CHAPTER 1
MANUSCRIPT ACQUSITION

Manuscripts received at the University of Malaya Press (UMP) are of two types: solicited and unsolicited. For unsolicited manuscripts, the publication committee will decide whether a manuscript is appropriate and conform to UMP's publishing policy and programme.

In deciding a manuscript's suitability, UMP may accept suggestion from relevant party such as academics and potential sponsors.

UMP welcomes writers, especially academic staff of University of Malaya, who wish to publish their works with UMP. The decision to publish is subjected to the guidelines and policies set by UMP.

As for solicited manuscripts, the publication committee decides on the field or title that should be published. Once that has been decided, efforts are made to identify the writer/writers for the project(s)

Format for the Manuscripts
All manuscripts and typescripts sent for UMP's consideration should be complete (with texts, illustrations ans free from copy right issues), clean, and consistent. The manuscript or typescript has to be the final draft.

A manuscript that is complete should contain all the sections that a book should have, such as its preliminaries section, text and end section. All the sections should be prepared by the writer himself before sending it to UMP.

Manuscripts to be sent to UMP should have these particulars:
Title of the book
Table of contents
Preliminaries (introduction, preface, acknowledgement, abbreviation and list of tables)
Complete text
Footnotes or endnotes
End section (bibliography, appendix, notes and glossary)
Illustrations (with proper captions) and copyright, if necessary

Number of copies. UMP requires writers to submit two hard and a soft copies of their manuscripts. The first copy is to be perused by the editor for estimates of cost and substantive editing; the second is to be sent to external assessor. The soft copy is kept as original copy.

Compact Disk. To facilitate and speed-up publication writers are also required to submit a CD of their manuscripts. It is suggested that they should use Microsoft Word / PageMaker software.

Numbering of manuscripts. Writers are required to number the pages of their manuscripts, from beginning to the end, including the preliminary section. This will assist the editor in estimating the length of the manuscript to be published. The numbering preferred is at the top or at the bottom of the page, distinctly separated from the text. Pages inserted later could be numbered 66a, 66b, 66c and so on following page 66.

Typing of the manuscript. Writers are encouraged to use A4-sized paper, using double spacing. Appropriate margin should be made on the right, left, top and bottom of the page (the norm is 1 inch)

Numbering of notes. UMP accepts two styles of numbering of notes, i.e. footnotes and endnotes. Either footnotes or endnotes, should be numbered consecutively within each chapter.

Table. Every table should be separated from the text and given separate number. It should have a title and its sources. A list of tables should be included in the preliminary section.

Abbreviation. Abbreviation and its meaning should be typed in two columns with the first column containing the abbreviation and the second explaining its meaning. A list of abbreviations should be included in the preliminary section.

Glossary. Entries used in the glossary should be arranged in alphabetical order, and indented to the left followed by colon (:) before explaining its meaning.

Bibliography. Every detail in the bibliography should be indented to the left, without indent. If the details exceed a single line, the second and subsequent lines should be indented four or five spaces. Entry in bibliography should be in alphabetical order arranged in categories of published books, journals, newspapers and magazines, unpublished works, scheduled interviews and web-site with accessed dates.

Index. Writers are expected to prepare index(es) on their own or have a list of word entries that can be indexed by the computer. The job is done after page lay-out has been completed and finalised.

EVALUATION

All materials or manuscripts to be published by UMP have to be approved by its Publication Committee. Several factors are taken into consideration before approval is given: whether the material to be published conforms to its policy as a university publisher, its benefits to society, and its market potential.

All manuscripts to be published by UMP will be evaluated by an evaluator appointed by UMP. UMP reserves the right to appoint any assessor who will evaluate the manuscripts. Assessors are normally given a month to complete their job and submit their reports.

Assessors are normally expected to comment on the manuscripts' suitability for publication, in terms of quality, scholarly level, contribution to society and market feasibility. However, irrespective of the assessors' recommendations, the final decision lies with Publication Committee, UMP. Consultation fees are normally paid to assessors appointed, the quantum of which is to be decided by the Management.

UMP may also publish translations. The Publications Committee will decides on the title or the type of books to be translated. The choice of a title will take into account its usefulness, conformity to UMP's policy and market potential.