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**COVER STANDARD OPERATING PROCEDURE****1. Tujuan:****Objectives:**

Sebagai acuan dalam mengajukan penerbitan buku dan chapter book

**2. Ruang Lingkup:****Scope:**

Publication Department & terkait

**3. Tanggung Jawab:****Responsibilities:**

1. Head of Departement : To create the document draft
2. Head of Document Control: To check and approve minor document
3. Director : To check and approve major document

**4. Referensi:****Reference:**

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**5. Definisi:****Definition:**

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