



How to **Start** a Book Chapter and Make it **Published**

MMU Press Book Publishing Committee
Multimedia University (MMU)
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Content

A. Stages of Publishing

B. Manuscript Preparation Guidelines

A. Stages of Publishing

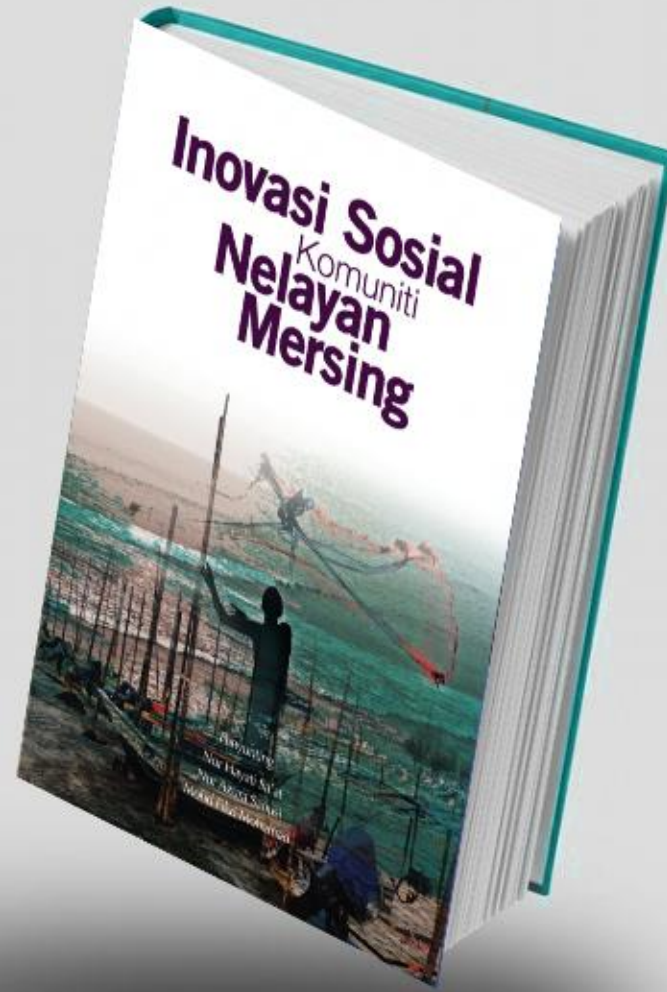
How To Get Published?

01

Call for book chapter:

(i) By invitation:

- Research project
- Research interest/expertise



How To Get Published?

(Cont.)

01

Call for book chapter:

(ii) Open



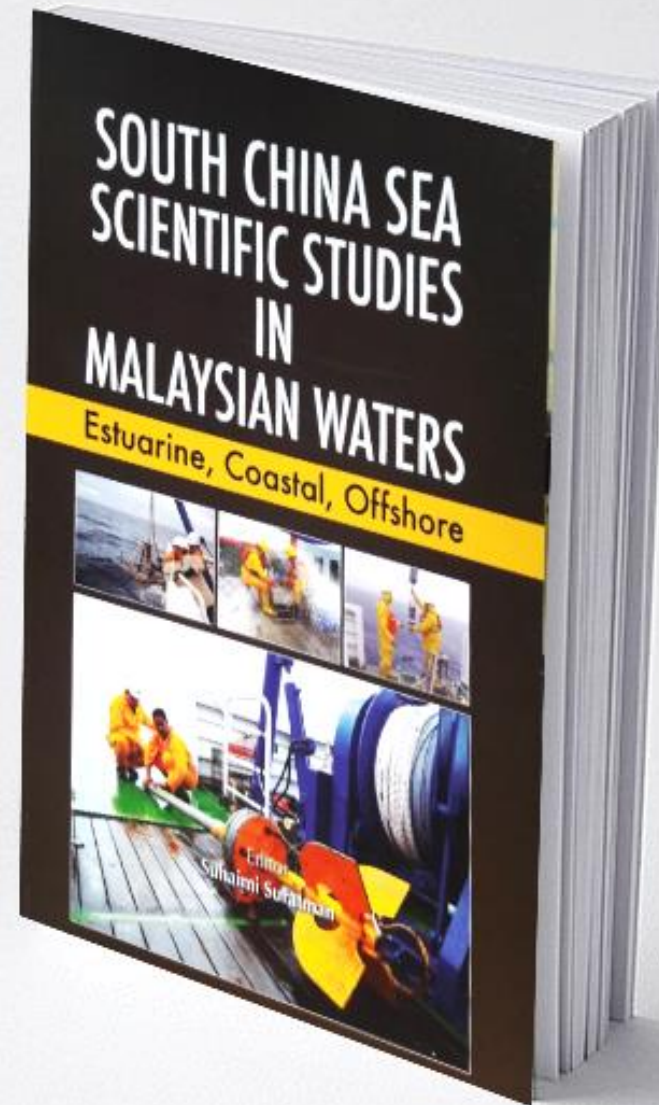
How To Get Published?

(Cont.)

02

Expression of interest

Contact publisher with the book tentative title & content.



Chapter Proposal

The acquisitions editor will request all interested authors to submit chapter proposals:

- Specific theme



Decision About The Project



Chapter proposal:
undergo a double-
blind peer review
(at least 2 external
reviewers)



Blind-review:
avoid prejudice
against authors
(status, nationality,
gender, race etc.)



Focus:
what is being proposed rather
than who proposed it.
(continue with 7-8 accepted
proposals. If not – discontinued)

Marketability

- Added-Value
- Target
- Prominent authors



Full Chapter Submission

If a decision is to continue, authors are required to submit the chapter.

Observe the due date by editor.



Peer Review

All submitted chapters will at least undergo a three-step peer review:

01 By editor

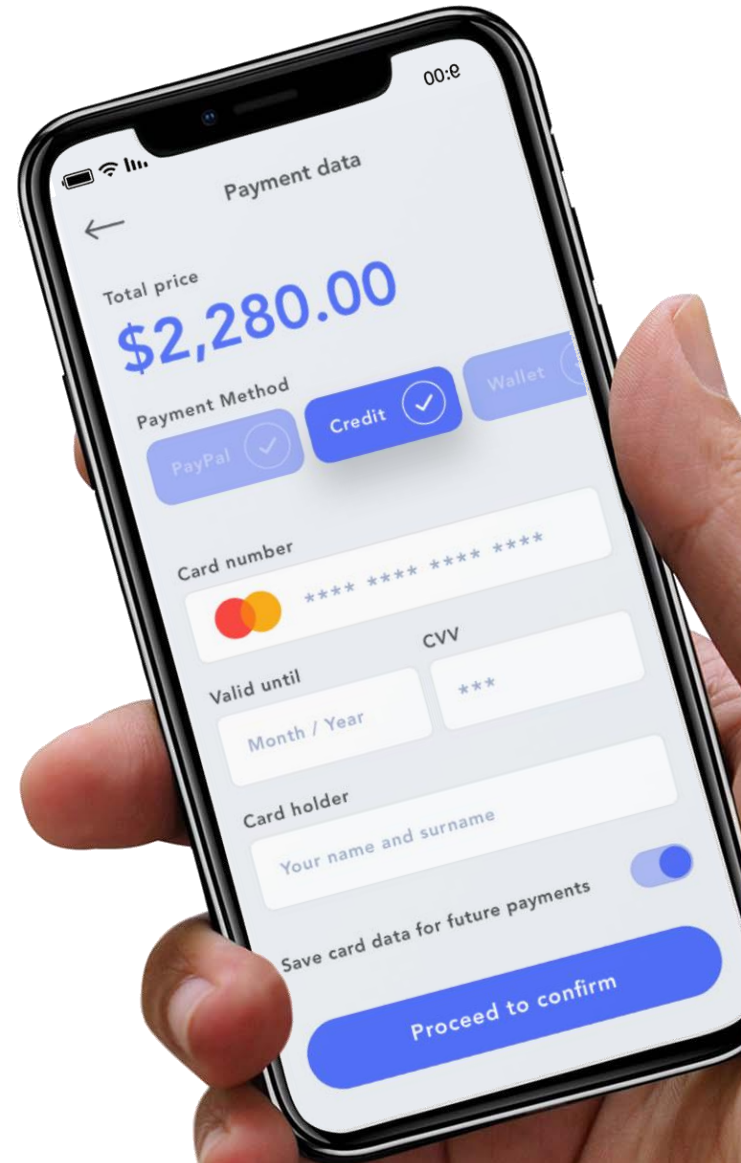
02 By publisher

03 By blind peer reviewers (by chapter/book)

- Single-blind review
- Double-blind review

Publishing Fee

Be aware of the publishing fee, if any



B. Manuscript Preparation Guidelines

1. Overview
2. Organisation

Overview

Format:

01

Length

Words: 5000-7000
incl . tables/figures
& references.

02

Language

Malay/English

03

Font

Times New Roman etc
Size 12

04

Line Spacing

Double

05

Heading

Primary heading
capitalised and bold.
Secondary heading
normal and bold.

06

Abbreviations

Keep abbreviations
to a minimum.
Define abbreviations –
first appearance in
text

Organization

Preliminary Step - Preparing Manuscript

01

Title of the article

Concise – max 15 words
Avoid abbreviations

04

Abstract

Single paragraph.
No references
No subheadings.
Between 150-200 words

02

Authors

List full name of all authors.
Affiliations of all authors

05

Keywords

Five.

03

Author for correspondence

Include the full name.
Primary affiliation
Email

Organization

Full Manuscript - Contents

01

Introduction

Use the word “Introduction”.

Don't use any other words or sentences.

Don't include a subheading immediately below “Introduction”.

02

Analysis, discussion & finding

Write the contents under various headings as appropriate.

Don't write a secondary heading immediately below the primary heading.

03

Conclusion

A conclusion section is mandatory.

Don't use any other words e.g. ‘summary’ ‘Concluding remarks’ .

Organization

Full Manuscript - Contents (Cont.)

04

References

05

Acknowledgements

Optional section (if none, exclude this section).

Acknowledge sources of funding is mandatory.

Thank You
For Your Attention

