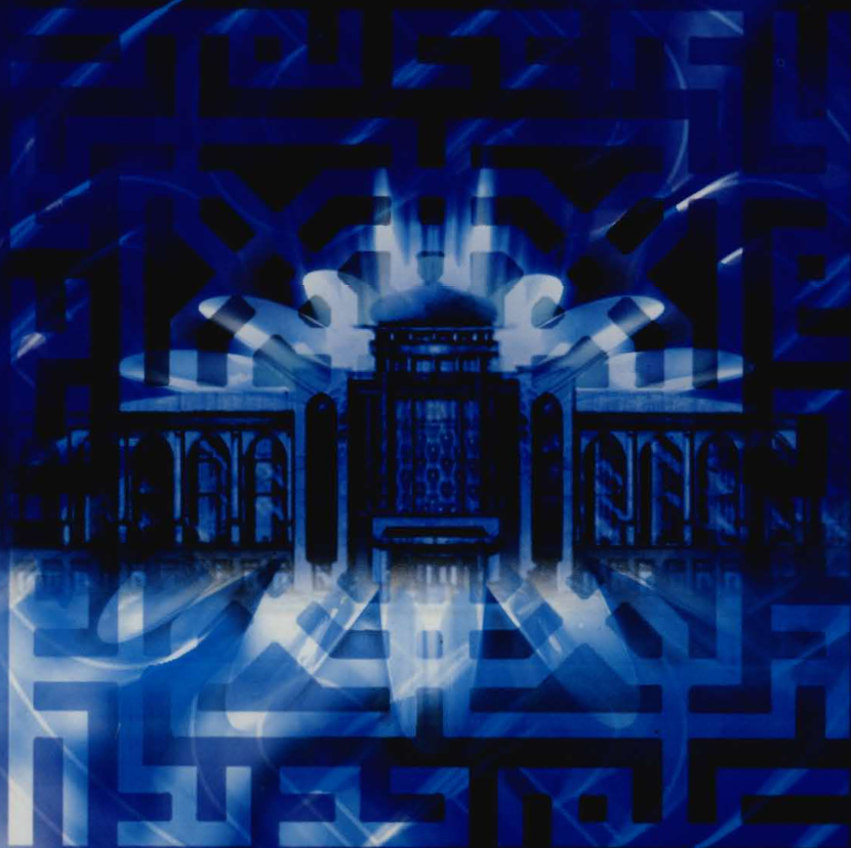
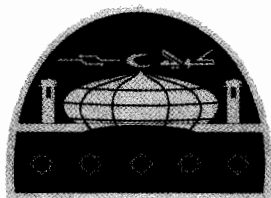


KUIM'S HANDBOOK ON ACADEMIC WRITING



ISLAMIC UNIVERSITY COLLEGE OF MALAYSIA



KOLEJ UNIVERSITI ISLAM MALAYSIA

جامعة العلوم الإسلامية بماليزيا

ISLAMIC UNIVERSITY COLLEGE OF MALAYSIA

KUIM'S HANDBOOK ON ACADEMIC WRITING
(For Theses, Dissertations, Academic Project Reports)



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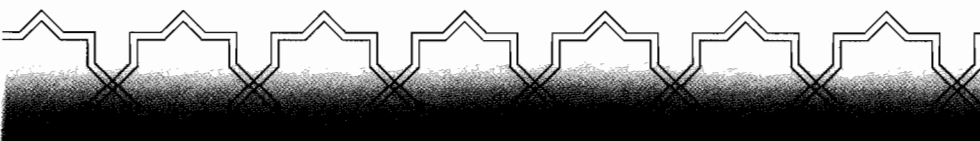


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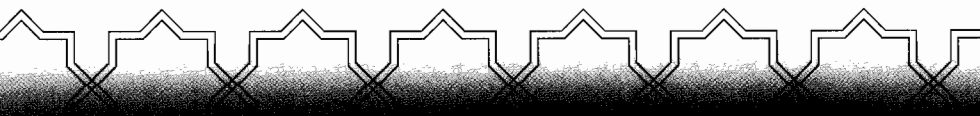


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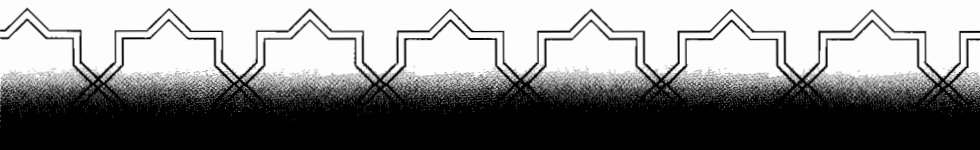
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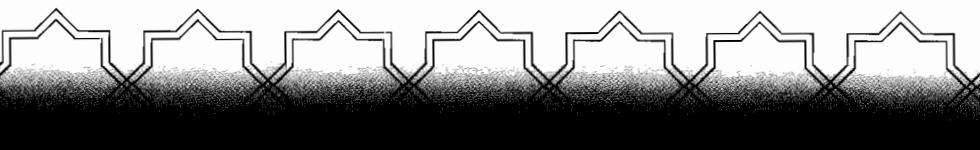
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FOREWORD

RECTOR OF KUIM

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Praise be upon Allah the Most Gracious Most Merciful for His blessings to enable timely publication of KUIM Academic Writing Handbook.

As an institution of higher learning, KUIM should act as a catalyst towards producing excellent academic writings. Thus, to ensure standardized and high quality academic works, it is important to establish a handbook which could guide writers.

It is hoped that with the emergence of this handbook, all academic writings produced by KUIM will adhere to the stipulated style.

It gives me great pleasure to warmly welcome this handbook. I also wish to congratulate the Preparatory Committee Members who had worked hard to produce this beneficial book. My gratitude goes to all who had put their efforts together tirelessly in preparing and producing this book. Without their contributions and commitments, this book would not have been materialized.

Finally, I pray to Allah SWT to accept this genuine endeavour as a sincere deed and I believe that this handbook will be of great use to all members of KUIM.

Amin.

Prof. Dato' Dr. Abdul Shukor Haji Husin
Rector

FOREWORD

DEPUTY RECTOR (ACADEMIC & RESEARCH)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

First and foremost, I wish to express my utmost gratitude to Allah SWT for bestowing upon us His grace and guidance to enable us to accomplish the publication of KUIM Academic Writing Handbook.

High quality academic writings are effective mechanisms to disseminate knowledge and new ideas. Hence, it is befitting for KUIM to put their diligent effort to produce an academic writing handbook. I would like to congratulate the Preparatory Committee Members who had contributed their notable effort in preparing and producing this handbook. It is hoped that this handbook would serve as a standardizing guide for all academic writings at KUIM.

As a leading institution of higher learning, it is natural duty of KUIM to educate members of the public on relevant and pertinent issues through writings. Intellectuals could study numerous issues of interest so that concrete and sound suggestions could be made for the benefit of the society. Thus, with the publication of this book, it is hoped that academicians will be motivated to further produce excellent and outstanding academic works. May Allah bless you all for your commendable contributions.

Amin.

Prof. Dato' Dr. Abdullah Muhammad Zin
Deputy Rector (Academic & Research)

PREPARATORY COMMITTEE
KUIM'S HANDBOOK ON ACADEMIC WRITING
KOLEJ UNIVERSITI ISLAM MALAYSIA

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Faculty of Leadership and Management

INTRODUCTION

Academic writing is one of the most important activities for academicians as well as students of institutions of higher learning. In order to initiate standard and orderly academic writings, a particular guide for academic writing should be established.

The objectives of this handbook are as follows:

- To guide students and academicians in producing acceptable standard academic writings.
- To assist students in acquiring a standard writing style.
- To standardize the format and techniques for academic writings at KUIM.
- To facilitate students, academicians and readers in making further reference on a particular idea found in the writings.
- To uphold KUIM as an institution of higher learning that produces high quality academic writings.

Apart from that, this handbook also serves as a guide for students and academicians of KUIM in completing their theses, dissertations, academic project reports and other academic writings.

ACKNOWLEDGEMENTS

Utmost gratitude and appreciation to those who have been directly or indirectly involved in the preparation of this handbook. In particular the publisher would like to extend special thanks to:

- Rector of KUIM
- Deputy Rector (Academic & Research)
- Deans and Coordinators
- Bursar Department
- Registrar Department
- Faculty Administration Division
- Preparatory Committee
- Publication Committee KUIM
- Information Technology Unit
- General Administration Unit

SECTION I

REFERENCES CITED FROM TEXTS

Comprehensive reference to relevant work of other authors is an essential part of research presentation. References are included as evidence relating to or supporting points, issues, trends and so on. It is important that all references are directly relevant and pertinent to the research project. It will indicate the author's knowledge of the field in which the research is located as well as provide an appropriate context for matters arising in the research itself.

- There are three systems of citing references in texts:
 - A. Author-date System
 - B. Footnote System
 - C. Endnote System
- A writer is advised to adopt only one system throughout the writing.

A. AUTHOR-DATE SYSTEM

How To Write Author-date

- References cited from texts using the author-date system should consist of the name of the author and the year of publication.
- If the name of the author is mentioned in the discussion in the text, the citation shall be written as follows:

Example: Abdullah Muhammad Zin (2002) has contended that Islamic missionary movement is very effective in rural areas.

- The whole citation shall be put in brackets if the name of the author is not mentioned in the text.

Example: It is contended that Islamic missionary movement is very effective in rural areas (Abdullah Muhammad Zin, 2002)

One influential research (Abdullah Muhammad Zin, 2002) has raised the same question.

- When details from a particular page or section referred to needs to be cited, it should be written as below:

Example: (Abdullah Muhammad Zin, 2002:108-110)

- For authors with surnames and initials, use only the surnames without the initials.

Example: Pinsler, J. 1992. is referred to as Pinsler (1992).

- For Arabic authors, use only either the surnames, *laqab* or *kunyah*.

Example: Muhammad Rakan al-Dughaymiyy is referred to as (Al-Dughaymiyy, M. R., 1997:10).

- For Malay and Chinese authors, the names can either be written in full or the first name for Malay authors and the family name for Chinese authors

Example: Abdullah Muhammad Zin. 2002. ...is referred to as Abdullah (2002) or Abdullah Muhammad Zin (2002)

Lee Mei Pheng. 2001. ...is referred to as Lee (2001)

1. Books with one author

- References with a single author should be written as follows:

Example: One influential study (Harith, 1982) raised the same question.

- If the name of the author is cited in the discussion in the text, it should be mentioned in the sentence with the year of publication in brackets.

Example: Influential work by Harith (1982) raised the same question.

- In instances where the name of the author and the year of publication are part of the discussion, brackets are not used.

Example: In 1982, Harith raised the same question in his influential study.

- In a single paragraph, the year of publication does not have to be repeated in subsequent mentions. This is as long as the materials are referred to continuously and are not confused with other references that are referred to in the same text.

Example: Influential work by Harith (1982) raised the same question. Harith also stated that....

2. Books with two or more authors

- For references that consist of two authors, both names need to be mentioned every time cited in the text.
- The word "and" is to be replaced with the symbol "&".

Example: (Rashid and Rahman, 1991) is written as (Rashid & Rahman, 1991)

(Muhammad Rizal & Syahirah, 2001)

- For references that consist of three or more authors, the sequence of mention is as follows:
 - a. The name of the first author;
 - b. The phrase "et al.";
 - c. The year of publication.
- The phrase "et al." is short form for "et alias", a Latin phrase meaning "and others".

Example: (Ahmad et al., 1980)

3. Books with no author (n.a.) stated

- References with no author stated should be written as follows:

Example: (Kementerian Pendidikan Malaysia, 1997)

- If the references are produced by an institution or organization (societies, government agencies and statutory bodies) abbreviations can be used.

Example: Jabatan Kemajuan Islam Malaysia (JAKIM) 1998 can be written as (JAKIM, 1998)

4. Authors with same name

- If the referred references consist of two or more authors with the same name, full names or their initials should be mentioned when cited to avoid confusions.

Example: Mahmud Helmi (1973) and Mahmud Saedon (1988)....

5. Multiple References

- If multiple references are made on a particular matter, semicolon must be used.

Example: (Rashid, 1908; Savic & Boulton, 1955; Watchers & Westerling, 1966; Toda, 1974; Akao et al., 1980; Inada et al., 1983)

6. An Author with Multiple Works in a Year

- If an author has more than one publication in a year, the citation is as follows:

Example: Rashid's ground-breaking first study (1877a) was soon followed by a second (1877b)

(Rahman et al.(a), 1991; Rahman et al.(b), 1991)

7. Private Interviews

- Information gathered which is published, for example through private interviews or telephone conversations, should be cited as follows:

Example: One mid-level computer programmer estimated that she spends 25% - 30% of time writing reports and memos for her clients (Jerz, 1996)

8. Internet

- References cited from the Internet should consist of the website/web-page and the access date.

Example: (Mafāhīm wa Mustalahāt, 18 May 2002)

(al-Muslimūn ḥawl al-Ālam, 6 January 2002)

(Microsoft Encarta Online Encyclopaedia 2002, 26 September 2001)

(Encyclopaedia Britannica, 27 November 2001)

B. FOOTNOTE SYSTEM

Footnotes are notes written at the bottom of a page to further explain items found in the text on that particular page.

Why Must You Write Footnotes

- To cite the original reference quoted by the writer.
- To explain ideas which are not clear.
- To further elaborate ideas that are very elementary.
- To explain meaning of words.
- To provide relevant information on a prominent figure, a place, a city and a country.
- To provide relevant information on a particular item/idea deemed necessary for the benefit of the readers.

How To Write Footnotes

- To write footnotes, there are several common techniques that can be used i.e. using numbers, letters or any symbol that is felt appropriate. For the purpose of academic writing at KUIM, only numbers are allowed to be practised.
- The numbers used in the text must correspond with the numbers found at the bottom of that particular page.
- The numbers used must be continuous.
- The line separating the text and the footnotes must not be less than 40 mm.
- Footnotes must be written using font size 10 for English and 12 for Arabic.
- All titles of the references must be written using **Title Case** (e.g. Robinson, A. 1993. *What Smart Students Know*. New York: Crown Paperbacks. p. 25).

1. Books

- **Name of author.** (period)
- **Year.** (period)
- ***Title of book.*** (*italic* and period)
- **Place of publication:** (colon)
- **Publisher.** (period)
- **Volume (if any).** (period)
- **Page.** (period)

Example:

¹Al-Dughaymiyy, Muḥammad Rākān. 1997. *Asālīb Al-Baḥṭh Al-ʿIlmiyy*. ʿAmmān: Maktabat al-Risālah. p. 20.

or

¹Al-Dughaymiyy, M. R. 1997. *Asālīb Al-Baḥṭh Al-ʿIlmiyy*. ʿAmmān: Maktabat al-Risālah. p. 20.

- These items have to be included when the reference is cited for the first time. However, if it is referred to repeatedly, the items to be included must be cut short.

Example:

²Al-Dughaymiyy, M. R. 1997. *Asālīb Al-Baḥṭh Al-ʿIlmiyy*. p. 25.

•

When the reference is made to a same source repeatedly without interruption from other sources, use the abbreviation (*ibid*) from the Latin word *ibidem* meaning 'in the same place'.

Example:

³Al-Dughaymiyy, M. R. p. 29.

⁴*ibid.* p.82.

- If the name of the author is found in the text and the reference is cited on a particular page, the items to be included are as follows:

- **Name of author. (period)**
- **Year. (period)**
- ***Title of book. (italic and period)***
- **Place of publication: (colon)**
- **Publisher. (period)**
- **Volume (if any). (period)**
- **Page. (period)**

Example:

...Menurut Prof. Dr. Muhamad Muda, kategori kualiti hanya ada dua iaitu memuaskan dan tidak memuaskan.¹

¹Muhamad Muda. 2002. *Asas Pengurusan Kualiti*. Kuala Lumpur: Penerbit KUIM. p. 38.

- If the name of the author and book are mentioned in the text, the items to be cited in the footnotes are **Volume** and **Page**.

Example:

....Dr. Muhammad Yusuf Khalid dalam bukunya *Peranan Dakwah Syaikh Yusuf Makassar di Nusantara* menjelaskan bahawa kecenderungan suku kaum Tator berpegang pada adat-resam nenek-moyang adalah amat kuat.¹....

¹Vol.II. p. 50.

1.1 Books with two authors

Example:

Abidah Abdul Ghafar & Hazleena Baharun. 2002. *Undang-Undang Keluarga Islam Di Malaysia*. Kuala Lumpur: Penerbit KUIM. p. 60.

1.2 Books with three or more authors

Write only the first author's name that appears on the title page of the book.

Example:

Syed Ahmad Tarmizi et al. 2002. *Etika Berpoligami Menurut Sunnah Rasulullah SAW*. Kuala Lumpur: Pustaka Nurul Iman. p. 73.

1.3 Books without author, publisher, place of publication or year

- Mention information deemed appropriate.

Example:

Institusi Pengajian Islam di Era Globalisasi. p. 30.

1.4 References without date (n.d.), place of publication (n.pl.) or publisher (n.pb.)

Example:

Al-Ṭabariyy, Abū Ja'far Muḥammad bin Jarīr. n.d. *Ikhtilāf al Fuqahā'*. n.pl: n.pb. p. 38.

1.5 References cited from a translated source

Example:

Ibrāhīm Sha'wat. 1992. *Pemutihan Sejarah Islam*. (trans.) Badrul Munir Muhammad Nur. Kuala Lumpur: Pustaka Syuhada. p. 100.

1.6 References cited from an unidentified original source e.g. an extract taken from a secondary source

Example:

Ismail Abdullah. *Prinsip-Prinsip Islam*. p. 200. Badrul Munir Muhammad Nur (ed.). 1990. *Sistem Politik Islam*. Jakarta: Pustaka Al-Kauthar. p. 59.

Articles in Journals

- **Name of author.** (period)
- **Date.** (period)
- **"Title of article".** (in quotation mark and period)
- **Title of journal.** (*italic* and period)
- **Place of publication:** (colon)
- **Publisher.** (period)
- **Volume number.** (period)
- **(Serial number):** (in brackets and colon)
- **Month of publication.** (period)
- **Page number.** (period)

Example:

Yahya Radhi. 2001. "Pemikiran Muhammad Iqbal Dalam Berinteraksi Dengan Al-Qur'an".^c *Ulūm Islāmiyyah*. Kuala Lumpur: Penerbit KUIM. Vol. I. No. 2. December. pp. 18-25.

- When an article is authored by more than one author, list all the names. Use initials after surnames.

Example:

Normala, L., Siti Kamaliah, Haryanti & Siti Raziah. 2000. "Rumahku Syurgaku". *Jurnal KUIM*. Kuala Lumpur: Penerbit KUIM. Vol. III. No. 4. October. pp. 30-39.

3. Articles in Proceedings

Example:

Ahmad Yunus & Aliy Anas. 2000. "Tahap Penguasaan Bahasa Arab Komunikasi di Kalangan Para Pelajar Maktab". *Prosiding Persidangan Pengajaran dan Pembelajaran Bahasa Arab*. Kuala Lumpur: Penerbit KUIM. pp. 11-15.

4. Articles in Magazines

Example:

Nor Abdul Rahman. 2001. "Hutang Mengganggu Keharmonian Keluarga". *Al-Muslimah*. Kuala Lumpur: Pustaka Abadi. January. pp. 69-71.

5. Articles in Newspapers

5.1. With author

Example:

Kasim Amin. 1994. "*Kebebasan Wanita*". Berita Sinar Pagi. Medan, Indonesia. 4 October. p. 7.

5.2. Without author

Example:

n.a. 1999. "Tentera Israel Menggila di Hebron". *Suara Merdeka*. Bandung, Indonesia. 20 January. p. 2.

6. General News in Newspapers/Newspaper Reports

6.1. With author

Example:

Wan Suryani. 1987. "KL Kota Metropolitan". *Berita Pagi*. 12 August. p. 3.

6.2. Without author

Example:

n.a. 1993. "Al-Arqam Diharamkan di Malaysia". *Suara Rakyat*. 31 June. p. 9.

7. Letters to Editor

Example:

Arsyad Luqman. 1999. "Mencari Persamaan Dalam Perbezaan". *Fikiran Rakyat*. (letter to editor). 22 February. p. 13.

8. Unpublished References

8.1. Talks

Example:

Muhammad Qutb. 1978. "Keperibadian Seorang Muslim". *Talk*. 11 March.

8.2 Interviews

Example:

Fathi Yakan. 2001. "Pemuda Idaman Ummah". *Interview*. 5 April.

8.3 Annual Reports

Example:

2002. "Laporan Belanjawan Tahunan 2001". *KUIM Annual Report*. 12 February. p. 25.

8.4 Minutes of Meeting

Example:

2002. "Pembahagian Tugas Semester II Sesi 2002/2003". *Minutes Of Meeting Faculty Of Da'wah And Islamic Management*. 20 August. p. 3.

8.5 Technical Reports

Example:

Hazleena Baharun et al. 2002. "Project UPU (1)/I/2001: The Usage of English Language at KUIM". *Research Technical Report*. 20 October. p. 10.

8.6 Thesis/dissertation/academic project report/industrial or practical training reports

Example:

Syed Ahmad Tarmizi. 2001. *Pendirian Nabi Ibrahim AS Dalam Menghadapi Cabaran Hidup: Pengajarannya Kepada Umat Masa Kini*. (Master Thesis). Universiti Kebangsaan Malaysia. p. 97.

8.7 Papers/proposals

8.7.1 Individual

Example:

Muhamad Muda. 2002. "Islamic Studies In Malaysia: Prospects And Challenges". (Paper). *International Seminar on Islamic Studies in World Institutions of Higher Learning*. Hotel Palace of the Golden Horses, Seri Kembangan, Selangor Darul Ehsan. 28-29 July. p. 5.

8.7.2 Institution/Department/Unit

Example:

Unit Bahasa Inggeris KUIM. 2002. "Penubuhan Fakulti Pengajian Bahasa Moden di KUIM". (Proposal). *Persidangan Pengembangan Program Akademik KUIM*. Hotel Pan Pacific, Pulau Pangkor, Perak Darul Ridzuan. 20 October. p. 12.

8.8 Manuscripts

8.8.1 With author

Example:

Hamzah Fansuri. n.d. *Sharāb al-Āshiqīn*. (Manuscript). Cod. Or. 7291(11). Leiden University Library. p. 10.

al-Māwardiyy, Muhammad, al-Ḥāwī. n.d. No.82. Dar al-Kutub. Maḥad al-Makḥṭūṭat al-Ārabiyyah. al-Qāhirah. Vol. I. p. 295.

8.8.2 Without author

Example:

n.a. n.d. *al-Mu^callaqāt*. (Manuscript). Muzium Kesenian Islam. p. 1.

9. Electronic References

- **Author. (period)**
- **Date (date last modified). (period)**
- **"Title of Article". (in quotation marks and period)**
- ***Title of Web Page or Site, Magazine, Journal, Newspaper, Newsletter, Book, Encyclopedia, or Project. (italic and period)***
- **Volume number. (period)**
- **Website address. (period)**
- **Page. (period)**

9.1 Articles in the Internet

9.1.1 With author

Example:

Nuṣrat Ārif. 18 May 2002. "Mafhūm al-Thaqāfah". *Mafāhīm Wa Muṣṭalahāt*. http://www.islam_online.net. (in Arabic). p. 4.

9.1.2 Without author

Example:

n. a.. 6 January 2002. "al-Muslimūn fī Afghānistān". *al Muslimūn ḥawl al-Ālam*. <http://www.islamtoday.net>. p. 5.

9.2 Films, videos/CD-Roms, television, radio, slides and cassettes.

- **Name of Director/Producer. (period)**
- **Year. (period)**
- ***Title. (italic and period)***
- **Series/episodes. (period)**
- **Type of material. (in brackets and period)**
- **Place of Production: (colon)**
- **Production Company. (period)**

9.2.1 Films

Example:

P. Ramlee. 1960. *Madu Tiga*. (Film). Singapura: Shaw Brothers.

9.2.2 Videos/CD-Roms

Example:

Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. Series 3. (Video). Kuala Lumpur: Grand Brilliance.

9.2.3 Television

Example:

Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. Series 3. (TV). 20 August. Kuala Lumpur: TV3.

9.2.4 Radio

Example:

Halim Othman. 2002. *Topik Pagi di ERA*. (Radio). 18 October. Kuala Lumpur: Radio ERA.

9.2.5 Slides

Example:

Badrul Munir Muhammad Nur. 2002. *Pengajaran Bahasa Arab Sebagai Bahasa Kedua*. Series 10. (Slide). Kuala Lumpur: KUIM.

9.2.6 Cassettes

Example:

Mohamed Asin Dollah. 2002. *Hubungan Muslim-Kristian di Sabah*. Series 3. (Cassette). Kuala Lumpur: KUIM.

10. Rhythmic Compositions

- **Name of Composer. (period)**
- **Year. (period)**
- **"Title". (in quotation marks and period)**
- ***Name of Publication. (italic and period)***
- **Type of Material. (in brackets and period)**
- **Place of Production: (colon)**
- **Producer. (period)**
- **Page. (period)**

10.1 Songs/Nasyid.

Example:

Irwan Mohd Subri. 2002. "KUIM Gemilang". *Buletin KUIM*. (Song). Kuala Lumpur: KUIM.

10.2 Poetry/Qasidah/Couplets/Quatrains

Example:

Muhamad Muda. 2002. "Melayu Cemerlang". *Antologi Sajak Moden KUIM*. (Poetry). Kuala Lumpur: Penerbit KUIM. p. 15.

11. Maps or Charts

- **Name of artist. (period)**
- **Year. (period)**
- ***Title. (italic and period)***
- **(Type of material). (in brackets and period)**
- **Scale. (period)**
- **Place of publication: (colon)**
- **Publisher. (period)**
- **Page. (period)**

11.1 With artist

Example:

Gobbett, D. J. 1972. *Geological Map of Malay Peninsular*. (Map). Scale 1:1,000,000. Kuala Lumpur: Geol. Soc.Malaysia.

Jones, C. R. 1966. *Pulau Langkawi*. (Map). Scale 1:63,360. Kuala Lumpur: Jabatan Penyiasatan Kajibumi Malaysia. p.150.

11.2 Without artist

Example:

n.a. 1981. *Empayar Islam*. (Map). Kuala Lumpur: Anthonian Book Store.

n.a. 2001. *2001 Andex Chart For Canadian Investors*. (Chart). Windsor: Andex Associates Inc.

12. Public Documents

- **Country/State/Institution. (period)**
- **Date. (period)**
- ***Referred material. (italic dan noktah)***
- **Series/volume (if any). (period)**
- **Number of Article (Clause)/Section (Sub-section). (period)**
- **Page (when necessary). (period)**

12.1 Parliament and State Legislative Assembly

12.1.1 Act of Parliament

Example:

Malaysia. n. d. *Federal Constitution*. Article 11(1).

Malaysia. 1990. *Guardianship of Infants Act 1961* (Revised 1990).(Act 351). Section 14(2).

12.1.2 Enactment of State Legislative Assembly

Example:

Dewan Undangan Negeri Johor. 1990. *Islamic Family Law Enactment (Johor) (No. 5 of 1990)*. Seksyen 52.

Dewan Undangan Negeri Selangor. 1952. *Administration of Muslim Law Enactment (Selangor) (No. 3 of 1952)*. Seksyen 49(2).

12.1.3 Debate in Parliament (Hansard)

Example:

Dewan Rakyat Malaysia. 1984. "Perbahasan Rang Undang-Undang Mesin Cetak Dan Penerbitan". *Penyata Rasmi Dewan Rakyat*. 2(12): 1798.

12.1.4 Government Reports and Documents (Command Paper)

Example:

Dewan Rakyat Malaysia. 1988. *Ke Arah Memelihara Keselamatan Negara*. Kertas Perintah 14, tahun 1988.

12.2 Government Publication (Federal, State)

12.2.1 Federal Government Gazette

Example:

Federated Malay States. 1939. Sediton Enactment 1939. (Enactment No. 13 of 1939). *Government Gazette* 31 (23). Section 2 (3).

Malaysia. 1990. Akta Kehakiman 1964 (Akta 41). *Warta Kerajaan* 34 (26): Nombor Makluman 10926. Seksyen 4 (5).

12.2.2 State Government Gazette

Example:

Johor. 1990. Excise Act 1976: Excise Rules (Licensing Board) 1977. *State Government Gazette of Johor* 34(1). Section 7 (2).

12.2.3 Federal Government Reports

Example:

Ministry of Education Malaysia. 1990. *Huraian Sukatan Pelajaran Tingkatan III: Pendidikan Islam*. pp. 3-4.
Ministry of Finance Malaysia. 2001. Economic Report 2001/02. p. 17.

13. Cases of Law

- **Name of Case (italic)**
- **Year [square brackets]**
- **Volume (if any)**
- **Name of Law Journal/ Report**
- **Page. (period)**

Example:

¹*Faridah binti Dato' Talib v Mohamed Habibullah bin Mahmood* [1990] 1 MLJ 174.

¹*Eeswari Visuvalingam v Government of Malaysia* [1990] 1 MLJ 86 at 88-90

¹ [1973] 1 All ER 829

¹ [1987] 2 JH 316 at 317

C. ENDNOTE

- Endnotes are used to list Quranic verses and Hadith that are cited in writings.
- Endnotes can be placed at the end of each chapter or before the bibliography.
- In a book, all endnotes should be placed before the bibliography.
- Endnotes are written similar to footnotes.
- All titles of the references must be written using **Title Case** (e.g. Robinson, A. 1993. *What Smart Students Know*. New York: Crown Paperbacks. p. 25).

SECTION II

BIBLIOGRAPHY

What is a Bibliography

A bibliography is an alphabetical list of all the sources you have consulted in the preparation of your assignment e.g. thesis, dissertation, research paper, academic project or essay. It includes text and all other sources that have been referred to in the body of the dissertation. However, it does not include peripheral or background reading.

Why Must You Do a Bibliography

Some reasons:

- To acknowledge and give credit to sources of words, ideas, diagrams, illustrations, quotations borrowed or any materials summarized or paraphrased.
- To show that you are respectfully borrowing other people's ideas, not stealing them.
- To offer additional information to your readers who may wish to further pursue your topic.
- To give readers an opportunity to check out your sources for accuracy. An honest bibliography inspires reader confidence in your writing.

How To Write a Bibliography

- A bibliography should be written according to **alphabetical order**.

It should be typed single-spaced on one side of A4 paper.

- If an author has more than one book/article, his name must be written in full for every reference cited.
- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labelled with the letters (a), (b), (c) and so on.
- All titles of the references must be written using **Title Case** (e.g. Robinson, A. 1993. *What Smart Students Know*. New York: Crown Paperbacks).

1. Books

- **Name of author.** (period)
- **Year.** (period)
- ***Title of book.*** (*italic and period*)
- **Editor, compiler, translator (if any).** (period)
- **Edition (other than the first edition).** (period)
- **Volume (if any).** (period)
- **Place of publication:** (colon)
- **Publisher.** (Period)

General Information:

- List **all the authors or editors** in the order as they appear on the title page of the book.
- For authors/editors who have surnames, initials must be used for the first names.
- For authors/editors who do not have surnames, the names must be written in full.

1.1 Books with one author or editor

Example:

Barrett, A. 2002. *Servants of the Map*. New York: Norton.

Robinson, A. 1993. *What Smart Students Know*. New York: Crown Paperbacks.

Al-Ghazāliyy, M. M. Abū Hāmid. 1420H/2000. *Iḥyā’^c Ulūm al-Dīn*. Mohd Yusoff Khalid. (ed.). Vol. 1-6. al-Qāhirah: Dār al-Shurūq.

Note:

When a book is authored or edited by more than one author/editor, the first author's/editor's name is written using the prescribed convention. For subsequent names, the author's/editor's full name is written using initials for the first name followed by the surname.

1.2 Books with two authors or editors

Example:

Chopra, D. & D. Simon. 2001. *Grow Younger, Live Longer: 10 Steps to Reverse Aging*. New York: Harmony.

Cohen, A. & J.L. Granatstein (ed.). 1998. *Trudeau's Shadow: The Life and Legacy of Pierre Elliott Trudeau*. Toronto: Random.

1.3 Books with three authors or editors

Example:

Clancy, T., C. Stiner & T. Koltz. 2002. *Shadow Warriors: Inside the Special Forces*. New York: Putnam.

Larsson, M.O., A.Z. Speier & J.R. Weiss (ed.). 1998. *Let's go: Germany 1998*. New York: St. Martin's.

1.4 Books with more than three authors or editors

Example:

Blanchard, K.H., S. Bowles, D. Carew & E. Parisi-Carew. 2001. *High Five! The Magic of Working Together*. New York: Harper.

1.5 Books with compilers and editors

Example:

O'Reilly, J., L. Habegger & S. O'Reilly (comp. and ed.). 1999. *Danger: True Stories of Trouble and Survival*. San Francisco: Travelers' Tales.

1.6 Books with no author or editor (n.a.) stated

Example:

n.a. 1999. *Maclean's Canada's Century: An Illustrated History of the People and Events That Shaped Our Identity*. Toronto: Key Porter.

1.7 Books with one author, translated (trans.) by another

Example:

Muller, M. 1998. *Anne Frank: The Biography*. R. Kimber & R. Kimber (trans.). New York: Metropolitan.

1.8 Works in an anthology, a collection by several authors, with one or more editors and/or compilers

Example:

Wilcox, R. K. 1999. "Flying Blind" in *Danger: True Stories of Trouble and Survival*. J. O'Reilly, L. Habegger, & S. O'Reilly (comp. & ed.) San Francisco: Travellers Tales. pp. 211-222.

1.9 Books without year of publication (n.d.)

Example:

Abū Shūjā^c, M. n.d. *al-Iqnā^c*. Bayrūt: Dār al-Kutub.

1.10 Books without place of publication (n.pl.)/without publisher (n.pb.)

Example:

al-Shāfi'īy, M. I. n.d. *al-Risālah*. n.pl.: n.pb.

2. Published Public Documents

- **Country/State/Institution involved. (period)**
- **date published. (period)**
- **referred material. (period)**

2.1 Parliament and State Legislative Assembly

2.1.1 Act of Parliament

Example:

Malaysia. 1995. *Evidence Act 1950* (Revised 1995).
(Act 56).

2.1.2 Enactment of State Legislative Assembly

Example:

Dewan Undangan Negeri Selangor. 1997.
Enakmen Pentadbiran Undang-Undang Islam 1989
(Pindaan 1997).

2.1.3 Debate in Parliament (Hansard)

Example:

Dewan Rakyat Malaysia. 1984. "Perbahasan Rang Undang-Undang Mesin Cetak dan Penerbitan". *Penyata Rasmi Dewan Rakyat*. 2(12): pp. 1792-1850
Parlimen Keenam Penggal Kedua.

Dewan Rakyat Malaysia. 2001. *Penyata Rasmi Parlimen Dewan Rakyat*. bil. 49: pp. 29-35
Parlimen Kesepuluh Penggal Ketiga.

2.1.4 Government Reports and Document (Command Paper)

Example:

Dewan Rakyat Malaysia. 1988. *Ke Arah Memelihara Keselamatan Negara*. Kertas Perintah 14, tahun 1988.

2.2 Government Publication (Federal, State)

2.2.1 Federal Government Gazette

Example:

Federated Malay States. 1939. Sediton Enactment 1939. (Enactment No 13 of 1939). *Government Gazette* 31 (23).

Malaysia. 1990. Akta Kehakiman 1964 (Akta 91). *Warta Kerajaan* 34 (26): Nombor Makluman 10926.

2.2.2 State Government Gazette

Example:

Johor. 1990. Excise Act 1976: Excise Rules (Licensing Board) 1977. *State Government Gazette of Johor* 34(1).

2.2.3 Federal Government Reports

Example:

Ministry of Education Malaysia. 1990. *Huraian Sukatan Pelajaran Tingkatan III: Pendidikan Islam*.

Ministry of Finance Malaysia. 2001. *Economic Report 2001/02*.

3. Unpublished Public Documents

- **Country/State/Institution/Organisation/Individual involved.**
- **period)**
- **Serial number (if any). (period)**
- **date published. (period)**
- ***referred material. (italic and period)***

Example:

Straits Settlements Records. IOR G/34/13. 1806. *Surat A.B. Bone kepada H.R. Pearson, Secretary to the Government, Prince of Wales Island, 29 Januari, 1806.*

Tok Kenali. 1930. *Surat Tok Kenali kepada Sultan Kelantan, 10 Januari, 1930.*

4. Documents of International Organizations

- **Country/State/Institution/Organisation/Individual involved. (period)**
- **Date published. (period)**
- ***Referred material. (italic and period)***
- **Serial number (if any). (period)**
- **Place of publication: (colon)**
- **Publisher. (period)**

4.1 UNESCO

Example:

UNESCO. 1973. *The Educational System in Malaysia*.
Bangkok: UNESCO.

4.2 United Nations

Example:

United Nations. 1974. "The Charter of Economic Rights and Duties of States". *General Assembly Resolution 321, 29. UN G.O.A.R Supplement. (No 31), 50. UN Document A/9361*.
New York: United Nations.

4.3 IAEA

Example:

IAEA. 1995. *Coordinated Research Programme on Assessment of Environmental Exposure to Mercury in Selected Human Populations*. Vienna: International Atomic Energy Agency.

4.4 WHO

Example:

WHO. 1991. *Guidelines for the Assessment of Herbal Medicines*. Geneva: World Health Organization.

5. Articles in Encyclopaedia

- **Name of author. (period)**
- **Year. (period)**
- **"Title of article". (in quotation mark and period)**
- ***Title of encyclopaedia. (italic and period)***
- **Volume (if any). (period)**
- **Place of publication: (colon)**
- **Publisher. (Period)**

5.1 Articles in an encyclopaedia with an author

Example:

Kibby, M.W. 2000. "Dyslexia". *World Book Encyclopaedia*. Vol. 3. New York: McMillan.

5.2 Articles in an encyclopaedia with no author stated

Example:

n.a. 1997. "Nazi party". *New Encyclopaedia Britannica*. Vol. 10. New York: McMillan.

6. Articles in Journals

- **Name of author. (period)**
Year. (period)
- **"Title of article". (in quotation mark and period)**
- ***Title of journal. (italic and period)***
- **Volume number. (period)**
- **(Serial number): (in brackets and colon)**
- **Month of publication. (period)**
- **Page number. (period)**

6.1 Articles in a journal with no author stated

Example:

n.a. 2001. "How to Deal with Lousy Support". *PC World*. Vol. 3. November. p. 132.

6.2 Articles in a journal with one or more authors

Example:

Mohamad Haji Alias. 1988. "Pembinaan dan Pemilihan Model Respon Penawaran Pengeluar Getah Asli". *Jurnal Ekonomi Malaysia*. Vol. 18. October. pp. 3-25.

Brown, R. & Abdul Razak Salleh. 1984. "A Van Kampen Theorem for Unions of Non-Connected Spaces". *Arch math*. Vol. 42. March. pp. 85-88.

Aishah Adam, L.L. Smith & G.M. Cohen. 1991. "Effect of Several Redox Cycling Compounds on a Heterogeneous Population of Isolated Lung Cells". *Jurnal Perubatan UKM*. Vol. 13. (1): pp. 53-70.

7. Articles in Magazines

- Name of author. (period)
- Year. (period)
- "Title of article". (in quotation mark and period)
- *Title of magazine.* (italic and period)
- Volume number (if any). (period)
- (Serial number): (in brackets and colon)
- Month of publication. (period)
- Page number. (period)

7.1 Articles in a magazine with no author stated

Example:

n.a. 2002. "Spying on the Neighbours". *Astronomy*. (3):
March. pp. 38-45.

7.2 Articles in a magazine with one or more author

Example:

Ismail Hamid. 1990. "Sastera Kitab". *Dewan Sastera*. (9):
May. pp. 79-83.

Nik Mohd Nasri Ismail. 1991. "Punca Ketidaksuburan
Lelaki". *Sihat*. (4): July. pp. 24-25.

8. General News/Articles in Newspapers

- Name of author. (period)
- Year. (period)
- "Title of article". (in quotation mark and period)
- *Title of newspaper.* (italic and period)
- Date of publication. (period)
- Page number. (period)

8.1 Articles in a newspaper with no author stated

Example:

n.a. 1992. "Masjid di Algeria Jadi Medan Latihan Golongan Pelampau". *Mingguan Malaysia*. 23 February. p. 10.

8.2 Articles in a newspaper with one or more authors

Example:

Faisal Othman. 1992. "Jaga Kepentingan Umum Asas Pemerintahan Islam". *Utusan Malaysia*. 30 October. p. 6.

8.3 General news from a newspaper

- Year. (period)
- "Title of news". (in quotation mark and period)
- *Title of newspaper*. (italic and period)
- Date of publication. (period)
- Page number. (period)

Example:

2002. "Upacara Pecah Tanah Kampus KUIM". *Berita Harian*. 23 August. p. 1.

9. Book reviews

- Name of author. (period)
- Year. (period)
- "Title of article". (in quotation mark and period)
- *Title of book/journal*. (italic and period)
- Date of publication. (period)
- Page number. (period)

Example:

Iragui, V. 1998. Rev. "Injured Brains of Medical Minds: Views from Within". N. Kapur (comp. & ed.). *New England Journal of Medicine*. February. pp. 629-630.

10. Cassette tape recordings

- **Name of author/presenter/speaker. (period)**
- **Year (if any). (period)**
- ***Title of recording. (italic and period)***
- **Volume number (if any). (period)**
- **(Serial number): (in brackets and colon)**
- **Place of production: (colon)**
- **Name of recording company. (period)**

Example:

Covey, S.R. 1995. *Living the 7 Habits: Applications and Insights*. (Cassette tape recording read by author). New York: Simon Audio Division.

n.a. 1994. "Ginger". *Far Out*. (Cassette tape recording). (SPRO003): Vancouver: Nettwerk.

11. Radio

- **Name of presenter. (period)**
- **Date. (period)**
- ***Title of programme. (italic and period)***
- **Place of radio station: (colon)**
- **Name of radio station. (period)**

Example:

Sheikh Sharifuddin Sheikh Salim. 29 October 2002. *IT dan Anda*. Kuala Lumpur: IKIM.FM.

Black, A. 8 February 1996. *Basic Black*. Vancouver: CBC.

12. Television

- **Name of presenter. (period)**
- **Date. (period)**
- ***Title of programme. (italic and period)***
- **Place of TV station: (colon)**
- **Name of TV station. (period)**

Example:

Normala Shamsudin. 25 February 1998. *Nona*. Kuala Lumpur: TV3.

13. Videocassettes/videoCDs

- **Name of director. (period)**
- **Year (if any). (period)**
- ***Title of videocassette/videoCD. (italic and period)***
- **Volume number (if any). (period)**
- **(Serial number): (in brackets and colon)**
- **Place of production: (colon)**
- **Name of recording company. (period)**

Example:

Wan Alias Wan Abdullah. 1999. *Jejak Rasul*. (Siri 3): (Video). Kuala Lumpur: Grand Brilliance.

14. Internet

- Author. (period)
- Date (date last modified). (period)
- "Title of Article". (in quotation marks and period)
- *Title of Web Page or Site, Magazine, Journal, Newspaper, Newsletter, Book, Encyclopaedia, or Project.* (*italic and period*)
- Volume number. (period)
- Website address. (period)

14.1 Internet citation for an article from an online encyclopaedia

Example:

Duiker, W. J. 26 September 2001. "Ho Chi Minh". *Microsoft Encarta Online Encyclopaedia 2000*. <<http://encarta.msn.com>>.

14.2 Internet citation for an article from an online magazine, journal, periodical, newsletter, or newspaper with no author stated

Example:

n.a. 12 February 2001. "Beginner Tip: Presenting Your Page with Style". *Webmaster Tips Newsletter*. <<http://www.netmechanic.com/>>.

14.3 Internet citation for an article from an online database, magazine, journal, periodical, newsletter, or newspaper with one or more authors stated

Example:

English, J. 1 January 2002. "Sir Robert Laird Borden". *World Book Encyclopaedia*. <<http://library.bigchalk.ca/>>.

14.5 Internet citation for an e-mail from an individual, a listserv, an organization, or citation for an article forwarded from an online database by e-mail

- **Author.** (period)
- **Date (date last modified).** (period)
- **"Title of Article".** (in quotation marks and period)
- ***Title of e-mail.*** (*italic* and period)
- **Date of e-mail.** (period)

Example:

Barr, S. I. November 1998. "The Creatine Quandry". *Bicycling*. (E-mail to E. Interior). 11 May 2000.

14.6 Internet citation for an online government publication

Example:

United States. National Archives and Records Administration. 29 January 1998. *The Bill of Rights*. <<http://www.nara.gov/exhall/charters/billrights/billmain.html>>.

14.7 Internet citation for an online posting

Example:

Kostecki, D. *Environment and Myth*. (Online posting). 19 May 2000.<<http://www.earthsystems.org/list/ecotalk/0573.html>>.

14.8 Internet citation for an online project, an information database, a personal or professional website

Example:

Lee, I. 26 November 2001. "Chapter 12: How to Write a Bibliography - Examples In MLA Style". *A Research Guide for Students*. <<http://www.aresearchguide.com/12biblio1.html>>.

14.9 Internet citation for a cartoon, chart, clipart, map, painting, photo, sculpture, sound clip, etc.

Example:

n.a. 1993. *Islamic State of Afghanistan: Political Map*. (Map). <<http://www.atlapedia.com/online/>>.

Schubach, E. 1998. "Bugs Bunny". *Cartoon World!* (Cartoon). <<http://www.cet.com/~rascal/graphics/bugsbun.gif>>.

Sue, M. 1998. "Congratulations!" *Blue Mountain Arts*. (Electronic card). <<http://www.bluemountain.com/eng3/martha/CGcrowddoor.html>>.

"Woodhull, V. C. 1997. *American History 102 Photo Gallery*. <<http://us.history.wisc.edu/hist102/photos/html/1023.html>>.

14.10 Internet citation of a software download:

- **Author.** (period)
- **Date** (date last modified). (period)
- **Title of software.** (*italic* and period)
- **Version number** (if any). (period)
- **(File size).** (in bracket and period)
- **Website address.** (period)

Example:

Blue Dice Software. 24 September 2000. *RAMeSize*. Vers. 1.04. (15K). <http://www.pcworld.com/downloads/file_download.asp?fid=7605>.

15. CD-Roms

- **Author.** (period)
- **Year.** (period)
- **Title of CD-Rom.** (*italic and period*)
- **Version/Volume number (if any).** (period)
- **Place of publication:** (colon)
- **Publisher.** (period)

Example:

LeBlanc, S. & C. MacKeen. 1992. "Racism and the Landfill". *Chronicle-Herald*. (CD-ROM). Vol. 4. Article 42. n.pl.: n.pb.

n.a. 1998. *Yellow Pages.city*: Toronto-Central West Edition. (CD-ROM). Montreal: Tele-Direct.

16. Computer software

- **Author.** (period)
- **Date (date last modified).** (period)
- **Title of software.** (*italic and period*)
- **Version number (if any).** (period)
- **Place of publication:** (colon)
- **Publisher.** (period)

Example:

IBM. 1998. *ThinkPad ACP Patch for ThinkPad 600, 770, and 770E*. IBM Vers. 1.0. (3.5" disk). n.pl.: n.pb.

Microsoft Corporation. 1999. *Microsoft Word 2000*. Vers. 9.0.3821 SR-1. Santa Rosa, California: Imprensa System.

17. Interviews

- **Name of interviewee. (period)**
- **Designation of interviewee. (period)**
- **Institution of interviewee. (period)**
- ***Topic of interview. (italic and period)***
- **(Type of interview). (in brackets and period)**
- **Date. (period)**

Example:

Longin, H. President. Industry Union of Austria. *Association of Austrian Industrialists*. (Telephone interview). 25 June 2002.

Wyse, R. President. Wyse Choice Limousine Services. (Personal interview). 1 January 2002.

18. Letters

- **Name of writer. (period)**
- **"Title of letter". (in quotation marks and period)**
- **Date of letter. (period)**
- **Editor. (period)**
- **Year. (period)**
- ***Name of collection. (italic and period)***
- **Place of publication: (colon)**
- **Publisher. (period)**

18.1 Published letters in a collection

Example:

Twain, M. "Banned in Concord. Letter to Charles L. Webster". 18 March 1885. In Zwick, J. (ed.). 2001. *Letter 850318 of Mark Twain*. <[http://www.boondocksnet.com/twain texts/ letters/ letter 850318. html](http://www.boondocksnet.com/twain%20texts/letters/letter%20850318.html)>.

18.2 Collection of letters

Example:

Zwick, J. (ed.). 2001. "Banned in Concord. Letter to Charles L. Webster". 18 March 1885. *Letter 850318 of Mark Twain*. <[http://www.boondocksnet.com/twaintexts/ letters/ letter850318. html](http://www.boondocksnet.com/twaintexts/letters/letter850318.html)>.

18.3 A letter you received from someone (e.g. Johan Sulaiman)

Example:

Johan Sulaiman. (Letter to the author). 27 November 2001.

19. Maps or Charts

- **Name of artist.** (period)
- **Year.** (period)
- **Title.** (*italic* and period)
- **(Type of material).** (in brackets and period)
- **Scale.** (period)
- **Place of publication:** (colon)
- **Publisher.** (period)
- **Page.** (period)

Note:

Treat citation as if it is a book with no author stated. Indicate if the citation is for a chart or a map.

19.1 With artist

Example:

Gobbett, D. J. 1972. *Geological Map of Malay Peninsular*. (Map). Scale 1:1,000,000. Kuala Lumpur: Geol. Soc. Malaysia.

Jones, C. R. 1966. *Pulau Langkawi*. (Map). Scale 1:63,360. Kuala Lumpur: Jabatan Penyiasatan Kajibumi Malaysia. p. 150.

19.2 Without artist

Example:

n.a. 1981. *Empayar Islam*. (Map). Kuala Lumpur: Anthonian Book Store.

n.a. 2001. *2001 Andex Chart for Canadian Investors*. (Chart). Windsor: Andex Associates Inc.

20. Films and Movies

- **Name of director/producer.** (period)
- **Year.** (period)
- **Title.** (*italic* and period)
- **(Type of material).** (in brackets and period)
- **Narrator (if any).** (period)
- **Performers (if any).** (period)
- **Writer (if any).** (period)
- **Series/episode.** (period)
- **Place of production:** (colon)
- **Production company.** (period)

Example:

P. Ramlee. 1960. *Madu Tiga*. (Film). Singapura: Shaw Brothers.

Dindal, M. 1997. *Cats Don't Dance*. (Film). n.pl.: Turner Pictures.

Scott, R. 2000. *Hannibal*. (Film). A. Hopkins & J. Moore (perf.). n.pl.: MGM & Universal.

21. Performances (e.g. ballet, concert, musical, opera, play, theatrical performances)

- Name of director/producer. (period)
- Year. (period)
- Title. (*italic* and period)
- (Type of material). (in brackets and period)
- Narrator (if any). (period)
- Performers (if any). (period)
- Writer (if any). (period)
- Place of performance: (colon)
- Date. (period)

Example:

Selody, K. 2002. *The Hobbit*. (Play). H. Barnes, M. Simpson & C. Heyerdahl (perf.). Living Arts Centre, Mississauga: 20 April.

Taymor, J. 2002. *Disney's the Lion King*. (Musical). R. Allers & I. Mecchi (writ.). Princess of Wales Theatre, Toronto: 9 June.

Prince, H. 1998. *Phantom of the Opera*. (Theatrical performance). A. L. Webber (writ.). Pantages Theatre, Toronto: 20 September.

22. Advertisements

22.1 Advertisements from internet

- **Advertiser.** (period)
- **Date (date last modified).** (period)
- **"Title of material".** (in quotation marks and period)
- **(Type of material).** (in brackets and period)
- ***Title of Web Page or Site.*** (*italic* and period)
- **Website address.** (period)

Example:

Gilbard, J. P. 6 February 2001. "What is Dry Eye"? (Advertisement). *Theratears*. <<http://www.theratears.com>>.

22.2 Advertisements from printed material

- **Advertiser.** (period)
- **Date of publication.** (period)
- **"Title of advertisement".** (in quotation marks and period)
- **(Type of material).** (in brackets and period)
- ***Title of printed material.*** (*italic* and period)
- **Place of publication:** (colon)
- **Page.** (Period)

Example:

Microsoft. 17 June 2002 "Now the Left Hand Knows What the Right Hands are Doing". (Advertisement). *eWeek*. n.pl: pp. 24-25.

workopolis.com. 26 September 2001. "workopolis.com CareerAlert: Pipeline Project Engineer, Calgary". (Advertisement). *The Globe and Mail*. Toronto: p. 8.

23. Definitions From the Dictionary/encyclopaedia

- *Title of dictionary/encyclopaedia.* (italic and period)
- **Year.** (period)
- **"Word".** (in quotation mark and period)
- **Volume/Edition (if any).** (period)
- **Place of publication:** (colon)
- **Publisher.** (Period)

Note:

When citing a definition from a dictionary/encyclopaedia, add the abbreviation (Def.) after the word. If the word has several different definitions, state the number and/or letter as indicated in the dictionary/encyclopaedia.

Example:

The New Lexicon Webster's Encyclopaedic Dictionary of the English Language. 1988. "Mug". Canadian ed. n.pl.: n.pb.

Al-Mawsū^ḥ al-^ḥArabiyyah al-Muyassarrah. 2002. "al-Khilāfah". Vol. 1. Bayrūt: Dār al-Fikr.

24. Slides

- **Author.** (period)
- **Year.** (period)
- *Title of slide.* (italic and period)
- **(Type of material).** (in brackets and period)
- **Place of publication:** (colon)
- **Publisher.** (Period)

Example:

Deacon, J.E. 1975. *The Galapagos Island: Birds.* (Slide).
New York: Harper & Row.

n.a. n.d. *Energy Generation and Storage.* (Slide).
Singapore: Toppan Company.

25. Unpublished References

25.1 Talks

Example:

Muhammad Qutb. 1978. "Keperibadian Seorang Muslim". (Talk). 11 March.

25.2 Annual Reports

Example:

2002. "Laporan Belanjawan Tahunan 2001". *KUIM Annual Report*. 12 February.

25.3 Minutes of Meeting

Example:

2002. "Pembahagian Tugas Semester II Sesi 2002/2003". *Minutes of Meeting Faculty of Da'wah and Islamic Management*. 20 August.

25.4 Technical Reports

Example:

Hazleena Baharun et al. 2002. "Project UPU (1)/I/2001: The Usage of English Language at KUIM". *Research Technical Report*. 20 October.

25.5 Thesis/dissertation/academic project report/ industrial or practical training reports

Example:

Syed Ahmad Tarmizi. 2001. *Pendirian Nabi Ibrahim AS Dalam Menghadapi Cabaran Hidup: Pengajarannya Kepada Umat Masa Kini*. (Master Thesis). Universiti Kebangsaan Malaysia.

25.6 Papers/proposals

25.6.1 Individual

Example:

Muhamad Muda. 2002. "Islamic Studies in Malaysia: Prospects and Challenges". (Paper). *International Seminar on Islamic Studies in World Institutions of Higher Learning*. Hotel Palace of the Golden Horses, Seri Kembangan, Selangor Darul Ehsan. 28-29 July.

25.6.2 Institution/Department/Unit

Example:

Unit Bahasa Inggeris KUIM. 2002. "Penubuhan Fakulti Pengajian Bahasa Moden di KUIM". (Proposal). *Persidangan Pengembangan Program Akademik KUIM*. Hotel Pan Pacific, Pulau Pangkor, Perak Darul Ridzuan. 20 October.

25.7 Manuscripts

25.7.1 With author

Example:

Hamzah Fansuri. n.d. *Sharāb al-ʿAshiqīn*. (Manuscript). Cod. Or. 7291(11). Leiden University Library.

al-Māwardiyy, Muḥammad, *al-Ḥāwī*. n.d. No.82. Dār al-Kutub. Maḥad al-Makḥṭūṭāt al-ʿArabīyyah. al-Qāhirah. Vol. I.

25.7.2 Without author

Example:

n.a. n.d. *al-Muʿallaqāt*. (Manuscript). Muzium Kesenian Islam.

26. Rhythmic Compositions

- **Name of composer.** (period)
- **Year.** (period)
- **"Title".** (in quotation marks and period)
- ***Name of publication.*** (*italic* and period)
- **Type of material.** (in brackets and period)
- **Place of production:** (colon)
- **Producer.** (period)
- **Page.** (period)

26.1 Songs/Nasyid

Example:

Irwan Mohd Subri. 2002. "KUIM Gemilang". *Buletin KUIM*. (Song). Kuala Lumpur: KUIM.

26.2 Poetry/Qasidah/Couplets/Quatrains

Example:

Muhamad Muda. 2002. "Melayu Cemerlang". *Antologi Sajak Moden KUIM*. (Poetry). Kuala Lumpur: Penerbit KUIM. p. 15.

SECTION III

REFERENCES FROM AL-QUR'AN & HADITH

1. Al-Qur'an

Quotations from Quranic verses must be written using *Rasm Uthmaniyy*.

1.1 Author-date System.

- a. The author-date citation is placed at the end of the verse in the same line written in brackets.
- b. References made to the al-Qur'an using the "author-date" system must consist the following:
 - Al-Qur'an. (period)
 - Name of surah
 - Number of surah: (colon)
 - Number of verse

Example:

فمن اضطر غير باغ ولا عاد فلا إثم عليه

(Al-Qur'an. Al-Baqarah 2:173)

- c. Alternatively, Quranic verses can also be written as an endnote.

Example:

When faced with hunger, a Muslim can consume forbidden food to the extent of retrieving his acute hunger and until he is able to find lawful food. (Al-Qur'an. Al-Baqarah 2:173)¹

- The full text of the verse is written as an endnote.

- d. If a reference is made to **one particular Quranic translation**, the citation will be explained only for the first time mentioned in the footnote as follows:

Example:

"And adore your Lord; and do good; that ye may prosper"
(Al-Qur'an. Al-Hajj 22:77)¹

¹All Quranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Qur'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly.

1.2 Footnote System

- a. References made to the al-Qur'an using the "footnote" system must consist the following:

- **Al-Qur'an. (period)**
- **Name of surah**
- **Number of surah: (colon)**
- **Number of verse**

Example:

.....¹

¹Al-Qur'an. Al-Baqarah 2:173.

- b. If a reference is made to **one particular Quranic translation**, the citation will be explained only for the first time mentioned in the footnote as follows:

Example:

...But if one is forced by necessity, without willful disobedience, nor transgressing due limits - then he is guiltless.¹

¹Al-Qur'an. Al-Baqarah 2:173. (All Quranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Qur'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly)

1.3 Bibliography

- For bibliography, references made to the al-Qur'an must be written as follows:

Example:

Al-Qur'an.

2. Hadith

- Hadith, compiled by the Islamic scholars, can be classified in various forms. The classifications are based on the following:
 - a. Kitāb only
 - b. Chapter i.e. bāb/faṣl only
 - c. Kitāb and chapter i.e. bāb/faṣl
 - d. Name of narrators
 - e. Alphabetical order
 - f. Hadith number
- The citation differs according to the classification.

2.1 Author-date System.

References made to Hadith using the "author-date" system must consist the following and written in brackets:

- **Hadith. (period)**
 - **Compiler. (period)**
 - **Name of kitāb (if any): (colon)**
 - **Name of chapter i.e. bāb/faṣl (if any): (colon)**
 - **Name of narrator (if any): (colon)**
 - **Volume number (if any): (colon)**
 - **# (Hash sign) Hadith number (if any). (period)**
- Hash sign (#) before Hadith number is used to indicate number of the Hadith as opposed to page number.

Example:

a. Hadith compiled based on kitāb.

(Hadith. Al-Munḍhiriyy. Kitāb al-Jumu^Cah: Juz' 1: #1062)

b. Hadith compiled based on chapter (bāb/faṣl).

(Hadith. Muslim. Bāb Birr al-Wālidayn: Juz'1:#10)

c. Hadith compiled based on kitāb and chapter (bāb/faṣl).

(Hadith. Al-Bukhāriyy. Kitāb al-Tafsīr: Bāb Mā Jā' a fī Fātiḥat al-Kitāb:Juz'6:#1)

d. Hadith compiled based on name of narrators.

(Hadith. Ibn Ḥanbal. Abū Hurayrah: Jil. III:#49)

e. Hadith compiled in alphabetical order.

(Hadith. Al-Albāniyy. Ḥarf al-Bā':#50)

f. Hadith compiled based on number of Hadith.

(Hadith. Al-Suyūṭiyy. #38)

Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith. However, if it is impossible to do so, the citation must be made as follows:

Example:

- A Hadith found in the book *Al-Imān wa al-Hayāh* written by Dr. Yusuf al-Qaraḍāwiyy:

عجبا لأمر المؤمن إن أمره كله له خير وليس ذلك لأحد إلا للمؤمن إن أصابته سراء
شكر، فكان خيرا له وإن أصابته ضراء صبر فكان خيرا له

(Hadith narrated by Muslim)¹

¹ al-Qaraḍāwiyy, Y. 1980. *Al-Imān wa al-Hayāh*. al-Qāhirāh: Maktabat Wahbah. p. 161.

- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labeled with the letters (a), (b), (c) and so on. The explanation will be cited accordingly in the bibliography.

Example:

Author with multiple works.

•

(Hadith. Al-Nawawiyy(a):2)

(Hadith. Al-Nawawiyy(b). Bāb al-Şabr:2)

2.2 Footnote System

References made to Hadith using "footnote" system must consist the following:

- **Name of author. (period)**
- **Year. (period)**
- **Title of book. (italic and period)**
- **Editor, compiler, translator (if any). (period)**
- **Edition (other than the first edition). (period)**
- **Place of publication: (colon)**
- **Publisher. (Period)**
- **Name of kitāb/bāb (if any). (period)**
- **Volume number /Juz' (if any): (colon)**
- **Page. (period)**
- **# (Hash sign) Hadith number (if any). (period)**

Example:

.....1

¹Al-Bukhāriyy, M. I. n.d. Şaḥīḥ al-Bukhāriyy. Bayrūt: Ālam al-Kutub. Kitāb al-Tafsīr. Bāb Mā Jā'a fī Fātihat al-Kitāb. Juz' 6:p. 41. #1.

2.2.1 Reference made to a Hadith translation.

Example:

"Whoever practises any deed that we have never practised, thus it is not accepted." (Hadith. Muslim. Kitāb al-Aqḍiyah: Juz' III: #1701)¹

¹Muslim. *Ṣaḥīḥ Muslim*. (trans.) Ma'mur Daud. 2002. *Terjemah Hadith Shahih Muslim*. Singapore: Darel Fajr Publishing House. Jil. III. p. 261.

2.2.2 Hadith quoted from CD-Rom,

Hadith quoted from CD-Rom, must consist the following:

- **Name of author.** (period)
- **Year.** (period)
- ***Title of book.*** (*italic and period*)
- **(Type of material).** (in brackets and period)
- **Version.** (period)
- **Place of publication:** (colon)
- **Publisher.** (period)
- **Name of kitāb/bāb (if any).** (period)
- **Volume number /Juz' (if any):** (colon)
- **Page.** (period)
- **# (Hash sign) Hadith number (if any).** (period)

Example:

Muslim. n.d. *Ṣaḥīḥ Muslim*. (CD Rom). Vers. 1.5. Ammān: Markaz al-Turāth li Abḥāth al-Ḥāsib al-Āliyy. Bāb al-Isti'dhān. Juz' 3: p. 1693. #2153.

2.2.3 Hadith quoted from the Internet

Hadith quoted from the Internet must consist the following:

- **Name of author. (period)**
- **Year. (period)**
- ***Title of book. (italic and period)***
- **(Type of material). (in brackets and period)**
- **Name of kitāb/bāb (if any). (period)**
- **Volume/Juz' (if any): (colon)**
- **Page. (period)**
- **# (Hash sign) Hadith number (if any). (period)**
- **Website address**

Example:

Muslim. n.d. *Al-Muwatta'*. (Internet). Kitāb al-Jihād. Bāb al-Targhīb fī al-Jihād. #849. <http://hadith.al-islam.com/Display/Display.asp?Doc=7&Rec=1332>

- Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith. However, if it is impossible to do so, the citation must be made as follows:

Example:

A Hadith found in the book *Al-Imān wa al-Hayāh* written by Dr. Yusuf al-Qaradāwiyy:

عجبا لأمر المؤمن إن أمره كله له خير وليس ذلك لأحد إلا للمؤمن إن أصابته سراء شكر، فكان خيرا له وإن أصابته ضراء صبر فكان خيرا له.

¹ al-Qaradāwiyy, Y. 1980. *Al-Imān wa al-Hayāh*. al-Qāhirah: Maktabat Wahbah. p. 161.

2.3 Bibliography

- The bibliography for references made to Hadith must be written as follows:
 - **Name of author. (period)**
 - **Year. (period)**
 - ***Title of book. (italic and period)***
 - **Editor, compiler, translator (if any). (period)**
 - **Edition (other than the first edition). (period)**
 - **Volume (if any). (period)**
 - **Place of publication: (colon)**
 - **Publisher. (Period)**

Example:

Al-Bukhāriyy, M. I. n.d. *Ṣaḥīḥ al-Bukhāriyy*. Vol. 1-6.
Bayrūt: Ālam al-Kutub.

- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labeled with the letters (a), (b), (c) and so on.

Example:

Al-Albāniyy(a), M. N., 1999. *Silsilat al-Aḥādīth al-Ṣaḥīḥah*.
Bayrūt: Dār lhyā' al-Turāth al-Ārabiyy.

Al-Albāniyy(b), M. N. 1999. *Silsilat al-Aḥādīth al-Ḍa'īfah*.
Bayrūt: Dār lhyā' al-Turāth al-Ārabiyy.

Al-Albāniyy(c), M. N. 2000. *Al-Lu'lu' wa al-Marjan fī mā Ittafaqa Ālaih al-Shaykhān*. Bayrūt: Dār lhyā' al-Turāth al-Ārabiyy.

SECTION IV

**ORDER OF CONTENTS OF
THESIS, DISSERTATION & ACADEMIC PROJECT
REPORT**

The contents of the thesis, dissertation and academic project include essential preliminary information and relevant support material in addition to the main body of the text. The order of presentation of the contents is as follows:

1. Title Page
2. Author Declaration
3. Biodata of Author
4. Acknowledgements
5. Abstract
6. Content Page
7. List of Tables (if any)
8. List of Figures (if any)
9. List of Cases (if any)
10. List of Statutes (if any)
11. List of Appendices
12. Glossary
13. Transliteration
14. Abbreviation
15. Text (Main Body of Thesis, Dissertation or Academic Project)
16. Endnotes (if any)
17. Bibliography
18. Appendices (if any)

1. TITLE PAGE

The title page should consist of the following:

- a. The full title of the thesis, dissertation or academic project.
- b. The full name of the author and student's matric number.
- c. The wording:
 - "Thesis submitted in fulfillment for the degree of Doctor of Philosophy..... (name of field of study)", or
 - "Thesis submitted in fulfillment for the degree of Master of (name of field of study)", or
 - "Dissertation submitted in partial fulfillment for the degree of Doctor of Philosophy (name of field of study)", or
 - "Dissertation submitted in partial fulfillment for the degree of Master of (name of field of study)", or
 - "Academic project report submitted in partial fulfillment for the Bachelor of (name of field of study)".
- d. The degree awarding faculty.
- e. The name "Kolej Universiti Islam Malaysia".
- f. The month and year of submission.
- The Title Page must be placed at the center of the paper.
- The top margin should be 60mm from the first line.

- The bottom margin should be 40mm from the last line.
- For documents written in English: The left margin should at least be 40mm from the first letter. The right margin is at least 25mm from the last letter.
- For documents written in Arabic: The right margin should at least be 40mm from the first letter. The left margin is at least 25mm from the last letter.
- The title:
 - Font: Times New Roman (English), Traditional Arabic (Arabic).
 - Size: 14 (English), 20 (Arabic).
 - Spacing: Single.
 - All UPPER CASE.
- Name of author and qualification:
 - Font: Times New Roman (English), Traditional Arabic (Arabic).
 - Size: 12 (English), 18 (Arabic).
 - Spacing: Single.
 - All Title Case.

Example of a Title Page(English)

60mm

**AN EMPIRICAL STUDY OF THE PERSONALITY
CHARACTERISTICS OF SOME DA'WAH
STUDENTS AT KOLEJ UNIVERSITI
ISLAM MALAYSIA**

Sharifah Normala binti Syed Abdullah Al-Idrus
(Matric No. D000134)

Thesis submitted in fulfillment for the degree of
DOCTOR OF PHILOSOPHY
DA' WAH AND ISLAMIC MANAGEMENT

Faculty of Leadership and Managment
KOLEJ UNIVERSITY ISLAM MALAYSIA
NILAI

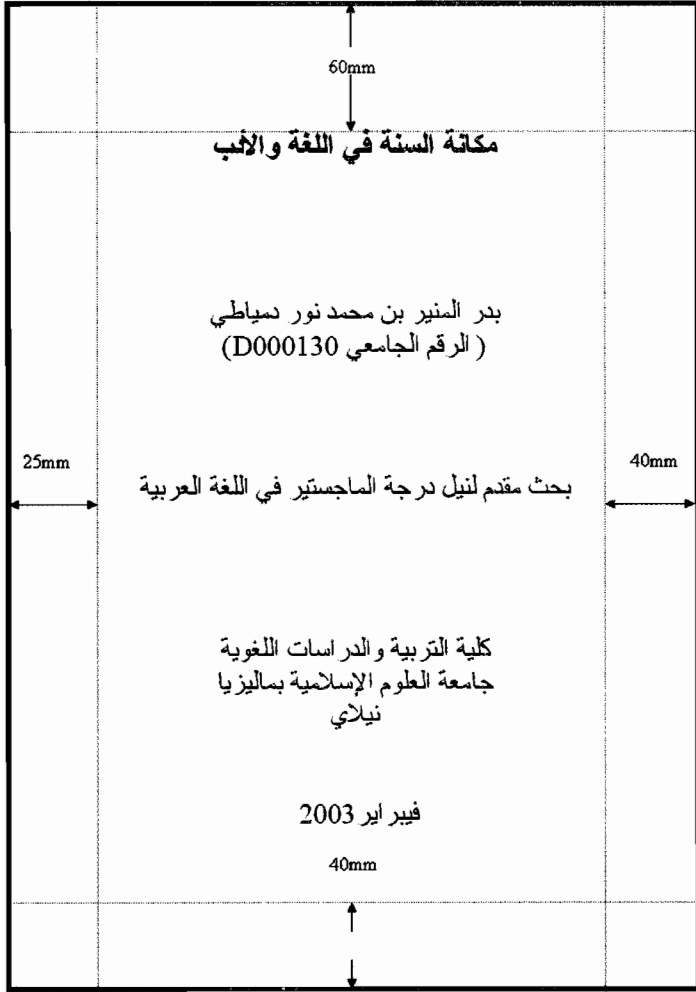
February 2003

40mm

40mm

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Example of a Title Page(Arabic)



2. AUTHOR DECLARATION

- The declaration page should contain the author's declaration of the originality of the work in preparing the document. This page should only contain these words:

Example of Author Declaration page

AUTHOR DECLARATION	
بسم الله الرحمن الرحيم	
I hereby declare that the work in this thesis/ dissertation/ academic project* is my own except for quotations and summaries which have been duly acknowledged.	
Date : 2 nd February 2003	Signature :
	Name :
	Mactric No :
	Address :

إقرار	
بسم الله الرحمن الرحيم	
إنني أقر وأعترف، أن هذا البحث من عملي وجهدي الشخصي، أما المقتطفات والاقتراسات، فقد أشرت إلى مصادر ها في هامش البحث.	
التاريخ: 2 فبراير 2003	
التوقيع:	
الاسم:	
الرقم الجامعي:	
العنوان:	

* Insert appropriate document.

3. BIODATA OF AUTHOR (for Master and Ph.D students only)

- These are the items that should be included in the biodata of author. They should be written in prose form with the maximum of one page, single-spaced.
 - a. Name
 - b. Matric Number
 - c. Nationality
 - d. IC/Passport Number
 - e. Qualification and University attended
 - f. Work experience (if any)
 - g. Address

Example of Biodata

Hamidah binti Mat Ali (M010077) was born on the 7th April 1978. She is currently residing at No. 57, Jalan Perwira 6, Taman Ungku Tun Aminah, 81200 Johor Bahru, Johor Darul Takzim. She previously was a student of KUIM and obtained Bachelor of Da'wah and Islamic Management from the Faculty of Leadership and Management. She is at present a Master student of KUIM majoring in Islamic Communication.

4. ACKNOWLEDGEMENTS

- It is conventional for Islamic scholars to acknowledge any assistance or support that has been given during the research.
- Acknowledgements should be brief and without flowery language, giving recognition without sentimentality.
- Acknowledgement of the contributions and assistance of individuals by name should only be made when such assistance has been of a specific kind.
- Acknowledgements must be written within the normal side margins of the page. The top and bottom margins may be adjusted depending on the length of the statement.

Example of Acknowledgements

ACKNOWLEDGEMENTS

- Grateful to Allah SWT and His Messenger Muhammad SAW.....
- ...and appreciation is due to Dr. Yusuf Khalid, supervisor of this research project for his continued support and guidance during the research....
- ...and to Mr. Arshad Hamzah and Mrs. Monaliza Laudang, Academic Division of the university for advice and assistance in analysing student records...
- ...thanks are due to the following deans of faculties and heads of departments of KUIM for cooperation in the testing programme: Mr. Syed Ahmad Tarmizi Syed Omar, Dr. Badrul Munir Mohd Nor, Mrs. Abidah Abdul Ghaffar, Mrs. Hazleena Baharun and Ms. Normala Abdullah.
-and thanks are due to all the parents and students taking part in the study.

5. ABSTRACT

- An abstract of the dissertation is required to be bound into each copy of the dissertation.
- During submission the candidate is required to submit three loose copies of the abstract with the thesis/dissertation/academic project report.
- The abstract should not exceed 300 words and be typed single-spaced on one side of A4 paper. The margins should be the same as in the body of the text
- The heading of the abstract, which is additional to the 300 words, should give the name of the author and title of the thesis/dissertation/academic project report in capital letters and the year of submission.
- A good abstract should be comprehensive and succinct.
- The abstract, in essence, should contain the following:
 - a. A brief synopsis of the study.
 - b. The nature and scope of the work.
 - c. The major outcomes.
 - d. Particular contribution it makes to knowledge in the field.
- An abstract **should not** contain:
 - a. Critics.
 - b. Additional issues or information not already included in the thesis/ dissertation/academic project report.
 - c. Appendices and tables.
 - d. References and literature review.

Example of Abstract

ABSTRAK

Menurut kajian yang menggunakan pendekatan eknografik, setiap tingkah laku yang terhasil dipengaruhi oleh dalam konteks mana tingkah laku tersebut terjadi. Kajian ini merupakan kajian eknografik selama empat minggu ke atas sekumpulan subjek - pelajar-pelajar tahun satu dan dua Kolej Universiti Islam Malaysia. Kajian ini bertujuan untuk mengenal pasti keperluan dan penggunaan Bahasa Inggeris di kalangan subjek yang dikaji. Untuk memperolehi data, beberapa teknik kajian telah diguna pakai iaitu non-participant observation, specialist informants, temu bual, soal selidik dan meneliti dokumen yang berkaitan. Hasil kajian telah menunjukkan bahawa penggunaan Bahasa Inggeris di KUIM adalah dipengaruhi oleh dasar yang telah ditetapkan oleh KUIM dan juga komuniti yang berkaitan. Dapatan dari hasil kajian juga telah menunjukkan implikasi ke atas penghasilan bahan alat bantuan mengajar yang direka khas bagi komuniti yang berkaitan.

Example of Abstract

ABSTRACT

Ethnography has, as its central principle, belief that the context in which a behaviour occurs has a significant impact on that behaviour. This study is based on a four-week ethnographic study of a discourse community – the first and second year students of Kolej Universiti Islam Malaysia. The study sought to understand and comprehend the need and usage of the English language by the discourse community. Non-participant observations, specialist informants, interviews, questionnaire and reviewing relevant documents were the tools employed for data gathering purposes. The findings indicate that the English language usage is dependent on the convention laid down by the university as well as by the discourse community. And finally, the study concludes with a discussion on the implications the findings have on producing and designing authentic teaching-learning material for the discourse community.

Example of Abstract

ملخص البحث

يهدف هذا البحث إلى بيان مكانة السنة في تنوع الأدب وقد افترضنا أن السنة هي المصدر الأساسي في تنوع الأدب بعد كتاب الله تعالى، وأنها تعتبر المصدر الثري لتسمية وتطوير المصطلحات السابقة والمنتج المنبع في هذا البحث هو عبارة عن دراسة مكثبة، نتى نقوم على جمع المعلومات من مصادرها الأصنية، ثم القيام بلقد وغرنة وتحليل هذه المعلومات، ثم القيام بوضعها مرتبة في أماكنها المناسبة ومن بين الحجج والبراهين المقدمة لتوضيح وتقوية أهداف البحث هي أن نرسون سنة الله عليه وسلم هو فصيح العرب، وأنه حامل الوحي، وأن سنته بمنزلة الترجمة والتفسير الحقيقي للقرآن، وأنها محفوظة بحفظ الله تعالى كحفظه للقرآن، لأن كلاهما في حقيقة الأمر من وحي الله تعالى، وأن روايتنا- لفظية كانت أم معنوية- تخضع لقواعد وشروط معينة ومشددة، وأن علماء الأدب- قديماً وحديثاً- يعتمدون عليها اعتماداً كئياً بعد كتاب الله تعالى، وأن أثرها في هذين تحقين كبير جداً وتختلف هذه الدراسة عن غيرها من الدراسات السابقة من حيث حداثة موضوعها، ومن حيث طريقتنا في جمع وتحليل وترتيب المعلومات، وكذلك من حيث البراز الحجج والبراهين لتوضيح وتقوية أهداف البحث وقد خرجت هذه الدراسة بعدة نتائج مهمة منها أن نرسون سنة الله عليه وسلم لاينطق عن اثروي أن هو الأوحي يوحى، وأن علاقة السنة بالقرآن وطيدة وقوية جداً، وأن طريقة تنويرها وحفظها مناسبة بطريقة تنوير وحفظ القرآن، وأن روايتنا تخضع لقواعد وشروط معينة ومشددة، وأن عدد رواة الحديث من العرب أكثر عدداً بالمقارنة مع غير العرب، وأن عدد علماء تنوع الأدب الذين يحتجون بالسنة- قديماً وحديثاً- أكثر عدداً من المتابعين بالاحتجاج بها

6. CONTENT PAGE

- Content page should be typewritten as follows:

Example of Content Page

CONTENTS	Page
AUTHOR DECLARATION	i
BIODATA OF AUTHOR	ii
ACKNOWLEDGEMENTS	iii
ABSTRAK	iv
ABSTRACT	v
<i>MULAKHKHAŞ AL-BAĤTH</i>	vi
CONTENT PAGE	vii
LIST OF TABLES	viii
LIST OF FIGURES	ix
LIST OF CASES	x
LIST OF STATUTES	xi
LIST OF APPENDICES	xii
GLOSSARY	xiii
TRANSLITERATION	xiv
ABBREVIATION	xv
CHAPTER I: INTRODUCTION	1
CHAPTER II: LITERATURE REVIEW	20
CHAPTER III: RESEARCH METHODOLOGY	55
CHAPTER IV: FINDINGS	65
CHAPTER V: ANALYSIS AND DISCUSSIONS	99
CHAPTER VI: CONCLUSIONS AND RECOMMENDATIONS	150
ENDNOTES (IF ANY)	165
BIBLIOGRAPHY	173
APPENDICES (if any)	183

7. LIST OF TABLES

- A table should contain:
 - a. Title of table (e.g. Table 3: Calculation for goodwill adjustment)
 - b. Source of table (e.g. Source: Bank Negara Malaysia 2000)

Table 3: Calculation for goodwill adjustment

	In Rupiah	Exchange rate	In Ringgit
Beginning goodwill	1,000,000	1/964.134	1,037.2
Less: expense	200,000	1/574.45	348.16
Equity adjustment			102.78
Ending goodwill at 31 December 1997	800,000	1/1364.59	586.26

Source: Bank Negara Malaysia 2000

Example of List of Tables

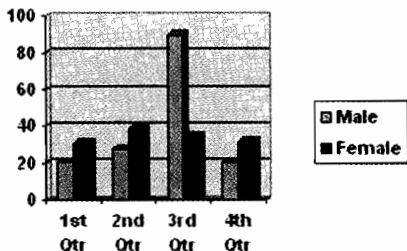
	Page
Table 1: Distribution of Population by States.	3
Table 2: List of Studies on Drug Abuse	25
Table 3: Number of Female Drug Addicts Rearrested	48

8. LIST OF FIGURES

- Figures include:
 - a. maps.
 - b. diagrams.
 - c. histograms.
 - d. graphs.
 - e. photographs.

- A figure should contain:
 - a. Title of figure (e.g. Figure 1: Concept Formation. Percentages of Scores on Criterion 3 by Age Group and Sex)
 - b. Source of figure (e.g. Source: Research Unit, KUIM 2003)

Figure 1: Concept Formation. Percentages of Scores on Criterion 3 by Age Group and Sex.



Source: Research Unit, KUIM 2003

Example of List of Figures

	Page
Figure 1: Map of Port Dickson Town	3
Figure 2: Graph Showing Distributions of Incoming and Outgoing Traffic in PD Town on Public Holidays	15
Figure 3: Histogram Showing Occupancy Rates of Hotels and Resorts in PD During Public Holidays	27

9. LIST OF CASES

- Case cited in a writing is a legal matter that have been decided in a court e.g. civil or criminal case.
- The list of cases should contain:
 - a. Name of the case
 - b. Year of the case
 - c. Volume (if any)
 - d. Name of law journals or reports
 - e. Page number
- The cases should be arranged according to the alphabetical order.
- The pages where the case appears in the thesis/dissertation/academic project report must also be mentioned.
- The list of cases should be typed single-spaced on one side of A4 paper

Example of List of Cases

	Page
Ainan bin Mahamud v Syed Abubakar [1939] MLJ 209	67-94
Aishah Bte Abdul Rauf v Wan Mohd Yusof bin wan Othman [1990] 3 MLJ 1x	35
Boto' bt Taha v Jaafar bin Muhamed [1985] 2 MLJ 98	39
Bowman v Bowman [1949] 2 All ER 127	12
C & C [1979] 1 All ER 556	157
Corbett v Corbett (otherwise Ashley) [1970] 2 All Err 33	110,112
Eeswari Visuvalingam v Government of Malaysia [1990] 1 MLJ 86	141,160
Faridah bte Dato Talib v Mohamed Habibullah bin Mahmood [1990] 1 MLJ 174	25
Fatimah v Logan [1871] 1 Ky 255	173
L v L [1956] MLJ 145	114
Letchumy v Ramadason [1984] 1 MLJ 143	77
Martin v Umi Kelsom [1963] MLJ 1	42
Maria Huberdina Hertogh, Re [1951] MLJ164	50,55
Mohamed Habibullah b Mahmood v Faridah bte Dato Talib [1992] 2 MLJ 793	148
Nafsiyah v Abdul Majid [1969] 2 MLJ 174	94,97
Ng Wan Chan v Majlis Ugama Islam Wilayah Persekutuan & Anor (No 2) [1991] 3 MLJ 156	81
Noor Jahan bt Adul Wahab v Md Yusoff bin Amanshah [1994] 1 MLJ 156	371
O'Connor v A and B [1971] 1 WLR 1227	231
O' Neill v O' Neill [1975] 3 All ER 289	174,175
Pedley v Majlis Ugama Islam Pulau Pinang & Anor [1990] 2 MLJ 307	72
Pettitt v Pettitt [1969] 2 All ER 385	349,355
Ramah v Laton (1927) 6 FMSLR 128	1,20
Sukma Darmawan Sasmitaat Madja v Ketua Pengarah Penjara Malaysia & Anor [1998] 4 MLJ 266	153,158
U Viswalingam v S Viswalingam [1980] 1 MLJ 10	141

10. LIST OF STATUTES

- Statute is a written law passed by the federal or state government. It includes, act of parliament, enactment, code, rules, regulations, order etc.

- List of statutes should consist the following:
 - a. Name of statute
 - b. Year of statute
- The statute should be arranged according to the alphabetical order.
- The pages where the statute appears in the thesis/dissertation/academic project report must also be mentioned.
- The list of statutes should be typed single-spaced on one side of A4 paper.

Example of List of Statutes

	Page
Administration of Muslim Law Enactment 1952 (Selangor)	3,10-12
Administration of the Islamic Family Law Enactment 1985 (Terengganu)	4, 11-15, 20
Child Protection Act 1991 (Act 468)	38
Children and Young Persons Act 1947	42-43, 52
Contracts Act 1950	80
Courts of Judicature Act 1964 (Act 91)	93,149
Criminal Procedure Code (FMS Cap 6)	153
Evidence Act 1950 (Act 56)	86
Federal Constitution	3,4
Guardianship of Infants Ordinance (Cap 50)	63
Interpretation Act 1948 and 1967 (Act 388)	256
Law Reform (Marriage & Divorce) Act 164	74
Legitimacy Act 1961 (Act 60)	3,4
Married Women Act 1957 (Act 450)	49-51, 62
Married Women and Children (Maintenance) Act 1950 (Act 263)	27, 63-66, 70
Women and Girls Protection Act 1973 (Act 106)	52
Penal Code (FMS Cap 45)	155,156
Pensions Regulations 1980	71
Rules of the High Court 1980	117
Specific Relief Act 1950 (Act 137)	135
Syariah Courts (Criminal Jurisdiction Act 1965 (Revised 1988) (Act 355)	144,145

11. LIST OF APPENDICES

Example of List of Appendices

	Page
Appendix A: Questionnaire	78
Appendix B: Letter from Ministry of Education giving permission to conduct research in school	82
Appendix C: Map showing the location of the incident	90

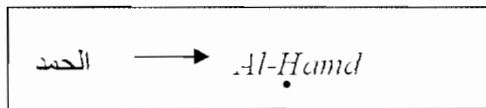
12. GLOSSARY

- A list of the difficult words used in a piece of writing or subject, with explanations of their meaning.

13. TRANSLITERATION

- Transliteration is a system whereby a word from one language (i.e. Arabic) is written using the alphabet of the different language (i.e. English).

Example of List of Transliteration



- Please refer to Appendix A for details.

14. ABBREVIATION

- A short form of a word or phrase.
- Please refer to list of abbreviation as a general guide.

15. TEXT (Main body of Thesis, Dissertation or Academic project)

- Please refer to Section V on GENERAL FORMAT.

16. ENDNOTES (if any)

- Endnotes are used to list Quranic verses and Hadith that are cited in writings.
- Endnotes can be placed at the end of each chapter or before the bibliography.
- When writing a book, the endnotes can be placed before the bibliography.
- The method of writing endnotes is similar to footnotes.

17. BIBLIOGRAPHY

- A list of the books, articles etc that the reseacher/writer has used in the conduct of his reseach and preparation of this thesis/dissertation/academic project report.
- Please refer to Section II for details.

18. APPENDICES (if any)

- Appendix is a section giving extra details at the end of a book, part of a book, or document. It is not part of the text in calculating number of words.
- All appendices must have labels.
- Typical appendices include:
 - a. Data-collecting instruments used during the investigation, such as tests, questionnaires, observation and interview schedules.
 - b. Examples showing how the instruments have been used, such as a completed interview schedule.
 - c. Raw data which does not find its way into the main body of the thesis/dissertation/academic project.
 - d. Computer software developed as part of the research to be submitted as part of the thesis/dissertation/academic project.
 - e. A complete record of a practical work.
 - f. Technical terms with specialised meanings or applications within the context of the research.
 - g. Long extracts from official documents such as White Papers, Examination Council requirements, speeches and so on.
 - h. Lists of equipment used or observed, lists of schools, firms.
 - i. Appendices are numbered sequentially with UPPER CASE.

SECTION V

GENERAL FORMAT

1. PAPER

- The size of the paper used for thesis writing is A4 (210mm x 297mm).
- The weight of the paper used should not be less than 70 grams per sheet.
- The colour of the paper must be white.

2. COVER

2.1 Ph.D and Master

- Thesis/dissertation submitted for examination/evaluation purposes must be bound using manila card.
- Thesis/dissertation submitted for final copy (after the necessary corrections are completed) must be bound using hard cover.

2.2 Bachelor degree

- Final copy of academic project report submitted must be bound using hard cover upon approval from supervisor(s).

2.3 Spine of the documents

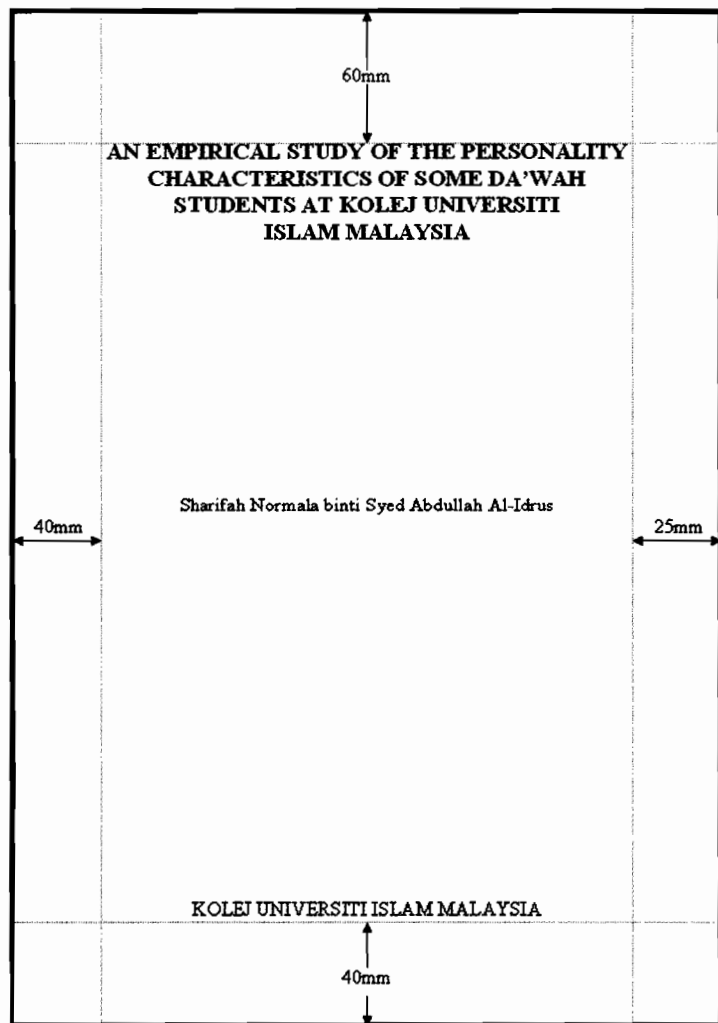
It should contain:

- Full name of the author
- Degree submitted (Ph.D/Master/Bachelor)
- Year of submission

Example of Spine of Document



Example of a Cover Page(English)



3. TOTAL NUMBER OF WORDS

The total number of words for thesis/dissertation/academic project report is as follows:

- Ph.D - 100,000 words
- Master - 60,000 words
- Academic Project Report - 6,000 to 10,000 words

4. TYPING

4.1 General instructions:

- All topics (except for subtopics) must be written in **BOLD CAPITAL LETTERS** at the center of the right and left margin.
- Text and footnotes must be justified.
- The text of the thesis must be typed 1.5 spaced on one side of A4 paper. For the following items, use single (1) spacing:
 - a. Author Declarations
 - b. Biodata of Author
 - c. Acknowledgements
 - d. Abstract
 - e. Content page
 - f. Tables
 - g. List of Tables
 - h. List of Figures
 - i. List of Cases
 - j. List of Statutes
 - k. List of Appendices
 - l. Footnotes
 - m. Endnotes
 - n. Bibliography
 - o. All forms of quotations

4.2 English

- Thesis/dissertation/academic project report must be typed using Times New Roman font size 12.

For footnotes/endnotes, the font size is 10.

- Margins must be consistent throughout the thesis/dissertation/academic project report:
 - a. Right-hand margins 25mm
 - b. Left-hand margins (the spine of the book) 38mm
 - c. Bottom margins 25mm
 - d. Top margins 30mm
- The first page of each chapter is given a top margin of 40mm.

4.3 Arabic

- Thesis/dissertation/academic project report must be typed using Traditional Arabic font size 18.
- For footnotes/endnotes, the font size is 12.
- Margins must be consistent throughout the thesis/dissertation/academic project report:
 - a. Left-hand margins 25mm
 - b. Right-hand margins (the spine of the book) 38mm
 - c. Bottom margins 25mm
 - d. Top margins 30mm
- The first page of each chapter is given a top margin of 40mm.

5. PRINTING

- The text should only be printed on one side of A4 paper.
 - a. For English, when binding, the printed text should be on the right page and the left page must be left blank.
 - b. For Arabic, when binding, the printed text should be on the left page and the right page must be left blank.
- For subsequent copies, researcher/writer is allowed to use high quality photocopy product. Copies made using carbon papers or low quality copies are not acceptable.
- Text must be printed using Laser Jet printers.

6. BINDING

6.1 Ph.D and Master thesis/dissertation

- Ph.D and Master thesis/dissertation submitted for examination purposes must be made in two stages:
- Stage 1: Thesis/dissertation bound for examination/evaluation purposes.

Copies submitted for the purpose of an examination can be bound using manila card as the binder.
- Stage 2: Final copies of thesis/dissertation.

Final copies of thesis/dissertation that have been corrected after examination/evaluation and approval are to be bound using hard cover, for submission.

- Candidates shall submit **five (5) copies** of hardbound thesis/dissertation (one each for the supervisor, the faculty, Centre for Graduate Studies, the library and Head of Programme). Candidates should make their own copies for self-keeping.
- Thesis/dissertation binding must be made using hard cover and the details mentioned on the cover page must be gold printed. (Please refer to example of cover page).
- Candidates are reminded to ensure all corrections suggested by Oral Examination Committee are made accordingly before final submission.

6.2 Bachelor Degree (Academic Project Report)

Final copies of academic project report

- Final copies of academic project report that have been approved are to be bound using hard cover, for submission.
- Candidates shall submit **three (3) copies** of hardbound academic project report (one each for the supervisor, the faculty and the library). Candidates should make their own copies for self-keeping.
- Academic project report binding must be made using hard cover and the details mentioned on the cover page must be gold printed. (Please refer to example of cover page).

7. PAGE NUMBER

- Pages are numbered consecutively throughout the whole of the thesis/dissertation/academic project report.
- Page numbers are placed at the top right edge of the paper.
- The exception to this rule is the title page which, although technically designated page 1, is not actually numbered.
- Appendices that have been previously page-numbered in their publications are re-numbered within the sequence in which they are presented in the thesis/dissertation/academic project report.
- For the following items use the Roman numerals (e.g. i, ii, iii, etc.):
 - a. Title page
 - b. Author Declaration
 - c. Biodata of Author
 - d. Acknowledgements
 - e. Abstract
 - f. Content page
 - g. List of Tables
 - h. List of Figures
 - i. List of Cases
 - j. List of Statutes
 - k. List of Appendices
 - l. Glossary
 - m. Transliteration
 - n. Abbreviation

- For the following items use the Arabic numerals (e.g. 1, 2, 3, etc):
 - a. Text (Main body of Thesis, Dissertation or Academic project)
 - b. Endnotes
 - c. Bibliography
 - d. Appendices

8. COLOUR

The colour of the cover thesis/dissertation/academic project report is as follows:

- a. Academic Project Report - Dark Blue
- b. Master Thesis - Maroon
- c. Ph. D Thesis - Black

Appendix A

ARABIC WORDS TRANSLITERATION SYSTEM TRANSLITERATION TABLE

<u>Arabic</u>	<u>Latin</u>	<u>Example</u>	<u>Transliteration</u>
أ	ʾ	فَأر	faʾr
ب	b	بُرْد	burd
ت	t	تَال	tall
ث	th	ثَوْب	thawb
ج	j	جِدَار	jidār
ح	h	حَلِيب	ḥalīb
خ	kh	خَادِم	khādūm
د	d	دَيْك	ḍīk
ذ	dh	ذَهَب	dhahab
ر	r	رَفِيق	rafīq
ز	z	زَمِيل	zamīl
س	s	سَلَام	salām
ش	sh	شَعْب	shaʿb
ص	ṣ	صَخْر	ṣakhr
ض	ḍ	ضَيْق	ḍayq
ط	ṭ	طَالِب	tālib
ظ	ẓ	ظَلَم	ẓalim
ع	ʿ	عَقْل	ʿaql
غ	gh	غُلَام	ghulām

<u>Arabic</u>	<u>Latin</u>	<u>Example</u>	<u>Transliteration</u>
ف	f	فيل	fil
ق	q	قلب	qalb
ك	k	كلام	kalām
ل	l	لبّ	lubb
م	m	سال	māl
ن	n	نجم	najm
هـ	h	هول	hawl
و	w	ورق	waraq
ي	y	يمّ	yanum

2. Short Vowel

<u>Arabic</u>	<u>Latin</u>	<u>Example</u>	<u>Transliteration</u>
ا	a	كتب	kataba
ي	i	علم	‘alima
و	u	غلب	ghuliba

3. Long Vowel

<u>Arabic</u>	<u>Latin</u>	<u>Example</u>	<u>Transliteration</u>
أ، آ، إ	ā	عالم، فتى	‘ālim, fatā
إي	ī	علم، داعي	‘alīm, dā‘ī
أو	ū	علوم، أدعو	‘ulūm, Ad‘ū

4. Diphthong

<u>Arabic</u>	<u>Latin</u>	<u>Example</u>	<u>Transliteration</u>
و	aw	نوم	nawm
ي	ay	ليل	layl
يَ	iyy	شافعي	shāfi'iyy (ending)
وَّ	uww	طَوَّ	'uluww (ending)

5. Exemptions

- 5.1 Arabic letter ء (hamzah) found at the beginning of a word is transliterated to the letter "a" and not to '.

Example: كبر transliterated to: akbar (not `akbar).

- 5.2 Arabic letter ة (ta' marbutah) found in a word without ل (al) which is coupled with another word that contains ل (al) at the beginning of it is transliterated to the letter "t".

Example: مكتبة الإمام transliterated to: maktabat al-imānū

However if the Arabic letter ة (ta' marbutah) found in a word with ل (al), in a single word or in the last word in a sentence, it is transliterated to the letter "h".

Example: المكتبة الأهلية transliterated to: al-maktabah al-ahliyyah
قلعة qal'ah
دار وهدية dār wahbah

ABBREVIATIONS

AS	‘alayh al-salām
comp.	compiler/compiled by
Def.	definition
ed.	editor/edition/edited by
H	hujriyyah
M	mūlādiyyah
n.a.	no author/no artist
narr.	narrated by
n.d.	no date/no year
n.pl.	no place
n.pb.	no publisher
p.	page
pp.	pages
perf.	performers
trans.	translator/translated by
RA	radiya Allāh ‘anhu / ‘anhā / ‘anhum
rev.	review/revision of
SAW	salla Allāh ‘alayh wa sallam
SWT	subhānahu wa ta‘ālā
vers.	version
vol.	volume
writ.	written by

Appendix C

LIST OF SYMBOLS

Hadith Number





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