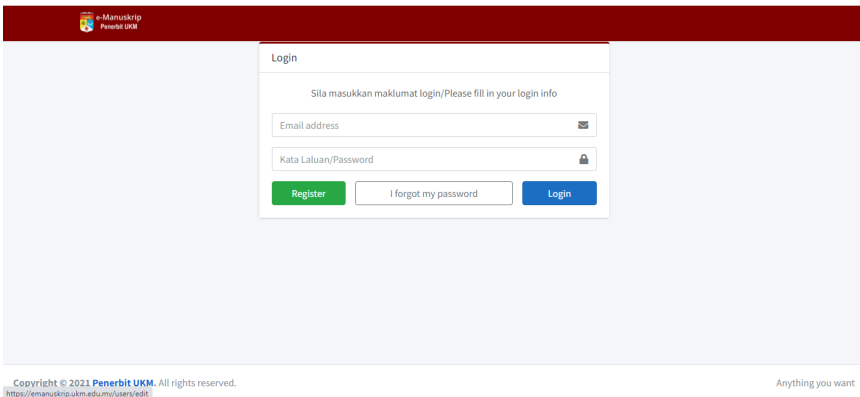


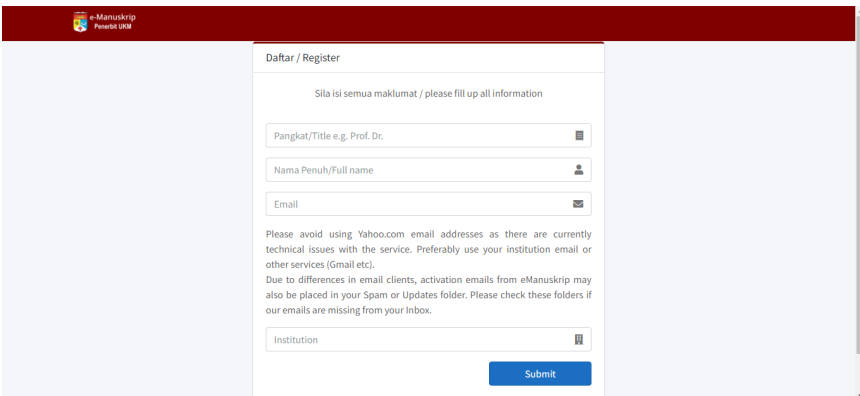
Pendaftaran pengguna/pengarang:

Langkah 1: Pergi ke portal emanuskrip.ukm.edu.my.
Klik butang **Register**.



The screenshot shows the 'Login' page of the eManuskrip system. At the top left, there is a logo for 'eManuskrip Penerbit UKM'. The main content area is titled 'Login' and contains the instruction 'Sila masukkan maklumat login/Please fill in your login info'. Below this, there are two input fields: 'Email address' with an envelope icon and 'Kata Laluan/Password' with a lock icon. At the bottom of the form, there are three buttons: a green 'Register' button, a white 'I forgot my password' button, and a blue 'Login' button. At the bottom left of the page, there is a copyright notice: 'Copyright © 2021 Penerbit UKM. All rights reserved. <https://emanuskrip.ukm.edu.my/users/edit>'. At the bottom right, there is the text 'Anything you want'.

Langkah 2: Isi semua maklumat yang berkaitan.



The screenshot shows the 'Daftar / Register' page of the eManuskrip system. At the top left, there is a logo for 'eManuskrip Penerbit UKM'. The main content area is titled 'Daftar / Register' and contains the instruction 'Sila isi semua maklumat / please fill up all information'. Below this, there are four input fields: 'Pangkat/Title e.g. Prof. Dr.' with a person icon, 'Nama Penuh/Full name' with a person icon, 'Email' with an envelope icon, and 'Institution' with a person icon. Below the input fields, there is a block of text: 'Please avoid using Yahoo.com email addresses as there are currently technical issues with the service. Preferably use your institution email or other services (Gmail etc). Due to differences in email clients, activation emails from eManuskrip may also be placed in your Spam or Updates folder. Please check these folders if our emails are missing from your Inbox.' At the bottom right of the form, there is a blue 'Submit' button. At the bottom left of the page, there is a copyright notice: 'Copyright © 2021 Penerbit UKM. All rights reserved. <https://emanuskrip.ukm.edu.my/users/edit>'.

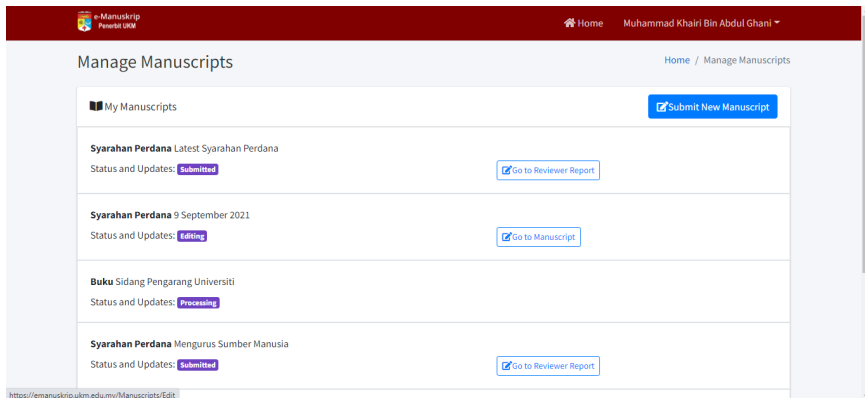
Langkah 3: Klik butang **Submit**.

Langkah 4: Semak pemakluman pendaftaran dalam e-mel (**peti masuk/spam**). Klik **HERE**/pautan yang disediakan untuk masukkan kata laluan baharu. Seterusnya, pengguna/pengarang boleh masuk ke dalam sistem.

Pendaftaran manuskrip baharu:

Kategori buku karya asli/suntingan

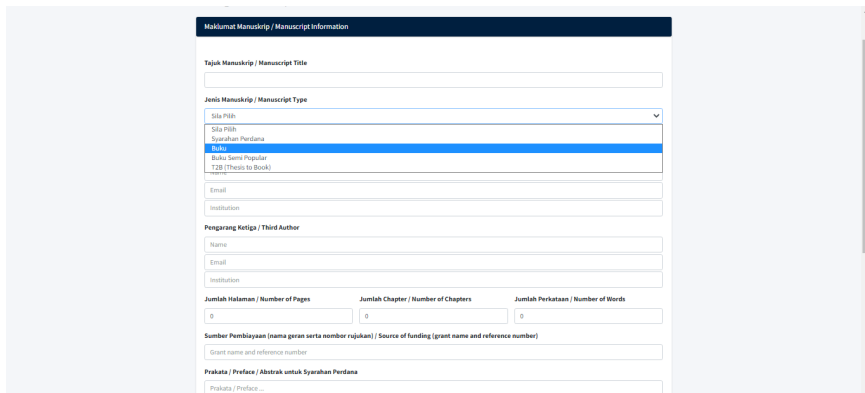
Langkah 1: Klik butang *Submit New Manuscript*.



The screenshot shows the 'Manage Manuscripts' interface. At the top right, there is a 'Submit New Manuscript' button. Below this, a list of manuscripts is displayed with their status and update dates. Each entry has a corresponding action button: 'Go to Reviewer Report' for submitted items and 'Go to Manuscript' for items in progress.

Manuscript Title	Status and Updates	Action
Syarahan Perdana Latest Syarahan Perdana	Submitted	Go to Reviewer Report
Syarahan Perdana 9 September 2021	Editing	Go to Manuscript
Buku Sidang Pengarang Universiti	Processing	
Syarahan Perdana Mengurus Sumber Manusia	Submitted	Go to Reviewer Report

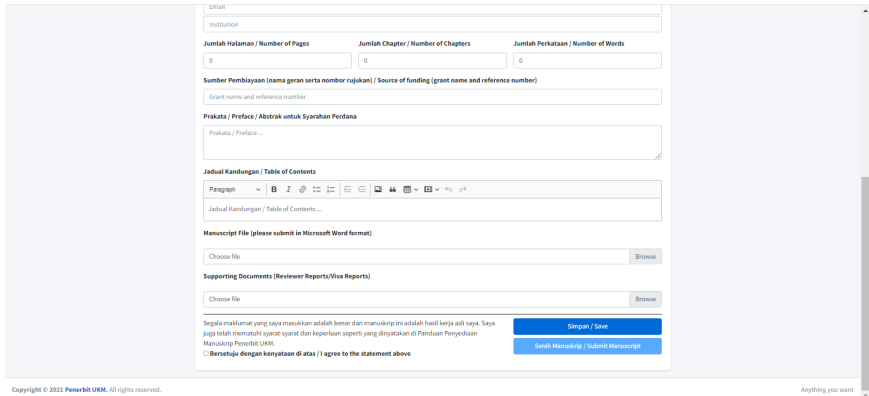
Langkah 2: Isi semua maklumat di *Manage Manuscript*.
Pilih jenis manuskrip – **Buku**.



The screenshot shows the 'Maklumat Manuskrip / Manuscript Information' form. The 'Jenis Manuskrip / Manuscript Type' dropdown menu is open, showing options like 'Sila Pilih', 'Sila Pilih Syarahan Perdana', 'Buku', 'Buku Semu Popular', and 'T28 (Thesis to Book)'. The 'Buku' option is selected. Below this, there are fields for 'Pegangan Ketiga / Third Author' (Name, Email, Institution), 'Jumlah Halaman / Number of Pages', 'Jumlah Chapter / Number of Chapters', and 'Jumlah Perkataan / Number of Words'. There is also a section for 'Sumber Pembiayaan' and a 'Prakata / Preface' field.

Langkah 3: Klik butang **Simpan/Save**.

Langkah 4: Klik **tickbox** “Bersetuju dengan...” terlebih dahulu sebelum klik **Serah Manuskrip/Submit Manuscript**.



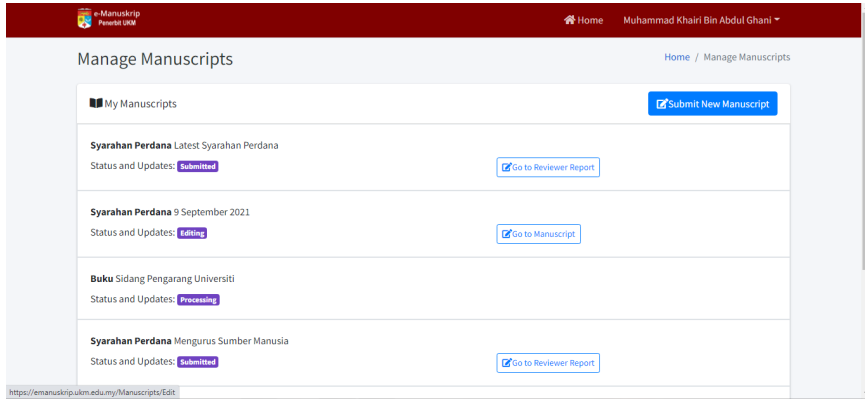
The screenshot shows a submission form with the following fields and sections:

- Instansi**: Text input field.
- Jumlah Halaman / Number of Pages**: Text input field with value 0.
- Jumlah Chapter / Number of Chapters**: Text input field with value 0.
- Jumlah Perakatan / Number of Words**: Text input field with value 0.
- Sumber Pembiayaan (nama geran serta nombor rujukan) / Source of funding (grant name and reference number)**: Text input field.
- Prakata / Preface / Abstrak untuk Syarahan Perdana**: Text input field.
- Jadual Kandungan / Table of Contents**: Text input field with a rich text editor toolbar.
- Manuskrip File (please submit in Microsoft Word format)**: Text input field with a "Browse" button.
- Supporting Documents (Reviewer Reports/Visa Reports)**: Text input field with a "Browse" button.
- Segala maklumat yang saya masukkan adalah benar dan manuskrip ini adalah hasil kerja asli saya. Saya juga telah mematuhi syarat-syarat dan keperluan seperti yang dinyatakan di Panduan Penyediaan Manuskrip Penerbit UKM.**
- Bersetuju dengan kenyataan di atas / I agree to the statement above**
- Simpan / Save** button
- Serah Manuskrip / Submit Manuscript** button

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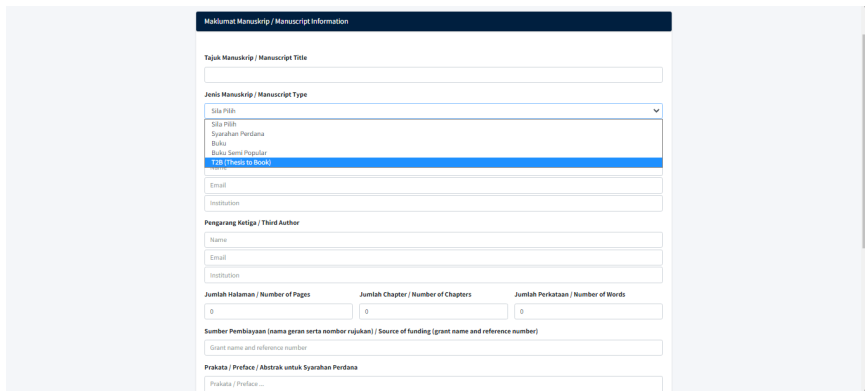
Kategori buku T2B (*Thesis to Book*)

Langkah 1: Klik butang *Submit New Manuscript*.



The screenshot shows the 'Manage Manuscripts' interface. At the top right, there is a 'Submit New Manuscript' button. Below this, a list of manuscripts is displayed with their status and update dates. The first entry is 'Syarahan Perdana' with a status of 'Submitted' and a 'Go to Reviewer Report' button. The second entry is 'Syarahan Perdana' dated '9 September 2021' with a status of 'Editing' and a 'Go to Manuscript' button. The third entry is 'Buku Sidang Pengarang Universiti' with a status of 'Processing'. The fourth entry is 'Syarahan Perdana' titled 'Mengurus Sumber Manusia' with a status of 'Submitted' and a 'Go to Reviewer Report' button.

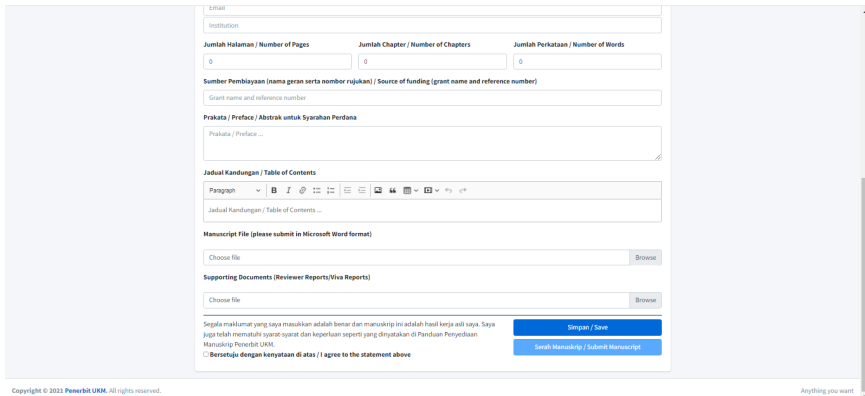
Langkah 2: Isi semua maklumat di *Manage Manuscript*.
Pilih jenis manuskrip – **T2B (*Thesis to Book*)**.



The screenshot shows the 'Maklumat Manuskrip / Manuscript Information' form. It includes fields for 'Tajuk Manuskrip / Manuscript Title', 'Jenis Manuskrip / Manuscript Type' (with 'T2B (Thesis to Book)' selected), 'Email', 'Institution', 'Pengarang Ketiga / Third Author' (Name, Email, Institution), and three input fields for 'Jumlah Halaman / Number of Pages', 'Jumlah Chapter / Number of Chapters', and 'Jumlah Perkataan / Number of Words'. There is also a section for 'Sumber Pembiayaan' and a 'Prakata / Preface' section.

Langkah 3: Klik butang **Simpan/Save**.

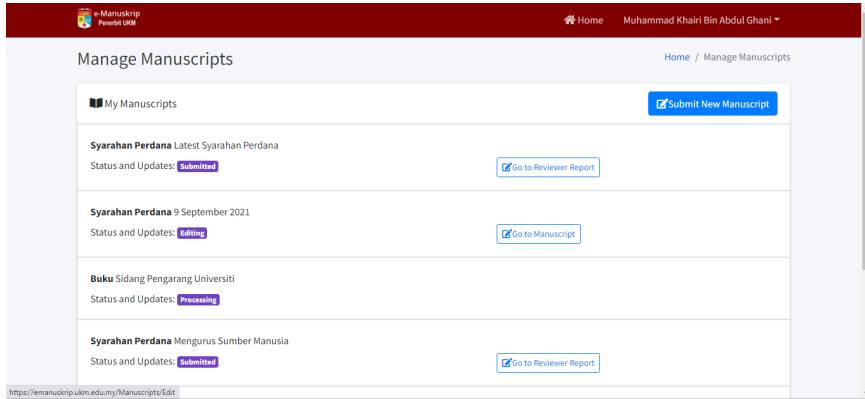
Langkah 4: Klik **tickbox** “Bersetuju dengan...” terlebih dahulu sebelum klik **Serah Manuskrip/Submit Manuscript**.



The screenshot shows a web form for manuscript submission. It includes fields for 'Institution', 'Jumlah Halaman / Number of Pages', 'Jumlah Chapter / Number of Chapters', and 'Jumlah Perakatan / Number of Words'. There is a section for 'Sumber Pembiayaan' (Source of funding) and a 'Prakata / Preface' text area. Below that is a 'Jadual Kandungan / Table of Contents' section with a rich text editor. The form also has sections for 'Manuscript File' and 'Supporting Documents', each with a 'Choose file' button and a 'Browse' button. At the bottom, there is a blue 'Simpan / Save' button and a blue 'Serah Manuskrip / Submit Manuscript' button. A checkbox labeled 'Bersetuju dengan kenyataan di atas / I agree to the statement above' is located above the 'Submit Manuscript' button. The footer contains the text 'Copyright © 2021 Penerbit UKM. All rights reserved.' and 'Anything you want'.

Kategori buku Syarahan Perdana

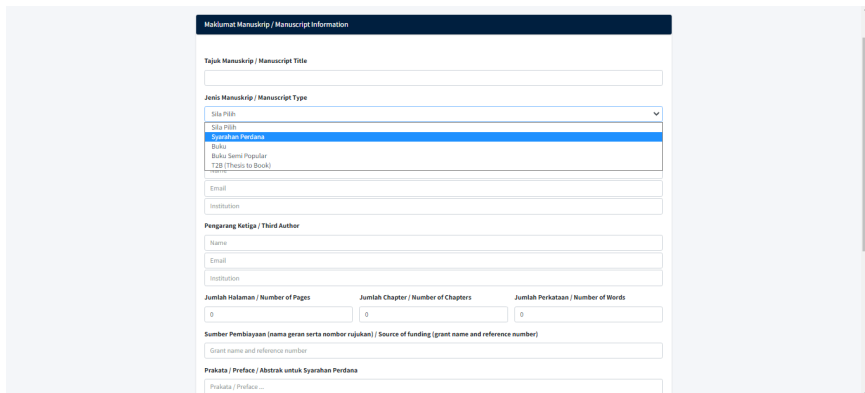
Langkah 1: Klik butang *Submit New Manuscript*.



The screenshot shows the 'Manage Manuscripts' interface. At the top, there is a navigation bar with 'Home' and the user name 'Muhammad Khairi Bin Abdul Ghani'. Below the navigation bar, the page title is 'Manage Manuscripts'. On the left, there is a sidebar with 'My Manuscripts' and a 'Submit New Manuscript' button. The main content area displays a list of manuscripts:

Manuscript Title	Status and Updates	Action
Syarahan Perdana Latest Syarahan Perdana	Submitted	Go to Reviewer Report
Syarahan Perdana 9 September 2021	Editing	Go to Manuscript
Buku Sidang Pengarang Universiti	Processing	
Syarahan Perdana Mengurus Sumber Manusia	Submitted	Go to Reviewer Report

Langkah 2: Isi semua maklumat di *Manage Manuscript*.
Pilih jenis manuskrip – **Syarahan Perdana**.

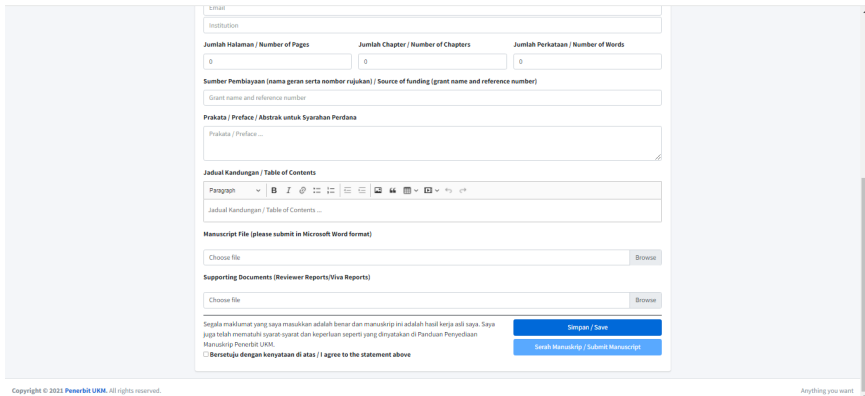


The screenshot shows the 'Maklumat Manuskrip / Manuscript Information' form. The form contains the following fields:

- Tajuk Manuskrip / Manuscript Title:
- Jenis Manuskrip / Manuscript Type: (Selected)
- Sila Pilih:
- Sila Pilih:
- Buku:
- Buku Semi Popular:
- T28 (Thesis to Book):
- Email:
- Institution:
- Pengarang Ketiga / Third Author:
- Name:
- Email:
- Institution:
- Jumlah Halaman / Number of Pages:
- Jumlah Chapter / Number of Chapters:
- Jumlah Perkataan / Number of Words:
- Sumber Pembiayaan (nama geran serta nombor rujukan) / Source of funding (grant name and reference number):
- Grant name and reference number:
- Prakata / Preface:
- Abstrak untuk Syarahan Perdana:
- Prakata / Preface:

Langkah 3: Klik butang **Simpan/Save**.

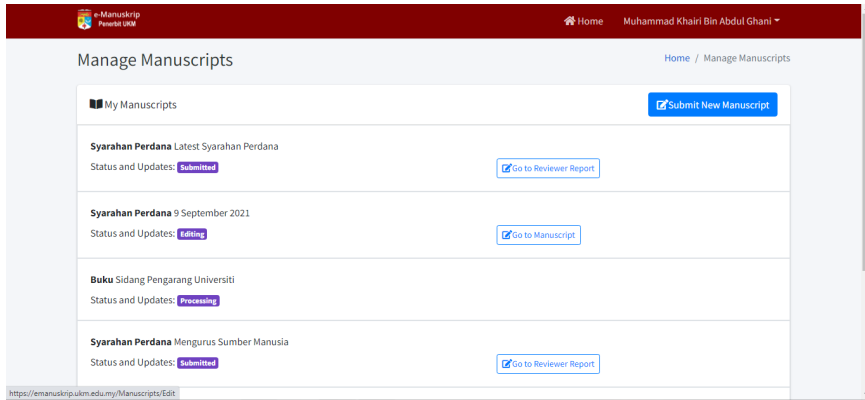
Langkah 4: Klik **tickbox** “Bersetuju dengan...” terlebih dahulu sebelum klik **Serah Manuskrip/Submit Manuscript**.



The screenshot shows a web form for manuscript submission. It includes fields for 'Institution', 'Jumlah Halaman / Number of Pages', 'Jumlah Chapter / Number of Chapters', and 'Jumlah Perakatan / Number of Words'. There is a section for 'Sumber Pembiayaan' (Source of funding) and a 'Prakata / Preface' text area. Below that is a 'Jadual Kandungan / Table of Contents' section with a rich text editor. The form also has sections for 'Manuscript File' and 'Supporting Documents', each with a 'Choose file' button and a 'Browse' button. At the bottom, there is a blue 'Simpan / Save' button and a blue 'Serah Manuskrip / Submit Manuscript' button. A checkbox labeled 'Bersetuju dengan kenyataan di atas / I agree to the statement above' is located above the 'Submit Manuscript' button. The footer contains the text 'Copyright © 2021 Penerbit UKM. All rights reserved.' and 'Anything you want'.

Kategori buku Semi Popular

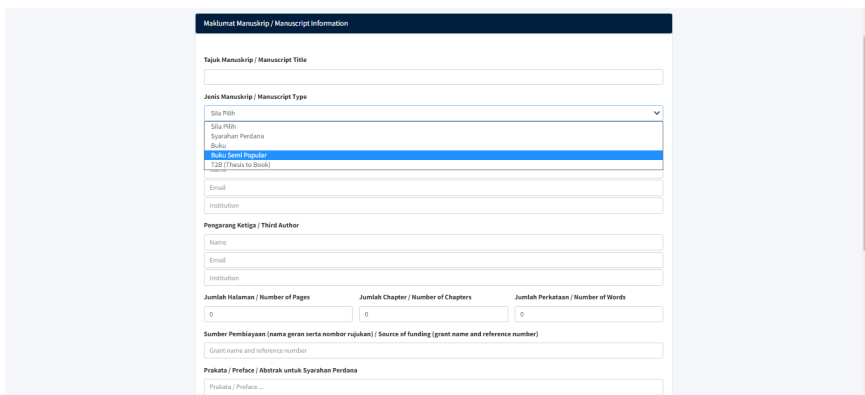
Langkah 1: Klik butang *Submit New Manuscript*.



The screenshot shows the 'Manage Manuscripts' interface. At the top, there is a navigation bar with 'Home' and the user's name 'Muhammad Khairi Bin Abdul Ghani'. Below the navigation bar, the page title is 'Manage Manuscripts'. On the left, there is a sidebar with 'My Manuscripts' and a 'Submit New Manuscript' button. The main content area displays a list of manuscripts:

Manuscript Title	Status and Updates	Action
Syarah Perdana Latest Syarahan Perdana	Submitted	Go to Reviewer Report
Syarah Perdana 9 September 2021	Editing	Go to Manuscript
Buku Sidang Pengarang Universiti	Processing	
Syarah Perdana Mengurus Sumber Manusia	Submitted	Go to Reviewer Report

Langkah 2: Isi semua maklumat di *Manage Manuscript*.
Pilih jenis manuskrip – **Semi Popular**.

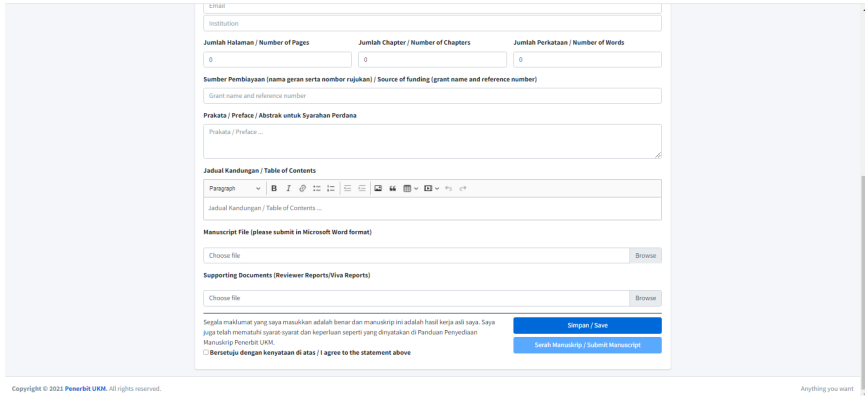


The screenshot shows the 'Maklumat Manuskrip / Manuscript Information' form. The form contains the following fields:

- Tajuk Manuskrip / Manuscript Title
- Jenis Manuskrip / Manuscript Type (Dropdown menu with options: Skripsi, Syarahan Perdana, Buku, **Buku Semi Popular**, Tesis (Thesis to Books))
- Email
- Institution
- Pengarang Ketiga / Third Author (Name, Email, Institution)
- Jumlah Halaman / Number of Pages
- Jumlah Chapter / Number of Chapters
- Jumlah Perkataan / Number of Words
- Sumber Pembiayaan (nama geran serta nombor rujukan) / Source of funding (grant name and reference number)
- Prakata / Preface / Abstrak untuk Syarahan Perdana
- Prakata / Preface ...

Langkah 3: Klik butang **Simpan/Save**.

Langkah 4: Klik **tickbox** “Bersetuju dengan...” terlebih dahulu sebelum klik **Serah Manuskrip/Submit Manuscript**.



The screenshot shows a web form for manuscript submission. It includes fields for 'Institution', 'Jumlah Halaman / Number of Pages', 'Jumlah Chapter / Number of Chapters', and 'Jumlah Perakatan / Number of Words'. There is a section for 'Sumber Pembiayaan' (Source of funding) and a 'Prakata / Preface' text area. Below that is a 'Jadual Kandungan / Table of Contents' section with a rich text editor. The form also has sections for 'Manuscript File' and 'Supporting Documents', each with a 'Choose file' button and a 'Browse' button. At the bottom, there is a blue 'Simpan / Save' button and a blue 'Serah Manuskrip / Submit Manuscript' button. A checkbox labeled 'Bersetuju dengan kenyataan di atas / I agree to the statement above' is located above the 'Submit Manuscript' button. The footer contains the text 'Copyright © 2021 Penerbit UKM. All rights reserved.' and 'Anything you want'.