

# GUIDELINES FOR PUBLICATION

*Approved by*  
IIUM Press Management Meeting on July 2024

*Endorsed by*  
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## GLOSSARY

**Biography** is an account of someone's life written by someone else.

**CIP (Cataloguing-in-Publication)** is cataloguing data provided by the National Library of Malaysia (PNM) to publishers in Malaysia before a publication is published.

**Coffee Table Book** is an exclusive book with a lot of pictures intended for light reading.

**Copyright** is the legal right of the owner of intellectual property.

**Edited Book** is a collection of articles or chapters written by different authors on the same subjects and edited by at least one editor or at most three editors.

**Editor** is a person who works to check and correct the content of a manuscript that has not been, is being or has been typed. An editor must have at least one written chapter in the book.

**General Reading** means works and other publications other than scientific materials.

**IIUM Press** refers to the International Islamic University Malaysia (IIUM) Press, a publisher associated with the International Islamic University Malaysia. A member of the Malaysian Scholarly Publishing Council (MAPIM) and Malaysian Book Publishers Association (MABOPA).

**In-House Style** refers to IIUM Press' acceptable format for a manuscript for publication.

**ISBN (International Standard Book Number)** is a unique international standard number for identifying a book published by a certain publisher.

**Memoir** is a historical account or biography written from personal knowledge.

**Original Work, literary, musical, dramatic, choreographic, artistic, audiovisual, or architectural work that owes its creation to the independent effort of an author or authors.**

**PACM (Publication Approval Committee Meeting)** is a committee that convenes twice a year and is chaired by the Rector to approve and/or endorse the publications with IIUM Press.

**PTCM (Publication Technical Committee Meeting)** is a sub-committee that meets once a month to evaluate all applications for publication with IIUM Press based on the recommendation of the reviewer(s) and the technical committee members.

**Reviewer** is an expert in a particular field appointed by the IIUM Press to evaluate submitted manuscripts.

**Special Project Book** refers to publications aligned with the University's vision, which aims to make a positive impact on sustainability and community development, ultimately benefiting the society at large.

**Translated Work** renders the meaning of a text into another language in the way that the author or authors intended the text.

## **CATEGORIES**

1. Edited Book
2. Translation Book
3. General Reading
4. Commemorative Book / Coffee Table Book / Special Project Book
5. Research Book
6. Textbook / Teaching Material / Module
7. Proceeding
8. Reference Book / Academic Book
9. Memoir / Biography / Autobiography
10. Annual Report

## **GOVERNANCE**

### **Approving Authority**

The Publication Technical Committee (PTC) will be the pre-screening body for approval of manuscripts for IIUM Press publication while the Publication Approval Committee (PAC) will be the endorsing authority for IIUM Press publication.

## **COMPLIANCE**

1. The proposed book must comply with IIUM Press and MAPIM publication standards.
2. The proposed book must comply with IIUM Vision and Missions.

## **GENERAL BOOK FORMATTING – IIUM PRESS IN-HOUSE STYLE**

### **1. Manuscript**

To ensure that the pre-press process proceeds smoothly, authors (or editors) are requested to prepare their manuscripts according to this guide.

1.1 The manuscript should be prepared in a Word Document and must follow the following standard format:

#### 1.2 English Manuscript

- 1.2.1 Font – Times New Roman
- 1.2.2 Font size – 12pt text
- 1.2.3 Font size for figures and tables – 9 to 10 pt
- 1.2.4 Double spacing
- 1.2.5 Footnote – 9pt
- 1.2.6 Bibliography and index – 10pt

### 1.3 Arabic Manuscript

- 1.3.1 Font – Traditional Arabic
- 1.3.2 Font size – 16-18pt text
- 1.3.3 Single spacing
- 1.3.4 Footnote – 12-14pt
- 1.3.5 Bibliography and index - 14pt

1.4 The total number of pages should not be less than 100 pages.

1.5 Authors should ensure that each page of the text conforms to the standard margins, i.e. left 32 mm (1.25”), right 32 mm (1.0”) and bottom 32 mm (1.25”).

1.6 Authors should ensure that their manuscripts contain three parts, i.e., preliminaries/front matter, text and back matter. Without these three parts, the manuscript is considered incomplete.

## 2. Front Matter

All front matter must be numbered with lowercase Roman numerals, while page 1 should be the first page of the main text. The front matter shall include the following (in order):

### 2.1 Half title page (compulsory)

The page shall only contain the main title of the book.

### 2.2 Title page (compulsory)

The page shall consist of the book title, subtitle, and the name(s) of the author, editor, or translator, as well as the name and location of the publisher. No colon or punctuation is needed to separate the main title and subtitle.

### 2.3 Copyright page (compulsory)

The page will be prepared by IIUM Press.

### 2.4 Table of contents (compulsory)

The list shall include chapter titles and author names (for edited books) as they appear in the chapters and in the order in which they are to be placed in the book.

### 2.5 List of Tables/Figures

The list shall include all tables or figures used in the text.

### 2.6 Foreword (optional)

The statement must be written by someone other than the author or editor of the book.

### 2.7 Preface (compulsory)

The statement shall be written by the author/ editor of the book. It shall tell the readers how and why the book came into being.

### 2.8 Acknowledgements (if not included in the preface)

The statement draws special attention to the contributors and other individuals who have substantially contributed to the book.

## 2.9 Introduction

The material shall be relevant to the content, should include background information on the subject, and provide an overview of the book chapters.

### 3. Text Body

The layout of the text should be given particular attention from the initial stage of manuscript preparation by using the following format:

- 3.1 The type size of the numbers (Arabic numerals) and titles should be bigger than the size of the text.
- 3.2 A chapter title can be divided into subtitles, but a division of more than FIVE (5) levels is not encouraged.
- 3.3 The subtitles may be separated using specific letters without using the numbering system.
- 3.4 The type, size and font differentiate the levels of the subtitles in a chapter, from the highest to the lowest.
- 3.5 All subtitles are flush left without indentation.

**FIRST SUBTITLE**

– 12 pt., upper case, bold

**Second Subtitle**

– 12 pt., upper & lower cases, bold

***Third subtitle***

– 12 pt., upper & lower cases, bold, italics

**FOURTH SUBTITLE**

– 11 pt., upper case, normal

***Fifth subtitle***

– 11 points, upper & lower cases, italics

- 3.6 Indent the first line of each paragraph by 0.5 inches, except for the first paragraph after a heading.
- 3.7 Make sure you indent the first line of any paragraph after an extract, list, or other interruption if you intend for it to be considered a new paragraph.
- 3.8 Do not put extra space between paragraphs.

### 4. Back Matter

The back matter includes the following (in this order):

- 4.1 Abbreviations (if applicable)
- 4.2 Glossary (if applicable)
- 4.3 Bibliography or References
- 4.4 List of Contributors (if applicable)
- 4.5 Index (prepared by the author)

## **5. Tables and Figures**

- 5.1 Tables and figures may be needed to fully develop a topic or make it more accessible to the reader.
- 5.2 All tables and figures must be appropriately referenced in the text and submitted with the manuscript for editorial review.
- 5.3 While tables and figures may be embedded in the text, they must also be submitted as separate files. If necessary, IIUM Press will request the tables and figures in the software in which they were created (e.g., Excel, PowerPoint, JPEG) so that they can be reformatted during the final production process.
- 5.4 All tables and figures, such as photos/images, diagrams, charts, graphs, maps, etc., must be submitted in good quality. For any illustration, photo/image, diagram, chart, and so on that has and is protected by copyright, the author must obtain permission from the original copyright holder. IIUM Press and the University are not responsible for copyright infringement or claims. Documents stating the copyright permission obtained must be submitted together upon submission of the manuscript.
- 5.5 Label each figure or table using the double-number method, combining the chapter and sequential figure number. For example, the first figure in Chapter 2 will be labelled as Figure 2.1.

## **6. Quotes and Extracts**

- 6.1 All materials taken from previously published sources — whether quoted directly or paraphrased should be appropriately cited in the text and be accompanied by a corresponding citation in the reference list.
- 6.2 Quotes of more than 40 words are treated as blocks (i.e., single-spaced and set in from the left margin by 1/2 inch). APA style only requires the inclusion of page numbers for direct quotations. For other citation styles, please follow the stipulated guidelines.
- 6.3 Extracts of 300 words or more require the permission of the copyright holder to be included.
- 6.4 Similarly, figures or tables that are reprinted from previously published work require the permission of the copyright holder to be included. The author(s) is responsible for securing the necessary permissions for such material.

## **7. Citations/ Reference Style**

- 7.1 Generally, the IIUM Press in-house style follows the 7<sup>th</sup> edition of the APA citation style for all parts of the manuscript (body text, tables and figures, reference list, in-text citation). However, the use of the Chicago Style or Vancouver System is acceptable for certain types of publications.
- 7.2 The citation style should be standardised throughout the text.

## **8. Index Entries**

8.1 The author is encouraged to prepare the list of index entries.

8.2 The index can consist of nouns or noun phrases, such as the name of a person, place, or object, and cannot include verbs.

## **9. Back cover of the book (Blurb) – 300 words**

9.1 Synopsis (compulsory)

9.2 Author's short biography (compulsory)

## **10. Checking of Text**

Before submitting the manuscript, an author should check the following matters:

10.1 Spelling of words following Dewan Bahasa dan Pustaka standard or British English.

10.2 Calculations/input data of tables/figures/mathematical symbols and formulas.

10.3 Consistency in the list of contents, illustrations and text.

a) Similar words.

b) Consistent use of upper and lower cases and italics.

c) All labels are accurate, and the sequence of tables and figures is correct.

10.4 No elements of plagiarism and breach of copyright.

10.5 Consistency in the use of citation/reference style.

10.6 Originality of manuscript. Each chapter in the book must undergo a plagiarism check using the Turnitin application. The permitted similarity must be less than 20% only. AI-written manuscripts will not be accepted.

## **11. Submission of Manuscript**

11.1 Author/s or editor/s are required to submit ONE (1) printed copy and ONE (1) electronic copy of the completed manuscript.

11.2 Author/s or editor/s are reminded to keep one printed copy and one electronic copy of the manuscript.

11.3 The manuscript submitted to the publisher must be the complete final draft and NOT a draft that will be subsequently amended. It must not be folded, rolled or bound.

11.4 The tables, graphs, charts or drawings should be given appropriate captions and inserted directly into the text (if using MS Word). If the materials are not prepared in MS Word, they should be saved in JPEG 300 dpi (colour) or BMP (black and white) format. Documents of copyright permission obtained must be submitted together.

11.5 Author/s or editor/s must provide the required documents listed in the checklist.

## **12. Roles and Responsibilities**

### **12.1 IIUM Press**

- 12.1.1 Monitor the manuscript evaluation process.
- 12.1.2 Check the compliance of the final manuscript to the required format.
- 12.1.3 Appoint a reviewer; may be based on the author's/editor's recommendation or IIUM Press' selected reviewer.
- 12.1.4 Apply for International Standard Book Number (ISBN), Electronic for International Standard Book Number (eISBN) and Cataloguing-in-Publication (CIP) from the National Library.
- 12.1.5 Be responsible for the overall management of the publishing process.

### **12.2 Author(s)/ Editor(s)**

- 3.2.3 Correspond with IIUM Press on matters regarding the manuscript.
- 3.2.4 Must be an authority in the relevant field.
- 3.2.5 Suggest a title for the book; however, the final decision lies with the PTCM/ PACM
- 3.2.6 Ensure the compliance of the manuscript format following the guidelines of IIUM Press.
- 3.2.7 Ensure that all the chapters have coherence of thought.
- 3.2.8 Prepare the index entries of the manuscript.
- 3.2.9 Obtain necessary permission from proper authorities on the use of previously published figures/materials. Also, to ensure the quality of images and figures is appropriate for the type of publication.
- 3.2.10 Suggest three (3) expert reviewers for the book/book chapters along with their CVs to the IIUM Press for appointment purposes. However, the publisher reserves the right to select other expert reviewer(s).
- 3.2.11 Adhere to the deadlines for amendments required based on the reviewer's feedback, the language editor's and IIUM Press' comments.
- 3.2.12 Ensure the originality of the manuscript.



## PUBLICATION AGREEMENT

Once the manuscript is approved by the Publication Technical Committee Meeting (PTCM) or the Publication Approval Committee Meeting (PACM), the Author(s)/Editor(s) and the IIUM Press will sign the publication agreement.

## EDITED BOOK

### 1. INTRODUCTION

IIUM Press requires an Edited Book to contain at least six but not more than 20 chapters of about 8,000 – 10,000 words per chapter in which each chapter is typically written by a different author and has one or more editors. An Edited Book ought to have one broad theme, and the title of each chapter must be tied to the same theme.

### 2. GENERAL CRITERIA

2.1 The minimum number of chapters in an edited book is **SIX (6)**.

2.2 Each chapter must have **not more than four (4) authors**.

2.3 **The number of pages** of each chapter must be proportional with regard to other chapters.

2.4 Each author can write a **maximum of two (2) chapters in one book**.

2.5 Editors may contribute to a **maximum of three (3) chapters only**, including the introductory chapter, which covers all chapters in the book.

2.6 **A maximum of two (2) editors** are allowed for each edited book of about 50,000 words. An edited book that has 60,000 words or more may have a maximum of three (3) editors.

2.7 The name(s) of the editor(s) must be displayed on the front cover in the order of their expertise in a related field, amount of contribution, or arranged in alphabetical order.

2.8 All chapters must be in a single (same) language.

2.9 The title of the edited book must **embody all topics** covered by all chapters in the book.

2.10 The manuscript submitted to IIUM Press should be the author's final idea and **NOT a draft** that will be changed later.

### 3. ROLES AND RESPONSIBILITIES

#### 3.1 IIUM Press

3.1.1 Appoint a reviewer based on the editor's recommendation.

3.1.2 Monitor the manuscript evaluation process.

- 3.1.3 Check the compliance of the final manuscript to the required format.
- 3.1.4 Apply for International Standard Book Number (ISBN) and Cataloguing-in Publication (CIP) from the National Library.
- 3.1.5 Be responsible for the overall management of the edited book publishing process.

### **3.2 Editor(s)**

- 3.2.1 Act as the main correspondence with IIUM Press on matters regarding the manuscript.
- 3.2.2 Must be an authority in the relevant field.
- 3.2.3 Must contribute at least one chapter in the edited book and shall be responsible for the entire task of planning the book, writing the preface and introduction, compiling, and integrating the individual chapters into a common theme or designated themes.
- 3.2.4 Select the topic/subject for the intended book.
- 3.2.5 Ensure the compliance of the manuscript according to the IIUM Press guidelines; a minimum of six chapters for the edited book. Each chapter must have 8,000 to 10,000 words excluding tables and figures. Each chapter must have references (after each chapter). If there are footnotes, make sure they appear at the bottom of the page.
- 3.2.6 Ensure that all the chapters have coherence of thought.
- 3.2.7 Identify potential author(s) for each chapter.
- 3.2.8 Must secure consent from all authors by signing the Manuscript Submission Form.
- 3.2.9 Monitor the progress of the authors in writing book chapters according to the established time frame.
- 3.2.10 Compile all the chapters in the correct format.
- 3.2.11 Return the evaluated manuscript to the authors for correction, if any. Compile all chapters after correction and submit the revised manuscript to IIUM Press for further action.
- 3.2.12 The editor must ensure that the author(s) use their own unpublished materials.

### **3.3 Authors/ Chapter Contributors**

- 3.3.1 Responsible for proposing the title, introduction and content of the chapter to the editor. Authors may propose a theme for the book.
- 3.3.2 Writing of the chapter using own unpublished research materials and submitting the material to the editor.

- 3.3.3 Must cooperate with the editor in correcting his/her/their chapter(s) based on the comments received from the reviewer, language editor and IIUM Press.
- 3.3.4 Must follow the citation and reference writing style adopted/ recommended by IIUM Press.

## **TRANSLATION BOOK**

**This criteria must be read together with the category of the book.**

### **1. INTRODUCTION**

The IIUM Press' scope of publication for translated books is divided into two categories: original work and translated work. Translation is the process of reworking text from one language into another to maintain the original message and communication. A translated book is an original work of one language that has been translated to a different language with no adjustments or changes made to the content as in the original work.

### **2. GENERAL CRITERIA**

- 2.1 Publication of translation books can be from any area or branch of knowledge.
- 2.2 The proposed book can be in any category from IIUM Press's book category.
- 2.3 Translation can be in any language approved by the relevant university authority.
- 2.4 A translated book must not exceed two translators.
- 2.5 The translator must be granted permission to translate by the original book publisher if he/she is the proposer for the translation project.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 IIUM Press**

- 3.1.1 Must obtain permission to publish from the original book publisher.
- 3.1.2 In the case where IIUM Press initiates the translation project, both permissions to translate and publish must be obtained by IIUM Press.
- 3.1.3 Must appoint a translator. The translator must be appointed based on experience and, expertise on the subject matter, especially for books with specific and jargon terminology.
- 3.1.4 Check the compliance of the final manuscript to the required format.
- 3.1.5 Apply for International Standard Book Number (ISBN) and Cataloguing-in-Publication (CIP) from the National Library.
- 3.1.6 Be responsible for the overall management of the translated book publishing process.

### **3.2 Translator**

- 3.2.1 A translator must possess the necessary qualifications/credentials to support his/her application to be a translator with IIUM Press.
- 3.2.2 A translator must demonstrate commendable translation capability.
- 3.2.3 An appointed translator must provide at least one chapter of translation work to check the standard and quality of the translation.
- 3.2.4 The translator must ensure that the translated manuscript has undergone a language editing and formatting process before submission to IIUM Press.

## **COMMEMORATIVE BOOK**

### **1. INTRODUCTION**

Publishing a commemorative book is a meaningful way to celebrate a significant event, milestone, or the life and achievements of a specific person, society, or organisation. It serves as a tribute and a keepsake, preserving memories and conveying a sense of significance.

### **2. GENERAL GUIDELINES**

#### **2.1 Purpose and Scope**

Clearly define the purpose of the commemorative book: to celebrate an anniversary, to honour an individual's legacy, or to mark a significant event. Determine the scope of the book, including the content, themes, and key messages to be conveyed.

#### **2.2 Assemble a Team**

Gather a committee that will contribute to the book's creation. This team might include writers, editors, designers, photographers, researchers, and project managers.

#### **2.3 Establish a Timeline**

Create a timeline that outlines key milestones, from content creation and design to printing and distribution. Ensure that the timeline is realistic and allows for adjustments as needed.

#### **2.4 Content Creation**

Decide on the type of content for the book. This might include articles, essays, interviews, photographs, illustrations, or a combination of these.

#### **2.5 Design and Layout**

The design and layout are agreed upon by the organisation concerned, the book designer, and IIUM Press as the publisher. The design should complement the content and align with the overall theme.

## **2.6 Editorial Process**

The organisation concerned is responsible for the accuracy of the content, quality, and copyrights of illustrations such as photos, images, and figures.

## **3. CHARACTERISTICS**

### **3.1 Design**

Commemorative books often have a visually appealing design that complements the significance of the subject. This may include elegant typography, high-quality images, and layout elements that enhance the overall presentation.

### **3.2 Quality Production**

Given their commemorative nature, these books are often produced with high-quality materials, such as premium paper, durable binding, and possibly special finishes like embossing, foil stamping, hardcover and dust jackets.

### **3.3 Personal Touch**

Commemorative books may include personal anecdotes, testimonials, and reflections from individuals who have been directly impacted by the subject, adding a personal and emotional element.

### **3.4 Chronology**

Depending on the subject, the book might be organised chronologically to present a timeline of important events and achievements. This can help readers understand the subject's evolution and significance over time.

### **3.5 Context**

Commemorative books often provide context about the subject's historical, cultural, or societal significance. This contextual information helps readers understand the subject's broader impact.

### **3.6 Quotes**

Including quotes from notable individuals, experts, or people who have a connection to the subject can add depth and authenticity to the book's content.

### **3.7 Limited Edition**

In some cases, commemorative books are produced as limited editions, adding to their exclusivity and value. Limited editions might include numbered copies or additional collectible elements.

### **3.8 Emotional Impact**

The goal of a commemorative book is to evoke emotions and create a lasting impression on the reader, whether it's a sense of admiration, nostalgia, pride, or inspiration.

Overall, a commemorative book aims to capture the essence of the subject it honours and preserve its legacy for future generations. The specific characteristics of such a book can vary based on the nature of the subject and the intentions of the creators.

# RESEARCH BOOK

## 1. INTRODUCTION

A research book is a scientific book that is systematically written, based on facts and the results of research, and analysed critically, through rational arguments. The structure of a research book is very close to the framework of a research report. A research book preserves scientific language, extensive technical terms and jargon, extensive citations and references, and is supported by illustrative materials (tables, graphs, diagrams, drawings, photographs, charts, etc.). The number of author(s) depends on the nature of the research project. Author(s) name(s) may appear on the front cover or as the list of contributors.

## 2. RESEARCH BOOK STRUCTURE

2.1 Front matters, body text and back matters – as outlined in the format guidelines. If the research is funded by a particular grant(s), author(s) must acknowledge the funder of the grant(s).

2.2 The beginning of the book contains title pages, content pages, illustrations, prompts, introductions and awards. The contents of the research book are as follows.

*Front matter*

*Table of contents*

*List of illustrations (Tables/Figures/Images/Photos)*

*Preface*

*Acknowledgements (if any)*

### Components of body text

1. Introduction
2. Literature review
3. Research Methods
4. Research Findings / Results
5. Discussion
6. Future work and recommendations
7. Conclusion

*Back Matter*

*References*

*Glossary (if any)*

*Index*

2.3 The recommended number of pages for a research book is around 200-250 pages.

2.4 A research book must contain at least six chapters.

2.5 All chapters must be within the main theme of the book.

2.6 The whole book must show the unity of ideas with coherent thought.

2.7 The research book will be evaluated based on the soundness of the research in terms of methodology, method of analysis, interpretation, future directions, and reporting.

# TEXTBOOK

## 1. INTRODUCTION

- 1.1 The textbook is defined as a scholarly book that meets the requirements of the syllabus of certain courses or programmes.
- 1.2 Lecture Notes/Course Modules need to be modified and rewritten in the style of a textbook.
- 1.3 It is the responsibility of the author(s) to submit requests for permission to use content that is protected by intellectual property laws, such as images, tables, graphics, and so on.
- 1.4 Textbooks will be printed upon request and used for a minimum of two years of study.
- 1.5 The textbook must obtain approval from the Head of Department/Dean of Kulliyah. A letter of approval must be submitted together upon submission of the manuscript.

## 2. USE OF TEXTBOOKS

- 2.1 As a major teaching aid with a lot of built-in pedagogy, e.g. review questions, self-assessment and work cases.
- 2.2 To help the lecturer prepare a class and also to support student self-learning.
- 2.3 As a reading assignment to cover specific concepts and topics.
- 2.4 As supplementary reading for various purposes (e.g. to help with term projects, to help prepare an exam, as references)
- 2.5 Textbooks are usually just an element in a wider pedagogic strategy. Therefore, writing should be planned together with some possible pedagogical use cases.
- 2.6 Textbooks could be used just for reference instead of for direct instruction.

## 3. THE OUTLINE PROPOSAL

The first thing the author should do is to prepare an outline proposal for the new textbook. The outline should be as comprehensive as possible to enable the most effective evaluation and feedback on the proposal. Ideally, this would include the following:

### 3.1 The provisional title of a proposed textbook

### 3.2 Brief synopsis of the textbook

This should be about 200 words long. Summarise the topic and state the aims, scope, general approach, and intended audience.

**Topic:** Subject of the proposed textbook

**Aims:** Why is a new textbook needed? What do you think the readers will gain from it?

**General approach:** What is the purpose of the textbook, and how will this textbook achieve its aim? How would you summarise your approach to the subject?

**Scope:** What is included? What is left out, and why? What prior knowledge will the textbook assume? Please also provide the estimated number of words/printed pages and the total number and type of illustrations.

**What makes the book stand out?** What benefits will the book offer to lecturers and their students that will make it stand out from the other existing books?

### 3.3 The Market

3.3.1 Summarise what you consider to be the market for your proposed textbook:

3.3.1.1 What is the primary readership? (for example, 'undergraduate computing students', 'students taking an optional third-year module in cognitive neuroscience')

3.3.1.2 What are the secondary readership groups? (for example, 'postgraduates in ecology', '3rd year engineering students taking an introductory biotechnology option')

3.3.1.3 Other readership (for example, 'professionals', 'research scientists')

3.3.1.4 For which courses will your textbook be appropriate? Suggest courses where:

- a) the textbook could be the sole or principal required text
- b) the textbook could be one of several required texts
- c) the textbook could be supplementary reading

3.3.2 Please indicate where, to your knowledge, such courses are and how many people take them. If you believe that there are few applicable courses at this time but that the text will fit an emerging market (i.e. where courses are likely to start appearing in considerable numbers over the next few years), then please indicate this.

3.3.3 Where do you see the principal markets for the textbook?

### 3.4 Information on competing textbooks

Please provide a list of textbooks that might be considered 'competing' with your proposed textbook.

- What are their strengths, weaknesses and availabilities?
- How will your textbook differ from each?



- What are the advantages of the proposed textbook over these titles?
- If you had to come up with three unique selling points for your textbook, what would they be?

### **3.5 Full outline**

#### **3.5.1 Content**

Provide a list of chapters, including the main subheadings, a short paragraph for each chapter summarising its contents, and an estimate of the number of words or printed pages in each chapter.

#### **3.5.2 Artwork**

Assuming illustrations are a major feature of your proposal, please specify the types (photographs/ diagrams/ tables) and approximate number in each chapter.

#### **3.5.3 Pedagogical features**

Please summarise the main pedagogical features that you anticipate including (for example, chapter summary, problems, glossary, further reading, web links, etc.) It is also useful to see some sample material which illustrates the writing style and the features within the text [not essential, but if you have already drafted material, it would be interesting to see this].

#### **3.5.4 Ancillary material**

Please provide details of any ancillary material that should be provided alongside the textbook, together with an explanation of why these materials would add to the educational value of the textbook. For example, do you think it would be useful for the textbook to be supported with a companion website? If so, what material would you envisage including on the site? How would this be integrated with the textbook itself?

#### **3.5.5 Likely schedule**

Please indicate your expectation of the time required from the present stage to the delivery of the final manuscript. Also, how quickly will the textbook date? How often would a new edition be required?

## **MODULE**

### **1. DEFINITION OF MODULE**

This module is a collection of teaching materials, lecture notes or teaching slides and others that are published as a source of reference for teaching and learning. In accordance with the original purpose of this publication, each application to publish this module has to go through the approval and confirmation of the Head of Department/Dean of the Kulliyah.

### **2. TYPES OF TEACHING MODULES**

#### **2.1 Text-Formed**

A module that is used as a reference and contains more information about a certain subject or field that can help in the teaching and learning process. The size of this module is 6" × 9".

## 2.2 Workbook

Modules that are used as references and workbooks on a certain subject or field are used as interactive teaching instruments. The size of this module is 8.3" x 11.7" (A4).

### 3. MANUSCRIPT SUBMISSION

#### 3.1 MANUSCRIPT FORMAT

- 3.1.1 The author is free to use a writing style according to the aptness of the subject and abide by the terms set by the IIUM Press.
- 3.1.2 The author also needs to ensure that the writing material is appropriate to the relevant subject and there are no elements involving sensitive issues related to constitution, religion, politics, culture and others.
- 3.1.3 The number of authors is limited to **TWO (2)** only.
- 3.1.4 The minimum number of chapters for a teaching module is 5 chapters while the minimum number of pages for a teaching module is 120 pages.
- 3.1.5 Manuscript should be prepared using **Microsoft Word**.
- 3.1.6 The manuscript must be typed neatly and in accordance with the size of the module desired by the author. The size of the module is 6" X 9" or 8.3" X 11.7" (A4).
- 3.1.7 For 6" x 9", the author must ensure that each page of text has a standard margin (mirrored), which is measured (in inches) from inside (1.0"), outside (0.75"), top (1.0"), and bottom (1.0").
- 3.1.8 For A4 size, the author must ensure that each page of text has a standard margin (mirrored), which is measured (in inches) from inside (1.0"), outside (1.5"), top (1.5"), and bottom (1.0").
- 3.1.9 A manuscript is defined as complete when it meets the module requirements. In general, a module contains three main parts: **Front Matter, Text Body, and Back Matter**. Therefore, the author should ensure that the prepared manuscript contains all three parts. Authors should use the American Psychological Association (APA) style for bibliography/references.
- 3.1.10 **Front Matter (Preliminary)** such as the module title, table of contents, preface, introduction, acknowledgements, abbreviation, and symbol or formula. For each of these pages, the number of pages should be numbered using small Roman numerals such as i, ii, iii, iv, v, vi, and so on.
  - (a) Title of manuscript (**compulsory**)
  - (b) Contents (**compulsory**)
  - (c) Preface (**compulsory**)
  - (d) Introduction (optional)
    - General information on learning and teaching includes the code and name of the course and the university's faculty.

- (e) Acknowledgements (optional)
- (f) List of abbreviations/symbols/formula (optional)

3.1.11 **Text Body** is located between the front matter and the back matter consisting of either a section or a chapter. Text pages should be numbered using Arabic numerals such as 1, 2, 3, 4, 5 and so on.

- (a) Chapter titles and numbering (**compulsory**)
- (b) Titles and subtitles (**compulsory**)
- (c) Numbering for titles and subtitles (**compulsory**)
- (d) Pagination (**compulsory**)
- (e) Section titles and numbering (optional)
- (f) Learning objectives of each chapter (optional)
- (g) Excerpts or in-text citation (optional)
- (h) Illustrations/tables (optional)
- (i) Numbering for illustrations/tables including captions (**compulsory**)
- (j) Questions and answers for each chapter (optional)
  - Questions need to be held at the end of each topic or sub-topic of learning materials to test student understanding and illustrate the construct of the planned learning outcomes. Among the activities that can be used are group discussions, answering simple questions and solving problems.
- (k) Chapter Summary (optional)

3.1.12 **Back Matter** is a reference material for the reader to understand the text more deeply which consists of the following items:

- (a) Exercises/questions and answers (optional)
- (b) Past year questions and answers (optional)
  - The author needs to get the permission of the relevant party
- (c) Glossary (optional)
- (d) Bibliography/References (compulsory)
- (e) Index (optional)

## 3.2 THE CONSTRUCTION OF A TEACHING MODULE MANUSCRIPT

3.2.1 Course selection for the module is determined by the Kulliyah.

3.2.2 The author is responsible for the following:-

3.2.2.1 Carrying out the process of editing, revising, and proofreading the technical terms and uniformity before being sent to IIUM Press for the printing process and the application for ISBN.

3.2.2.2 Ensuring that the teaching module submitted is free of plagiarism issues.

3.2.3 For manuscripts that have pictures/illustrations/tables, the specifications are as follows:

- (a) Pictures/figures/illustrations/tables should be included in a separate folder and must be in high resolution (maximum quality)

- (b) Pictures/figures/illustrations/tables (original/adapted) taken from any source must be accompanied by copyright permission in writing from the relevant authority.
- (c) Numbering is done according to chapter/unit (e.g., Figure 1.1, Figure 2.1, Figure 3.1, Table 1.1, Table 2.1, Table 3.1)

## **ANNUAL REPORT**

### **1. INTRODUCTION**

Publishing an annual report for an institution like IIUM involves a structured process and specific content to provide a comprehensive overview of the organisation's activities, achievements, and financial status over the past year.

The Guidelines for the Publication of Annual Report of the IIUM Press is prepared to provide guidance and clarification on the procedure for publishing, which is in line with the Publication Policy of IIUM.

### **2. GENERAL GUIDELINES**

The following are general guidelines to consider for the publication of an Annual Report and what should be included in the contents:

#### **2.1 Executive Summary**

Provide a concise overview of the highlights and key accomplishments of the Organisation / Kulliyah / Department / Institute / Centre during the year. This section should give readers a quick snapshot of the report's contents.

#### **2.2 Message from the Rector / Director / Chairman**

Include a message from the Chief Executive Officer / Chairman / President of the Organisation (e.g. the Rector of IIUM OR Dean of Kulliyah OR Director of Institute/Centre OR Chairman of Committee in IIUM) outlining the organisation's achievements, challenges, and future plans.

#### **2.3 About the Organisation**

Give a brief introduction to the organisation, including its mission, vision, and core activities. This section should also highlight the organisation's role within the broader context of the industry.

#### **2.4 Activities**

Detail of activities organised during the year. Include information on the activities and their impact towards the organisation and community at large.

#### **2.5 Initiatives**

Discuss any flagship initiative research projects, conferences, seminars, or workshops organised or sponsored by the organisation. Highlight any contributions to society at large, local community, academic discourse, and research advancement.

#### **2.6 Outreach and Community Engagement**

Describe any community outreach, social responsibility, or engagement initiatives undertaken by the organisation. This could include educational programs, partnerships with local organisations, and efforts to promote literacy.

**2.7 Financial Performance**

Provide a financial overview of the organisation, including revenue, expenses, and net income for the year. Include financial statements such as balance sheets, income statements, and cash flow statements. It may also include cost-saving activities and reports on its success.

**2.8 Future**

Outline the strategic goals and plans of the organisation for the upcoming year. This could include expansion plans, new projects, partnerships, and advancements in technology or infrastructure.

**2.9 Acknowledgments**

Recognise and thank all parties involved in the organisation's achievement and success stories during the reporting year.

**2.10 Contact Information**

Provide contact details for individuals who can be reached for further information or inquiries related to the organisation in general or the report.

**2.11 Visuals and Graphics**

Include relevant photos, images, graphs, charts, and infographics to visually enhance the report and illustrate key points.

**2.12 Compliance and Governance (if applicable)**

If required, provide information about the organisation's compliance with regulations, governance structure, and any related policies.