

## Guidelines for Book Writing and Publication – SGU Press

### 1. Introduction

SGU Press is committed to supporting the lecturers and researchers of Swiss German University in disseminating knowledge through the publication of high-quality books that meet the standards required for **credit points (KUM)** and **Lecturer Workload (BKD)**.

### 2. Manuscript Requirements (Academic Standards & Certification)

To be recognized nationally and obtain an ISBN, the manuscript must meet the following criteria:

- **Originality:**  
The manuscript must be an original work (not plagiarized) with a maximum similarity score of **20% (Turnitin)**.
- **Minimum Length:**  
At least **125 pages of main content** (excluding preliminary pages in Roman numerals and appendices) in book layout format (**15.5 × 23 cm**).
- **Book Structure:**
  1. **Preliminaries:**  
Title Page, Author Name, Preface, Table of Contents.
  2. **Main Body:**  
Introduction Chapter, Content Chapters (**minimum of 4 chapters**), Closing/Conclusion Chapter.
  3. **Postliminaries:**  
References (**Required**), Index (**Highly Recommended**), Glossary (**Optional**), Author Profile.

### 3. SGU Press Layout Technical Specifications

Authors are advised to apply the following settings in [Microsoft Word](#) before submitting their manuscript:

Component	Specification
Paper Size	UNESCO (15.5 cm × 23 cm) / A5
Margins	Top: 2.5 cm, Bottom: 2 cm, Inside: 2.5 cm, Outside: 2 cm
Mirror Margins	Enabled (Multiple Pages: Mirror Margins)

<b>Chapter Title Font</b>	Arial / Helvetica (Bold, 14–16 pt)
<b>Body Text Font</b>	Palatino Linotype / Garamond (11 pt)
<b>Line Spacing</b>	Single (1.0) or 1.15

## 4. Publishing Process Workflow

1. **Submission:**  
The author submits the manuscript (soft copy) along with a [Declaration of Originality](#).
2. **Screening:**  
SGU Press conducts a **Turnitin similarity check** and verifies the completeness of the manuscript sections.
3. **Editing & Design:**  
The manuscript undergoes **language editing, cover design, and layout formatting** by the SGU Press team (or an appointed third party).
4. **ISBN Registration:**  
Registration is submitted to the **National Library of the Republic of Indonesia (Perpustakaan Nasional RI)**.
5. **Production:**  
Sample printing is conducted and the **Cataloging-in-Publication (KDT)** proof is submitted to **Perpusnas** and **Dispusip**.
6. **Distribution:**  
Physical copies of the book are delivered to the author and archived in the **SGU Library**.

## 5. Book Publication Cost Components

The following are the recommended cost components for book publication, which should be prepared by the author and their study program as part of the publication budget:

- **Editor Honorarium**  
External Editor – **IDR 500,000** (or as mutually agreed with the editor).
- **Copyright Registration (HAKI)**  
Application for Copyright Recordation, Transfer of Rights (to the publisher for commercialization), and Official Extract (Copy) of the Work – **IDR 600,000** (in accordance with **Government Regulation No. 45 of 2024** concerning Types and Tariffs of Non-Tax State Revenue (PNBP) for Copyright Services).
- **Printing Costs**  
Minimum **8 copies**, allocated as follows:
  - 2 copies for the **National Library of Indonesia (Perpusnas)**
  - 1 copy for the **Regional Library (Perpusda)**

- 1 copy for **IKAPI Central**
- 1 copy for **IKAPI Banten**
- 1 copy for the **SGU Library**
- 2 copies for the **Author**

**Printing Cost Reference:**

For **8 copies**, paperback format, **15 × 23 cm**, approximately **200 pages**, black and white print, with finishing and soft cover, including **11% VAT – IDR 700,000** (reference price from Fast Print, March 2026).

## SGU PRESS BOOK PUBLICATION TIMELINE (BATCH 1 - April 2026)

This timeline is structured to ensure that your book is published in compliance with national standards (ISBN) and is ready for the **BKD/SISTER** reporting cycle. While we will still receive manuscripts submitted outside the timeline, we will not be able to guarantee the speed and target timeline for those submissions.

Period	Phase	Activity Description	Responsibility
1-30 April 2026	<b>Manuscript and RF Submission</b>	Submission of softcopy manuscript, <b>Statement of Authenticity</b> , and initial administration/fee verification. Submission of e-RF and Proposal of Publication to ARCS.	Author and Study Program.
4-15 May 2026	<b>Initial Screening</b>	Plagiarism check (Turnitin, max 20%) and content length verification (min. 125 pages).	SGU Press
18 May - 19 June 2026	<b>Editorial Review</b>	Comprehensive copyediting (grammar, spelling, and consistency). Manuscripts requiring major changes will be returned for revision.	Author and Editor External
22 June - 3 July 2026	<b>Author's Final Review</b>	Authors review the edited version and provide final approval for the content.	Author
6 - 17 July 2026	<b>Design &amp; Final Proofing</b>	Book layout (UNESCO standard) and AI-generated cover design process. "Final Proof" (Print-Ready PDF) signed off before the book goes to the press.	SGU Press and Author
20 - 31 July 2026	<b>Financial Administration</b>	Processing for e-RF realization for printing and legal deposit payments. Manuscript printing.	SGU Press & Study Program
3- 14 August 2026	<b>ISBN, HKI, &amp; Legal Filing</b>	Application for ISBN and KDT (Cataloging-in-Publication) to the National and District Library (Perpusnas, Perpustakaan) and HAKI to DJKI.	SGU Press