notes (if any)
		- List of terminology (if any)
		- Glossary (if any)
		- Bibliography/References (required)

*For Chapter Book and Edited Book, the bibliography/references should be included after each chapter or article.*

* + - Index with page number locator (required)

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**MANUSCRIPT SUBMISSION**

* + The complete manuscript submitted to UNITEN Press must consist of the whole material in its original printed form. The manuscript must be the final thoughts of the author in his/her writing and NOT a draft that will be modified afterwards.
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