



Contact & Submission Forms

Please fill in the relevant form. Keep answers short and clear. Use English or Bahasa Malaysia.

1) Author / Scholar Submission Form

Full Name	_____
Email	_____
Phone (with country code)	_____
Institution / Affiliation	_____
Country / City	_____

Manuscript Title	_____
Type (book, monograph, policy brief, edited volume)	_____
Field / Topic	_____
Abstract (100–150 words)	_____

Ready Files (tick all that apply):

- ☐ Manuscript (DOCX)
- ☐ Figures/Tables (separate files)
- ☐ Image permissions (if any)
- ☐ ORCID / Short Bio (100 words)
- ☐ Suggested reviewers (2–3 names)

Open Access?	☐ Yes ☐ No
Preferred License	☐ CC BY ☐ CC BY-NC ☐ Other: _____
Target Date (if any)	_____

Notes / Questions

2) NGO / Think Tank Submission Form

Organization Name	_____
Contact Person	_____
Email	_____
Phone (with country code)	_____
Website / Social	_____
Country / City	_____

Project / Report Title	_____
Timeframe of Data (e.g., 2022–2024)	_____
Geographic Scope	_____
Themes	_____
Executive Summary (100–150 words)	_____

Output You Want (tick):

- ☐ Scholarly monograph
- ☐ Policy brief (20–40 pages)
- ☐ Open Access publication
- ☐ Dual language (EN + local language)

Data Sensitivity & Consent	☐ Public data ☐ Contains sensitive data ☐ Mixed
Permissions / Anonymization	☐ Cleared ☐ Needs guidance
Deadline or Event Linkage	_____

Notes / Questions

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3) Buyer / Institution Order & Rights Inquiry Form

Organization / Bookstore / Library	_____
Contact Person	_____
Email	_____
Phone (with country code)	_____
Billing Address	_____
Shipping Address (if different)	_____
Country / City	_____

Title(s) Interested In	_____
Format	☐ Paperback ☐ Hardback ☐ eBook ☐ Bulk order
Quantity (if known)	_____
Rights & Permissions	☐ Classroom use ☐ Translation ☐ Reprint ☐ Anthology use
Need a Proforma Invoice?	☐ Yes ☐ No

Notes / Questions

Consent & Submission

By submitting this form, you confirm that the information is accurate and that you have the right to share the files and data provided.

Send your completed form and files to: submissions@trcsapphire.pub (authors/NGOs) or orders@trcsapphire.pub (buyers).

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